

Charity Registration No. 1173608

Company Registration No. 09958251 (England and Wales)

**SCHOOL OF CIVIC EDUCATION**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# SCHOOL OF CIVIC EDUCATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Trustees          | Dr I Krastev<br>Honourable T Gati<br>H H M Levy<br>Mr J Lloyd<br>Amb. R Nyberg<br>Mr M Sohlman<br>Lord R Skidelsky<br>Ms E Millar<br>Amb. F O'Donnell<br>Mr A Sixten Georg Alex<br>Alexandersson | (Appointed 7 July 2021) |
| Charity number    | 1173608                                                                                                                                                                                          |                         |
| Company number    | 09958251                                                                                                                                                                                         |                         |
| Principal address | 102 Colney Hatch Lane<br>London<br>N10 1EA                                                                                                                                                       |                         |
| Registered office | 66 Prescott Street<br>London<br>E1 8NN                                                                                                                                                           |                         |
| Auditor           | CBW Audit Limited<br>66 Prescott Street<br>London<br>E1 8NN                                                                                                                                      |                         |

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# SCHOOL OF CIVIC EDUCATION

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# SCHOOL OF CIVIC EDUCATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 DECEMBER 2021

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The trustees present their report along with the financial statements of the School of Civic Education (SCE) for the year ended 31 December 2021. SCE is a charity registered with registration number 1173608.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### Purposes and Aims

The SCE's main purpose, as set out in the Objects and Powers in its Memorandum of Association, is to advance the education of the public in the principles of democracy, human rights, and the rule of law.

The SCE understands the importance of raising awareness and extending the public space for civil society activists and representatives of NGOs, educational, scientific and cultural communities and the media, and of engaging with the international expert community on topics critical to the development of civil society.

#### Objectives and activities

The main objectives of SCE are the following:

- to increase the level of knowledge and understanding of the principles which form the basis of a state which is subject to the rule-of-law and the work of modern governments and societies among citizens of the countries of Central and Eastern Europe and the Former Soviet Union;
- to provide a discussion platform for the exchange of opinions and information on topical global issues and civil society development, and to share experience between theorists, practitioners and participants in SCE's activities;
- to facilitate constructive dialogue between socially active representatives of various cultures, professional spheres, and political views; and
- to encourage civic responsibility and engagement at local, national and international levels.

In order to meet the objectives SCE annually develops and implements a comprehensive educational programme consisting of the following activities:

1. A series of online expert sessions;
2. A cycle of seminars for new participants;
3. The Civic Leadership Advanced Programme for alumni;
4. Thematic workshops in partnership with and hosted by SCE's academic partners;
5. The *Sapere Aude* website.

In the period January - June 2021, given the extension of lockdowns in most countries, SCE continued carrying out a virtual version of its programmes, which included 15 online sessions in total. In autumn 2021, when the situation with the pandemic restrictions began to improve, SCE was able to start organising in-person seminars. As a result, in five months from August to December 2021 SCE held four five-day-long seminars under the Fundamentals of Democracy and Civic Engagement program for new participants, and three five-day-long workshops under the Civic Leadership Advanced Program for alumni. It was truly an outstanding effort from every single member of the institution.

Despite the situation, SCE ensured that numerous stakeholders including journalists/media professionals, NGO leaders, public/political activists, lawyers/advocates, academics/educators, entrepreneurs and, increasingly, youth have continuous access to expert knowledge, open debate and exchange with leading experts to become more attentive to and competent in the issues of observance of human rights, anti-corruption, operation of independent media outlets and others.



## SCHOOL OF CIVIC EDUCATION

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

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#### Activities Delivered During the Reporting Period

1. A series of online expert sessions for SCE community

For the first half of 2021, 14 panel discussions and expert sessions were organised and held by SCE on the following key topics: 1) Society Today; 2) Living in Authoritarian Regimes; 3) New World Order; 4) Climate Change.

In the context of the restriction on free travel between countries, SCE continued to organise regular online meetings between participants of its programmes and leading experts from different countries in the first half of the year. Online sessions and panel discussions on global challenges the societies are facing today not only provided an insight into the latest expertise on pressing issues, but also facilitated an exchange of opinions and information among participants about what was happening on the ground. Such meetings enriched both the experts and the participants in terms of reliable information and a fuller understanding of current events.

2. A cycle of seminars for new participants

Four 5-day-long face-to-face seminars under the *Fundamentals of Democracy and Civic Engagement* programme for new participants were held in the reporting period. Each event was attended by about 45 participants – civically active young people from the countries of Central and Eastern Europe and the Former Soviet Union.

The *Sapere Aude* seminars for newcomers were designed to address the topical developments within the themes that were most relevant and interesting to the participants in the field of civic education, including: *The rule of law, Current political trends, Media and journalism, Climate change/resource management, Civil society development/ civic activism, Good governance and democratic institutions, Philosophical reflection on current processes, Gender and minority issues.*

3. The Civic Leadership Advanced Programme (AP) for alumni

In 2021 the course of the Advanced Programme also faced the challenges related to the Covid-19 pandemic. A comprehensive online course was developed by SCE for the period from January to June 2021 to offer participants of Cohort 4 a worthy alternative to the cancelled in-person events.

Thus, the structure of an online part of the programme included:

- Two in-depth expert courses (7 sessions in total) on specific subject along with sets of reading material suggested by the experts on their courses, and videos to watch;
- Five online sessions with leading experts;
- Essay writing by participants on the topic of the course with a follow-up by the expert;
- Regular updating of additional educational and informational materials for self-study, including reading materials and online resources on social projects design and implementation;
- Regular online consultations between participants and SCE responsible managers on the development of their projects/initiatives, and individual work of participants to present their project ideas in line with the provided samples and recommendations for further discussion and revision.

An in-person part of the AP course 2021 consisted of three five-day-long seminars which were held during the period from September to December 2021 in Riga, Vilnius and Istanbul.

4. Thematic workshops hosted by SCE's partners

Two workshops for alumni were organised by SCE in partnership with its academic partners in Sweden and Norway.

a) Stockholm School of Transition Economics hosted a three-day-long seminar entitled "Challenges in society. Thinking about our common future" in Stockholm, Sweden in October 2021;

b) Norwegian Institute of International Affairs hosted a four-day-long seminar entitled "Resource management and climate control in Norway" in Oslo, Norway.

45 prominent graduates of SCE programmes of different years took part in these issue-based seminars.

## SCHOOL OF CIVIC EDUCATION

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

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5. The *Sapere Aude* website [www.sapere.online](http://www.sapere.online)

The *Sapere Aude* website is aiming to bring together ideas, trends and phenomena of the global world to suggest that the only possible solution to the planetary scale problems that societies are facing lies in enlightened and inclusive societies.

The website continues to be updated about 6 times a month with analyses and articles selected by the website editor from foreign sources. During the year 2021 the site was averagely visited 13,000 times by about 9,500 unique users monthly. The steady growth in activity on the site indicates the relevance of the content posted to SCE's audience and the wider public.

#### How The SCE's activities deliver public benefit

Notwithstanding increasing restrictions, the outreach activity of SCE in 2021 pursued the overarching goal to broaden participation, networking and collaboration, which is critical to the sustainability of outcomes. SCE considers it important to connect and support civic actors across all sectors, who have temporarily relocated, with similarly situated civic activists from other countries, and with SCO's actors in Europe. To this end, SCE contributed to strengthening connections and knowledge transfer between democratic institutions and practitioners from different regions and with those from outside their countries.

The SCE programmes were successful in helping to develop peer networks of civic-minded people. Given the situation, refugees from different countries (including Belarus, Russia) have to adapt to new challenges and are seeking ways to stay afloat while remaining socially and politically active. So, one of the main focuses of the programmes 2021 was to engage active members of newly formed communities and connect them across their professional interests and public/ social activity for coordinated actions.

The programmes stimulated networking and exchange among emerging public leaders and civic activists and boosted motivation and inspiration of newcomers to be more actively engaged in civic life. Many participants indicated that they wanted to implement new educational initiatives - both their own projects and the involvement in other participants' projects, as well as a willingness to propagate the seminar's ideas or invite experts to their discussion platforms.

Civic and public actors learned about practical examples of civic engagement, enabling them to improve and deepen their knowledge of good governance and democratic development. As they said: they strengthened their capacity as social and civic activists by learning about ways they can influence their communities, advocate for change, and understand their legal rights. According to the programme-completion survey, 88.5% of respondents said that their competences have changed/expanded over the course of the programme.



## **SCHOOL OF CIVIC EDUCATION**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **Programme Management and Evaluation**

Despite epidemiological, political and other challenges faced in 2021, SCE successfully implemented its programmes. Under conditions of constantly changing external factors, the Project implementation timeline was adjusted as the situation changed. To minimise the risks of improper project implementation and to maintain the sustainability of project performance SCE kept in touch with all project stakeholders continuously on developing new solutions and coordinating changing plans and the related budgets.

SCE's programmes are supervised and directed by the Board of Directors on a regular basis, and in accordance with the practices and procedures set out in UK legislation applicable to companies with charitable status.

Checks and balances are provided by clear segregation of duties among the following: the Finance Committee, Finance Controller and independent accountants. A general audit of the SCE's accounts is conducted annually by external auditors. This maintains internal controls of the SCE's administration and eliminates the risk of potential conflict of interest or corruption.

With regard to measuring the effectiveness and efficiency of the Project, SCE carried out monitoring and evaluation of the programmes' deliverables according to the set targets, compiled relevant data, prepared reports and organised evaluation meetings. The programme evaluation process included collecting data, participants' feedback and development of relevant questionnaires/templates, along with gathering information on local projects/ initiatives implemented by programme participants.

#### **FINANCIAL REVIEW**

##### **Principal Funding Sources**

SCE works to strengthen its financial sustainability and diversify its sources of core and project-related funding.

Aside from the minor income generated by donations by individuals, the principal funding sources for the charity are grants and voluntary contributions made by governmental institutions and private foundations in different countries. The donor institutions which supported SCE's activities in the reporting period were the following: The Norwegian Institute of International Affairs, the Permanent Representation of Finland to the Council of Europe, the Stockholm Institute of Transition Economics, the Stockholm School of Economics in Riga, and the Swedish Institute.

##### **Plans for the Future**

SCE will continue pursuing the task of building a network of civic actors who are open to dialogue on ways to strengthen the basic principles undergirding civil society — the rule of law and sound legal frameworks and processes, well-functioning civic institutions, and support for human rights and minority rights — and who understand that these principles are vital to the continuing long-term success and prosperity of modern states and democratic institutions.

With this in mind, SCE is working on scaling up the existing partnerships and identifying new donors and academic partners who could support and contribute to the work of SCE.

##### **Structure, governance and management**

##### **Governing Documents**

SCE is a company limited by guarantee, incorporated on 19th January 2016 and registered as a charity on 29th June 2017. It was established under a Memorandum of Association which sets out its Objects and Powers, and is governed by its Articles of Association. In the event of the company being wound up, each member is required to contribute an amount not exceeding £1.

## **SCHOOL OF CIVIC EDUCATION**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **Recruitment and Appointment of Board of Directors**

The Directors of SCE are Trustees for the purposes of charity law, and under the company's Articles are known as Members of the Board of Directors. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected to serve for a period of three years, after which they may be re-elected at the next Annual General Meeting.

All Board Members give their time voluntarily and receive no financial benefits from the charity. Any expenses reclaimed from SCE are set out in note 6 to the annual accounts.

The following were Directors/Trustees during the reporting period:

- 1) Toby T. Gati
- 2) John N. F. Lloyd
- 3) Ivan I. Krastev
- 4) Michael Sohlman
- 5) Marcia Levy
- 6) Elizabeth Millar
- 7) Elena Nemirovskaya (retired on 7th July 2021)
- 8) Rene Nyberg
- 9) Francis O'Donnell
- 10) Lord Robert Skidelsky
- 11) Anders Alexandersson (joined on 7th July 2021)

#### **Risk Management**

Risk assessment and management is an important priority for SCE's Board of Trustees and the management in order to identify and address risks or factors that can threaten the achievement of SCE's objectives. In 2021, a systematic approach to risk assessment and management was observed by SCE's Board of Trustees.

#### **Organisational Structure**

The SCE's Board of Directors meets a minimum of three times a year to decide on the strategic direction SCE should follow, and to assess the effectiveness of its risk management and policy. Led by two co-chairpersons, the SCE Board of Trustees consists of 10 members from different countries and with various professional backgrounds.

The Finance Committee assists the Board in fulfilling its functions in terms of internal control and financial reporting, and also with respect to monitoring compliance with the Charity Commission's legal and regulatory requirements and assessing the effectiveness of the internal audit function.

Rebecca Ostrovsky was appointed as Administrator of SCE with effect from 1 September 2021. This position replaced the position of Chief Operating Officer of SCE.

#### **Auditor**

CBW Audit Limited were re-appointed by the Board of Directors as SCE's auditors during the reporting year. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.



## SCHOOL OF CIVIC EDUCATION

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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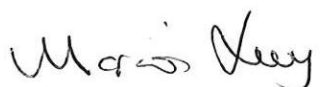
In so far as the Trustees are aware:

- There is no relevant audit information of which the Charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the Board of Directors on 31 May 2022 and signed on it behalf by:

Marcia Levy, Co-Chairperson  
Dated: 31 May 2022

Trustee 

  
MARCIA LEVY

## SCHOOL OF CIVIC EDUCATION

### STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2021

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The trustees, who are also the directors of the School of Civic Education for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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


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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In so far as the Trustees are aware:

- There is no relevant audit information of which the Charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the Board of Directors on 31 May 2022 and signed on it behalf by:

  
MARCIA LEVY  
Trustee

# SCHOOL OF CIVIC EDUCATION

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF SCHOOL OF CIVIC EDUCATION

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#### Opinion

We have audited the financial statements of School of Civic Education (the 'charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.



## **SCHOOL OF CIVIC EDUCATION**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

#### **TO THE TRUSTEES OF SCHOOL OF CIVIC EDUCATION**

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##### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

##### **Responsibilities of trustees**

As explained more fully in the statement of Trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

##### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

## SCHOOL OF CIVIC EDUCATION

### INDEPENDENT AUDITOR'S REPORT (CONTINUED)

#### TO THE TRUSTEES OF SCHOOL OF CIVIC EDUCATION

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We ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations. The laws and regulations applicable to the company were identified through discussions with directors and other management, and from our commercial knowledge and experience of charitable organisations. Of these laws and regulations, we focused on those that we considered may have a direct material effect on the financial statements or the operations of the company, including Charity Law, Companies Act 2006, taxation legislation, data protection, anti-bribery, anti-money-laundering, employment, environmental and health and safety legislation. The extent of compliance with these laws and regulations identified above was assessed through making enquiries of management and inspecting legal correspondence. The identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators including the Charity Commission and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

## SCHOOL OF CIVIC EDUCATION

### INDEPENDENT AUDITOR'S REPORT (CONTINUED)

#### TO THE TRUSTEES OF SCHOOL OF CIVIC EDUCATION

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##### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



CBW Audit Limited

31/5/22

Chartered Accountants  
Statutory Auditor

66 Prescott Street  
London  
E1 8NN

CBW Audit Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.



# SCHOOL OF CIVIC EDUCATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

|                                                           | Notes | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ |
|-----------------------------------------------------------|-------|------------------------------------|----------------------------------|------------------------------------------|----------------------------------|--------------------|
| <b><u>Income from:</u></b>                                |       |                                    |                                  |                                          |                                  |                    |
| Donations and legacies                                    | 3     | 547                                | 764,903                          | 765,450                                  | 863                              | 375,220            |
| <b><u>Expenditure on:</u></b>                             |       |                                    |                                  |                                          |                                  |                    |
| Raising funds                                             | 4     | -                                  | -                                | -                                        | -                                | 26,687             |
| Charitable activities                                     | 5     | 496                                | 725,208                          | 725,704                                  | 793                              | 305,495            |
| Other                                                     |       | 51                                 | 39,695                           | 39,746                                   | 70                               | 43,038             |
| <b>Total resources expended</b>                           |       | <b>547</b>                         | <b>764,903</b>                   | <b>765,450</b>                           | <b>863</b>                       | <b>375,220</b>     |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | <b>-</b>                           | <b>-</b>                         | <b>-</b>                                 | <b>-</b>                         | <b>-</b>           |
| Fund balances at 1 January 2021                           |       | -                                  | -                                | -                                        | -                                | -                  |
| <b>Fund balances at 31<br/>December 2021</b>              |       | <b>-</b>                           | <b>-</b>                         | <b>-</b>                                 | <b>-</b>                         | <b>-</b>           |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SCHOOL OF CIVIC EDUCATION

## BALANCE SHEET

AS AT 31 DECEMBER 2021

|                                                       | Notes | 2021<br>£      | £        | 2020<br>£      | £        |
|-------------------------------------------------------|-------|----------------|----------|----------------|----------|
| <b>Current assets</b>                                 |       |                |          |                |          |
| Debtors                                               | 9     | 115,578        |          | 137,672        |          |
| Cash at bank and in hand                              |       | 5,157          |          | 18,377         |          |
|                                                       |       | <u>120,735</u> |          | <u>156,049</u> |          |
| <b>Creditors: amounts falling due within one year</b> | 10    | (120,735)      |          | (156,049)      |          |
| Net current assets                                    |       |                | -        |                | -        |
| <b>Income funds</b>                                   |       |                |          |                |          |
| Unrestricted funds                                    |       |                | -        |                | -        |
|                                                       |       |                | <u>-</u> |                | <u>-</u> |

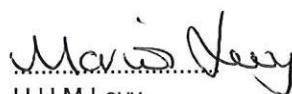
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors/trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of Companies Act 2006 and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 31 May 2022 M.



H H M Levy  
Trustee

Company Registration No. 09958251

# SCHOOL OF CIVIC EDUCATION

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2021

|                                                  | Notes | 2021<br>£ | £            | 2020<br>£ | £             |
|--------------------------------------------------|-------|-----------|--------------|-----------|---------------|
| <b>Cash flows from operating activities</b>      |       |           |              |           |               |
| Cash absorbed by operations                      | 16    |           | (13,220)     |           | (26,923)      |
| <b>Net cash used in investing activities</b>     |       |           | -            |           | -             |
| <b>Net cash used in financing activities</b>     |       |           | -            |           | -             |
| <b>Net decrease in cash and cash equivalents</b> |       |           | (13,220)     |           | (26,923)      |
| Cash and cash equivalents at beginning of year   |       |           | 18,377       |           | 45,300        |
| <b>Cash and cash equivalents at end of year</b>  |       |           | <u>5,157</u> |           | <u>18,377</u> |



# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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### 1 Accounting policies

#### Charity information

School of Civic Education is a private company limited by guarantee incorporated in England and Wales. The registered office is 66 Prescott Street, London, E1 8NN.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements. Since the year end the trustees have considered the impact of COVID-19 on the business and do not foresee any impact of the business and therefore continue to adopt the going concern basis.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.



# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 1 Accounting policies

(Continued)

#### *Impairment of financial assets*

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

#### *Derecognition of financial assets*

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

#### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Management do not consider there to be any material judgements or estimation and uncertainty requiring disclosure.



# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 3 Donations and legacies

|        | Unrestricted<br>funds | Restricted<br>funds | Total     | Unrestricted<br>funds | Restricted<br>funds | Total     |
|--------|-----------------------|---------------------|-----------|-----------------------|---------------------|-----------|
|        | 2021<br>£             | 2021<br>£           | 2021<br>£ | 2020<br>£             | 2020<br>£           | 2020<br>£ |
| Grants | 547                   | 764,903             | 765,450   | 863                   | 375,220             | 376,083   |

### 4 Raising funds

|                                        | Total     | Restricted<br>funds |
|----------------------------------------|-----------|---------------------|
|                                        | 2021<br>£ | 2020<br>£           |
| <u>Fundraising and publicity</u>       |           |                     |
| Seeking donations, grants and legacies | -         | 26,687              |
|                                        | -         | 26,687              |

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 5 Charitable activities

|                                        | 31<br>December<br>2021<br>£ | 31<br>December<br>2020<br>£ |
|----------------------------------------|-----------------------------|-----------------------------|
| Charitable activities                  | 183,808                     | 158,764                     |
| Core seminar                           | 332,207                     | 80,749                      |
| International forum                    | -                           | 2,760                       |
| Issue based seminar                    | 19,763                      | 10,367                      |
| Maintenance& Development               | 39,892                      | -                           |
| Publishing                             | 9,147                       | -                           |
| Project consulting                     | 88,346                      | -                           |
|                                        | <u>673,163</u>              | <u>252,640</u>              |
| Share of support costs (see note 6)    | 28,687                      | 29,516                      |
| Share of governance costs (see note 6) | 23,853                      | 24,132                      |
|                                        | <u>725,703</u>              | <u>306,288</u>              |
| <b>Analysis by fund</b>                |                             |                             |
| Unrestricted funds                     | 496                         | 793                         |
| Restricted funds                       | 725,208                     | 305,495                     |
|                                        | <u>725,704</u>              | <u>306,288</u>              |

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 6 Support costs

|                                        | Support costs | Governance costs | 31 December 2021 | 31 December 2020 | Basis of allocation |
|----------------------------------------|---------------|------------------|------------------|------------------|---------------------|
|                                        | £             | £                | £                | £                |                     |
| Travel                                 | 3,469         | -                | 3,469            | 8,209            |                     |
| Telecommunication and data cost        | 2,052         | -                | 2,052            | 3,200            |                     |
| Sundries                               | 19,962        | -                | 19,962           | 15,390           |                     |
| Bank charges                           | 2,517         | -                | 2,517            | 2,717            |                     |
| Translation                            | 687           | -                | 687              | -                |                     |
| Audit, accountancy and legal fee       | -             | 23,853           | 23,853           | 24,132           | Governance          |
|                                        | <u>28,687</u> | <u>23,853</u>    | <u>52,540</u>    | <u>53,648</u>    |                     |
| Analysed between Charitable activities | <u>28,687</u> | <u>23,853</u>    | <u>52,540</u>    | <u>53,648</u>    |                     |

Governance costs includes payments to the auditors of £9,300 (2020 - £6,000) for audit fees.

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                         | 31 December 2021<br>Number    | 31 December 2020<br>Number    |
|-------------------------|-------------------------------|-------------------------------|
|                         | <u>1</u>                      | <u>1</u>                      |
| <b>Employment costs</b> | <b>31 December 2021<br/>£</b> | <b>31 December 2020<br/>£</b> |
| Wages and salaries      | 39,213                        | 42,288                        |
| Social security costs   | 292                           | 451                           |
| Other pension costs     | 240                           | 369                           |
|                         | <u>39,745</u>                 | <u>43,108</u>                 |



## SCHOOL OF CIVIC EDUCATION

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

#### 9 Debtors

|                                      | 2021<br>£      | 2020<br>£      |
|--------------------------------------|----------------|----------------|
| Amounts falling due within one year: |                |                |
| Other debtors                        | 94,141         | 84,627         |
| Prepayments and accrued income       | 21,437         | 53,045         |
|                                      | <u>115,578</u> | <u>137,672</u> |

Other debtors include grants receivable of £94,064 (2020:£84,550).

#### 10 Creditors: amounts falling due within one year

|                              | 2021<br>£      | 2020<br>£      |
|------------------------------|----------------|----------------|
| Other creditors              | 7              | 76             |
| Accruals and deferred income | 120,728        | 155,973        |
|                              | <u>120,735</u> | <u>156,049</u> |

#### 11 Deferred income

|                                                             | 2021<br>£      | 2020<br>£        |
|-------------------------------------------------------------|----------------|------------------|
| Balance as at 1 January 2021                                | (146,973)      | (92,258)         |
| Amount released to income earned from charitable activities | 146,973        | 92,258           |
| Amount deferred in the year                                 | 109,452        | (146,973)        |
|                                                             | <u>109,452</u> | <u>(146,973)</u> |

Deferred income include grants received that have not yet been spent of £109,452 (2020: £146,973).

#### 12 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

### 13 Restricted funds

|                                                 | Balance at 1<br>January<br>2021 | Incoming<br>resources | Resources<br>expended | Balance at 31<br>December<br>2021 |
|-------------------------------------------------|---------------------------------|-----------------------|-----------------------|-----------------------------------|
|                                                 | £                               | £                     | £                     | £                                 |
| Council of Europe                               | -                               | 54,326                | (54,326)              | -                                 |
| Stockholm school of economics (SI)              | -                               | 94,110                | (94,110)              | -                                 |
| European Wergeland Centre                       | -                               | 16,970                | (16,970)              | -                                 |
| Stockholm School of Economics                   | -                               | 388                   | (388)                 | -                                 |
| Norwegian Institute of of International Affairs | -                               | 209,335               | (209,335)             | -                                 |
| Stockholm Institute of Transition Economics     | -                               | 254,248               | (254,248)             | -                                 |
| Supporters of Civil Society                     | -                               | 32,571                | (32,571)              | -                                 |
| U.S. Russia Foundation                          | -                               | 102,955               | (102,955)             | -                                 |
|                                                 | -                               | 764,903               | (764,903)             | -                                 |

### *Movement in funds - prior year*

|                                                 | Balance at 1<br>January<br>2020 | Incoming<br>resources | Resources<br>expended | Balance at 31<br>December<br>2020 |
|-------------------------------------------------|---------------------------------|-----------------------|-----------------------|-----------------------------------|
|                                                 | £                               | £                     | £                     | £                                 |
| Foreign & Commonwealth Office British Embassy   | -                               | 71,724                | (71,724)              | -                                 |
| Council of Europe                               | -                               | 13,777                | (13,777)              | -                                 |
| European Wergeland Centre                       | -                               | 32,652                | (32,652)              | -                                 |
| Stockholm School of Economics                   | -                               | 1,170                 | (1,170)               | -                                 |
| Charles Stewart MOTT Foundation                 | -                               | 61,848                | (61,848)              | -                                 |
| Norwegian Institute of of International Affairs | -                               | 24,066                | (24,066)              | -                                 |
| Supporters of Civil Society in Russia           | -                               | 152,109               | (152,109)             | -                                 |
| Stockholm Institute of Transition Economics     | -                               | 17,874                | (17,874)              | -                                 |
|                                                 | -                               | 375,220               | (375,220)             | -                                 |

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 14 Unrestricted funds

Unrestricted funds are free reserves held by the charity.

|              | Balance at 1<br>January<br>2021 | Movement in funds     |                       | Balance at 31 December 2021 |
|--------------|---------------------------------|-----------------------|-----------------------|-----------------------------|
|              | £                               | Incoming<br>resources | Resources<br>expended | £                           |
| General fund | -                               | 496                   | (496)                 | -                           |
| Ithaca Trust | -                               | 51                    | (51)                  | -                           |
|              | <u>-</u>                        | <u>547</u>            | <u>(547)</u>          | <u>-</u>                    |

#### *Movement in funds - prior year*

|              | Balance as<br>at 1 January<br>2020 | Incoming<br>resources | Resources<br>expended | Balance at 31 December 2020 |
|--------------|------------------------------------|-----------------------|-----------------------|-----------------------------|
|              | £                                  | £                     | £                     | £                           |
| CGS          |                                    |                       |                       |                             |
| Ithaca Trust | -                                  | 264                   | (264)                 | -                           |
| General fund | -                                  | 599                   | (599)                 | -                           |
|              | <u>-</u>                           | <u>863</u>            | <u>(863)</u>          | <u>-</u>                    |

### 15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

|                                   | 2021<br>£       | 2020<br>£       |
|-----------------------------------|-----------------|-----------------|
| 16 Cash generated from operations |                 |                 |
| Deficit for the year              | -               | -               |
| Movements in working capital:     |                 |                 |
| Decrease/(increase) in debtors    | 22,094          | (69,066)        |
| (Decrease)/increase in creditors  | (35,314)        | 42,143          |
| Cash absorbed by operations       | <u>(13,220)</u> | <u>(26,923)</u> |

### 17 Analysis of changes in net funds

The charity had no debt during the year.