

JOSEPH COWEN LIFELONG LEARNING CENTRE CIO

England & Wales · Charity number 1174080

Details

Status Registered

Legal form CIO

Registered 2017-08-01

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

Contact

Address Essell Accountants Ltd
29 Howard Street
North Shields
Tyne And Wear
NE30 1AR

Phone 01912813153

Email weareexplore@gmail.com

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

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ADVANCE THE EDUCATION OF ADULTS IN THE NORTH EAST OF ENGLAND (THE AREA OF BENEFIT) BY THE PROVISION OF SHORT COURSES, SEMINARS, STUDY GROUPS, LECTURES AND OTHER SUCH ACTIVITIES.

Activities: Joseph Cowen Lifelong Learning Centre (JCLLC) aims to deliver and promote adult education in the north-east of England. This is achieved through the provision of the Explore Lifelong Learning programme of short courses and lectures of a high academic standard. Further details about JCLLC and Explore can be found here: <http://www.weareexplore.org.uk>/<http://www.josephcowen.org.uk/>

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** The General Public/mankind

Geography

- Durham
- Gateshead
- Newcastle Upon Tyne City
- North Tyneside
- Northumberland
- South Tyneside
- Sunderland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£46,375	£44,850	-	-
2024-08-31	£44,622	£46,121	-	-
2023-08-31	£41,879	£47,836	-	-
2022-08-31	£43,469	£38,131	-	-
2021-08-31	£48,412	£33,204	-	-
2020-08-31	£58,055	£49,897	-	-

Trustees

Name	Role	Appointed
Malcolm Robert Grady	Chair	2018-05-10
Anthea Lang		2021-01-08
Dr DOROTHY STAINSBY		2017-08-01
Dr Louise Freeman		2017-08-01
Jo Champion		2018-03-02
Justin Valentine Pearce		2024-05-20
Karen Louise Gammack		2025-06-27
Lesley Pringle		2022-04-08
Prof Trevor Buck		2023-05-25
Professor Simon David Pallett		2019-05-09
Rita Prabhu		2020-01-17

JOSEPH COWEN LIFELONG LEARNING CENTRE CIO

England & Wales - Charity number 1174080

Accounts

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 August 2025

REGISTERED NUMBER - 1174080

Essell
ACCOUNTANTS LTD

29 Howard Street
North Shields
Tyne and Wear
NE30 1AR

Tel : 0191 259 2743 Fax : 0191 257 2249

E-mail : info@essell.co.uk

Ref: ACR/2668

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 August 2025**

CONTENTS

Legal and Administrative Information	Page 1
Report of the Trustees	Pages 2 - 4
Report of the Independent Examiner	Page 5
Statement of Financial Activities	Page 6
Balance Sheet	Page 7
Notes to the Financial Statements	Pages 8 - 11

29 Howard Street
North Shields NE30 1AR
Tel: 0191 259 2743 : Fax 0191 257 2249
E-mail: info@essell.co.uk
Ref: ACR/2668

Legal and Administrative Information for the Year Ended 31 August 2025

Constitution

Joseph Cowen Lifelong Learning Centre CIO is a Body Corporate under Part 11 of the Charities Act 2011 and is governed by its Constitution. It is a Registered Charity no. 1174080

Trustees

The trustees serving during the year and since the year end were as follows :

Dr Dorothy Stainsby	
Dr Louise Jennet Freeman	
Mrs Joan Campion	
Dr Malcolm Robert Grady	
Prof Simon Pallett	
Mrs Rita Prabhu	
Mrs Anthea Lang	
Miss Lesley Pringle	
Prof Trevor Buck	
Ms Kate Bridger	(resigned 4 October 2024)
Mr Justin Pearce	
Mrs Karen Gammack	(appointed 27 June 2025)

Registered Office

Essell Accountants Ltd, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Independent Examiner

Alex Robinson, Essell Accountants Limited, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Report of the Trustees for the Year Ended 31 August 2025

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2025.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the Charity

The objects of the CIO are to advance the education of adults in the north east of England (the area of benefit) by the provision of short courses, seminars, study groups, lectures and other such activities.

Structure, Governance & Management

The Board of Trustees met eight times during the year. In addition the Board held an away day to discuss future strategy.

Financial Review

In 2024/25 the Trustees planned to make a small deficit, but in reality a modest surplus has been made. This is because of strict control of expenditure, the maintenance of membership levels and a slightly lower level of expenditure on programming.

During the year the Trustees reviewed the CIO's reserves policy and determined that the minimum level of free reserves should be 6 months running costs, the designated Gordon Brown Fund and a small sum to cover winding up costs, if the organisation ever ceased to operate. This means that on current spending minimum reserves should be about £52,500 as compared to their actual level of £81,675. The Trustees have therefore reduced the subscription rate for 2025/26 from £285 to £250 in order gradually to run down the free reserves held over a number of years. It is therefore hoped that this new reduced subscription level can be maintained for at least two years and possibly longer.

The Trustees are always on the look-out for additional sources of funding, although the CIO is likely to remain dependent largely on members' subscriptions. It would of course help to have a few more members, although it looks as if the lower level of membership post Pandemic has become the new norm.

The CIO has continued to expend the restricted grant from the Midgley Fund on additional philosophy tuition and the funds are likely to be spent up in early 2025/26

The CIO received a £300 grant from Northumberland Archives to support a palaeography course run in conjunction with the Society of Antiquaries of Newcastle upon Tyne. It also received a £500 donation from Jack Pennie to support activities in Season 4, held over the summer of 2025. This has enabled some trips and visits to be subsidised.

Reserves Policy

Unrestricted reserves includes a designated fund of £25,179 held for the purposes of organisational development. The money for this purpose was received from an unrestricted legacy, which the Trustees have designated for this purpose.

Otherwise it is the policy of the Trustees to hold unrestricted reserves equivalent to at least 6 months running costs in order to protect the Charity against unexpected losses in income or unforeseen rises in expenditure. As noted above the Trustees have decided to run down reserves over a number of years, as the level of reserves was judged to be more than the organisation requires, by reducing the cost of an annual subscription.

The Trustees remain confident that the CIO remains a going concern for the foreseeable future, given the substantial level of unrestricted reserves.

Report of the Trustees for the Year Ended 31 August 2025

Achievements and Performance

Following on from our tenth anniversary a group of Trustees and Tutors has drafted an article about the first 10 of the Explore programme, the reasons for its success as well as analysis of the challenges faced. The research included a comprehensive survey of members' views which was communicated to members at the AGM in May 2025. It is intended to secure publication of the article in an appropriate journal or elsewhere.

The Trustees held an away day to plan for the future and a further one is being planned for autumn 2025. The Trustees have also reviewed and revised the Reserves Policy, developed a Data Protection Policy and are working on a review of existing policies, as well as providing new policies in key areas.

In 2024/25 we have retained a mix of face-to-face, on-line and mixed mode sessions. Mixed mode sessions present some challenges, but the Trustees have taken action to make this work as well as possible. Whilst some members would prefer everything to be face to face, others are only prepared to participate online. It also makes sense for evening sessions, when getting to and from sessions on public transport would be more challenging.

As with many other membership organisations, the CIO has experienced some loss of membership post Pandemic with 139-145 members in 2024/25 compared to about 200 before the Pandemic. The numbers are much the same as in 2023/24. We have continued to offer taster days to try and recruit new members with some success, but much more remains to be done to grow aggregate numbers.

We continue to operate successfully from Brunswick Methodist Church and enjoy excellent support from the staff there. The building offers an excellent City Centre location close to public transport links and a variety of catering outlets.

The Explore programme continues to be member-run, supported by a part-time Administrator. Our Administrator works largely from home, but has some drop-in space in Brunswick Methodist Church.

The CIO benefits greatly from the work of volunteers who carry out a wide range of tasks from devising the programme to supporting speakers with the technology and providing refreshments for taster sessions. The Trustees are very grateful for this support, without which the organisation could not function. The Trustees are also grateful for the support of the Friends of Explore, sometimes financial and in providing catering for celebrations and taster days.

The Trustees' Annual Report will be presented to the members at the AGM.

Public Benefit

The Trustees confirm that they are aware of the Charity Commission guidance on public benefit and take account of it in running the CIO. There is substantial public benefit in the provision of a very wide curriculum choice, principally to an older audience, and in the way the CIO operates in partnership with other bodies. The CIO also offers some free events to the public, undertakes work in partnership with other organisations to make historical documents available to the public by transcribing them and publishing the results on-line. It also provides valuable opportunities for PhD students to present their work to a non-academic audience. Again we offered our annual Legacy Lecture to all comers on Zoom and attracted a big audience, extending well beyond current membership. This lecture is funded by the Gordon Brown legacy which is shown in designated funds.

The CIO offers free taster sessions each year to allow interested individuals to sample sessions before they have to commit to becoming members. In 2025/26 it will be offering bursaries for those on benefits who cannot afford the subscription.

Risk Statement

The Board has reviewed the major risks to which the charity is exposed and established systems for managing these. Thanks to our experience during the Pandemic the Trustees have been able to enhance the organisation's resilience by learning how to operate online and in mixed mode, and some of our provision continues to be offered in these modes.

Report of the Trustees for the Year Ended 31 August 2025

Statement of Trustees' Responsibilities

Charity 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 surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and the apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

ON BEHALF OF THE BOARD :

Trustee *S. D. Pallett*

Prof Simon Pallett

Date : *7 November 2025*

INDEPENDENT EXAMINER'S REPORT

Page 5

TO THE TRUSTEES OF THE JOSEPH COWEN LIFELONG LEARNING CENTRE

I report on the accounts of the CIO for the year ended 31 August 2025 which are set out on pages 6 - 11.

Respective Responsibilities of the Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act).
- to follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

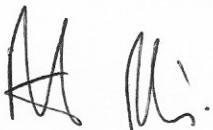
Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the trustee's and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts. The report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

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



Mr Alex Robinson FCCA
Essell Accountants Limited
29 Howard Street, North Shields, NE30 1AR

Date : 11/11/2025

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2025

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2025</u> £	<u>Total 2024</u>
<u>Income and Endowments</u>					
Incoming Resources from Generated Funds:					
Donations and Legacies					
Donations		1,918	500	2,418	2,326
Gift aid		254	0	254	326
Sundry sales		0	0	0	70
Grants		0	300	300	0
Income from Investments:					
Bank Interest		1,819	0	1,819	871
		<u>3,991</u>	<u>800</u>	<u>4,791</u>	<u>3,593</u>
<u>Income from Charitable Activities</u>	2	<u>41,584</u>	<u>0</u>	<u>41,584</u>	<u>41,029</u>
<u>Total Income and Endowments</u>		<u>45,575</u>	<u>800</u>	<u>46,375</u>	<u>44,622</u>
<u>Expenditure on :</u>					
Expenditure on Raising Funds	3	237	0	237	494
Expenditure on Governance	4	1,082	0	1,082	1,027
Expenditure on Charitable Activities	5	42,030	1,501	43,531	44,600
<u>Total Expenditure:</u>		<u>43,349</u>	<u>1,501</u>	<u>44,850</u>	<u>46,121</u>
<u>Net Income / (Expenditure) resources before transfers</u>		2,226	(701)	1,525	(1,499)
<u>Transfers between funds</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Net Movement in Funds</u>		2,226	(701)	1,525	(1,499)
<u>Balance as at 1st September 2024</u>		<u>79,449</u>	<u>1,456</u>	<u>80,905</u>	<u>82,404</u>
<u>Balance as at 31st August 2025</u>		<u>81,675</u>	<u>755</u>	<u>82,430</u>	<u>80,905</u>

The notes form part of the financial statements

**BALANCE SHEET AS AT
31 August 2025**

	2025	2024
	£	£
FIXED ASSETS		
Tangible Assets (Note 7)	597	917
CURRENT ASSETS		
Debtors (note 8)	499	0
Cash at Bank and in Hand	<u>104,010</u>	<u>109,928</u>
	<u>104,509</u>	<u>109,928</u>
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR (Note 9)	<u>22,676</u>	<u>29,940</u>
NET CURRENT ASSETS	81,833	79,988
NET ASSETS	<u><u>82,430</u></u>	<u><u>80,905</u></u>
CAPITAL AND RESERVES		
Unrestricted Funds (Note 10)	81,675	79,449
Restricted Funds (Note 10)	755	1,456
	<u><u>82,430</u></u>	<u><u>80,905</u></u>

These financial statements were approved by the Trustees on 7 November 2025
and were signed on their behalf by :

SD Pallett

Prof Simon Pallett

Charity registered number : 1174080

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming Resources

Incoming Resources represents grants, sales and other work done during the year. It is prepared on an accruals basis.

Tangible Fixed Assets

Depreciation is provided at the following rates in order to write off each asset over its estimated useful life.

Computer	Straight line over five years
Fixtures and Fittings	Straight line over five years

Fund Accounting

Funds held by the charity are either :

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these funds are grants or donations received that require the funds to be used in a specific way or for a specific purpose.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

2 INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2025</u> £	<u>Total 2024</u> £
Subscriptions	41,584	0	41,584	41,029
Income from events	0	0	0	0
	<u>41,584</u>	<u>0</u>	<u>41,584</u>	<u>41,029</u>

3 EXPENDITURE ON RAISING FUNDS

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2025</u> £	<u>Total 2024</u> £
Member development	237	0	237	494
	<u>237</u>	<u>0</u>	<u>237</u>	<u>494</u>

4 EXPENDITURE ON GOVERNANCE

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2025</u> £	<u>Total 2024</u> £
Payroll and independent examination	1,082	0	1,082	1,027
	<u>1,082</u>	<u>0</u>	<u>1,082</u>	<u>1,027</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2025</u> £	<u>Total 2024</u> £
Tutors	18,428	945	19,373	20,953
Room Hire	7,232	435	7,667	7,500
Palaeography materials	0	100	100	0
Season 4 costs	0	21	21	0
General Insurances	838	0	838	823
Annual IT Support	534	0	534	583
Office Rent	312	0	312	832
Salary Costs	14,116	0	14,116	13,242
Stationery and Office Supplies	75	0	75	78
Bank charges	68	0	68	93
Sundry Expenses	107	0	107	155
Depreciation	320	0	320	341
	<u>42,030</u>	<u>1,501</u>	<u>43,531</u>	<u>44,600</u>

6 STAFF COSTS

	<u>Total 2025</u> £	<u>Total 2024</u> £
Wages and Salaries	13,316	12,482
Employer's NI	0	0
Pension Contributions	800	760
	<u>14,116</u>	<u>13,242</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

6 STAFF COSTS (continued)

	2025	2024
The average weekly number of employees during the year was :	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

No Trustee was paid for their work as Trustees, but some Trustees were paid for tutoring. Trustees were paid £267 to reimburse them for expenditure incurred on the CIO's behalf (2024 £239).

7 TANGIBLE FIXED ASSETS

	IT Equipment £	Other Equipment £	Total £
COST			
As at 1 September 2024	1,728	126	1,854
Additions in the Year	0	0	0
Disposals in the Year	0	0	0
As at 31 August 2025	<u>1,728</u>	<u>126</u>	<u>1,854</u>
DEPRECIATION			
As at 1 September 2024	811	126	937
Disposals in the Year	0	0	0
Charge for the Year	320	0	320
As at 31 August 2025	<u>1,131</u>	<u>126</u>	<u>1,257</u>
NET BOOK VALUE			
As at 31 August 2025	<u>597</u>	<u>0</u>	<u>597</u>
As at 31 August 2024	<u>917</u>	<u>0</u>	<u>917</u>

8 DEBTORS

	2025 £	2024 £
Prepayments	499	0
	<u>499</u>	<u>0</u>

9 CREDITORS : AMOUNTS FALLING DUE
WITHIN ONE YEAR

	2025 £	2024 £
Deferred Income	21,015	28,471
Accruals	1,661	1,469
	<u>22,676</u>	<u>29,940</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED

10 MOVEMENTS OF FUNDS

	Balance at 1 Sept 2024	Transfer Between Funds	Incoming Resources	Resources expended	Balance at 31 August 2025
	£	£	£	£	£
General Funds					
Unrestricted Funds	54,220	0	45,575	43,299	56,496
Designated Funds	25,229	0	0	50	25,179
Total General Funds	79,449	0	45,575	43,349	81,675
Restricted Funds					
Midgley Fund	1,456	0	0	1,245	211
Palaeography Fund	0	0	300	235	65
Season 4 Fund	0	0	500	21	479
Total Restricted Funds	1,456	0	800	1,501	755
Total Funds	80,905	0	46,375	44,850	82,430

The Designated Funds represent an unrestricted legacy which the Trustees have chosen to use for organisational development. It forms part of Unrestricted Funds.

The Restricted Funds represent:

a grant from from the Midgley Fund to fund additional tuition and activities in Philosophy.
a grant from Northumberland Archives for a palaeography course and materials
a donation from Jack Pennie to support Season 4 activities

JOSEPH COWEN LIFELONG LEARNING CENTRE CIO

England & Wales - Charity number 1174080

Accounts

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 August 2024

REGISTERED NUMBER - 1174080



29 Howard Street
North Shields
Tyne and Wear
NE30 1AR

Tel : 0191 259 2743 Fax : 0191 257 2249

E-mail : info@essell.co.uk

Ref: ACR/2668

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 August 2024**

CONTENTS

Legal and Administrative Information	Page 1
Report of the Trustees	Pages 2 - 4
Report of the Independent Examiner	Page 5
Statement of Financial Activities	Page 6
Balance Sheet	Page 7
Notes to the Financial Statements	Pages 8 - 11

29 Howard Street
North Shields NE30 1AR
Tel: 0191 259 2743 : Fax 0191 257 2249
E-mail: info@essell.co.uk
Ref: ACR/2668

Legal and Administrative Information for the Year Ended 31 August 2024

Constitution

Joseph Cowen Lifelong Learning Centre CIO is a Body Corporate under Part 11 of the Charities Act 2011 and is governed by its Constitution. It is a Registered Charity no. 1174080

Trustees

The trustees serving during the year and since the year end were as follows :

Dr Dorothy Stainsby
Dr Louise Jennet Freeman
Mrs Joan Campion
Dr Malcolm Robert Grady
Prof Simon Pallett
Mrs Rita Prabhu
Mrs Anthea Lang
Miss Lesley Pringle
Prof Trevor Buck
Ms Kate Bridger (appointed 20 May 2024)
Mr Justin Pearce (appointed 20 May 2024)

Registered Office

Essell Accountants Ltd, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Independent Examiner

Alex Robinson, Essell Accountants Limited, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Report of the Trustees for the Year Ended 31 August 2024

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2024.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the Charity

The objects of the CIO are to advance the education of adults in the north east of England (the area of benefit) by the provision of short courses, seminars, study groups, lectures and other such activities.

Structure, Governance & Management

The Board of Trustees met nine times during the year.

Financial Review

In 2023/24 the Trustees planned to make a deficit. During the Pandemic the Charity unexpectedly made surpluses because it was forced to reduce its programme and move online, so the plan was to return some of those surpluses to members by keeping subscriptions at pre-Pandemic levels despite the general rise in costs. In the event the Charity made a tiny surplus of £9 on unrestricted funds. This was largely because programme expenditure was a little lower than in 2022/23 and because there had been a small increase in the cost of subscriptions. We were also helped by being able to draw on the Midgley Fund grant to cover part of the cost of our programme.

The main challenge has been the decline in membership from about 200 pre Pandemic to 137-143 in 2023/24. Our costs remain much the same regardless of the number of members, so in the medium to long term we do need to increase membership. The Board is addressing how this might best be done, bearing in mind that most membership organisations have lost members in recent years.

The Trustees are always on the look-out for additional sources of funding, although the CIO is likely to remain dependent largely on members' subscriptions.

The CIO has continued to expend the restricted grant from the Midgley Fund on additional philosophy tuition and the funds are likely to be spent up in 2024/25.

Reserves Policy

Unrestricted reserves includes a designated fund of £25,229 held for the purposes of organisational development. The money for this purpose was received from an unrestricted legacy, which the Trustees have designated for this purpose.

Otherwise it is the policy of the Trustees to hold unrestricted reserves equivalent to at least 6 months running costs in order to protect the Charity against unexpected losses in income or unforeseen rises in expenditure. The loss of members post Pandemic means that there is likely to be some further use of reserves in 2024/25, as the organisation works to rebuild membership numbers. The Trustees have made the decision to freeze membership prices for 2024/25 in order to remain attractive to members and to celebrate the organisation's tenth anniversary.

Nevertheless the Trustees remain confident that the CIO remains a going concern for the foreseeable future, given the substantial level of unrestricted reserves.

Report of the Trustees for the Year Ended 31 August 2024

Achievements and Performance

This year marks the tenth anniversary of the setting up of the organisation and a number of steps have been taken to celebrate this, from a tenth anniversary party to an extended taster week in September 2024 to a planned publication work on which is under way. It's quite remarkable that a membership organisation based on volunteer labour has been able to take over from a university-run centre for lifelong learning and make a go of it, without any statutory funding.

In 2023/24 we have retained a mix of face-to-face, on-line and mixed mode sessions. Mixed mode sessions present some challenges, but the Trustees have taken action to make this work as well as possible. Whilst some members would prefer everything to be face to face, others are only prepared to participate online. It also makes sense for evening sessions, when getting to and from sessions on public transport would be more challenging.

As with many other membership organisations, the CIO has experienced some loss of membership post Pandemic with 137-143 members in 2023/24 compared to about 200 before the Pandemic. The numbers are much the same as in 2022/23. We have continued to offer taster days to try and recruit new members with some success, but much more remains to be done to grow aggregate numbers.

We continue to operate successfully from Brunswick Methodist Church and enjoy excellent support from the staff there. The building offers an excellent City Centre location close to public transport links and a variety of catering outlets.

The Explore programme continues to be member-run, supported by a part-time Administrator. Our Administrator works largely from home, but has some drop-in space in Brunswick Methodist Church.

The CIO benefits greatly from the work of volunteers who carry out a wide range of tasks from devising the programme to supporting speakers with the technology and providing refreshments for taster sessions. The Trustees are very grateful for this support, without which the organisation could not function. The Trustees are also grateful for the support of the Friends of Explore, sometimes financial and in providing catering for celebrations and taster days.

The Trustees' Annual Report will be presented to the members at the AGM.

Public Benefit

The Trustees confirm that they are aware of the Charity Commission guidance on public benefit and take account of it in running the CIO. There is substantial public benefit in the provision of a very wide curriculum choice, principally to an older audience, and in the way the CIO operates in partnership with other bodies. The CIO also offers some free events to the public, undertakes work in partnership with other organisations to make historical documents available to the public by transcribing them and publishing the results on-line. It also provides valuable opportunities for PhD students to present their work to a non-academic audience. Again we offered our annual Gordon Brown lecture and one additional lecture to all comers on Zoom and attracted a big audience, extending well beyond current membership.

The CIO offers two free taster sessions each year to allow interested individuals to sample sessions before they have to commit to becoming members.

Risk Statement

The Board has conducted a review of the major risks to which the charity is exposed and established systems for managing these. Thanks to the Pandemic the Trustees have been able to enhance the organisation's resilience by learning how to operate online and in mixed mode.

Report of the Trustees for the Year Ended 31 August 2024

Statement of Trustees' Responsibilities

Charity 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 surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and the apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

ON BEHALF OF THE BOARD :

Trust S D Pallett

Prof Simon Pallett

Date : 20.11.2024.

on,
n

e.

3

TO THE TRUSTEES OF THE JOSEPH COWEN LIFELONG LEARNING CENTRE

I report on the accounts of the CIO for the year ended 31 August 2023 which are set out on pages 6 - 11.

Respective Responsibilities of the Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act).
- to follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the trustee's and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts. The report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

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

Alex Robinson

Mr Alex Robinson FCCA
Essell Accountants Limited
29 Howard Street, North Shields, NE30 1AR
Date : 24.11.2024

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2024

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2024</u> £	<u>Total 2023</u>
<u>Income and Endowments</u>					
Incoming Resources from Generated Funds:					
Donations and Legacies					
Donations		2,326	0	2,326	1,964
Gift aid		326	0	326	342
Sundry sales		70	0	70	0
Grants		0	0	0	0
Income from Investments:					
Bank Interest		871	0	871	258
		<u>3,593</u>	<u>0</u>	<u>3,593</u>	<u>2,564</u>
<u>Income from Charitable Activities</u>	2	<u>41,029</u>	<u>0</u>	<u>41,029</u>	<u>39,315</u>
<u>Total Income and Endowments</u>		<u>44,622</u>	<u>0</u>	<u>44,622</u>	<u>41,879</u>
<u>Expenditure on :</u>					
Expenditure on Raising Funds	3	494	0	494	387
Expenditure on Governance	4	1,027	0	1,027	976
Expenditure on Charitable Activities	5	<u>43,092</u>	<u>1,508</u>	<u>44,600</u>	<u>46,473</u>
<u>Total Expenditure:</u>		<u>44,613</u>	<u>1,508</u>	<u>46,121</u>	<u>47,836</u>
<u>Net Income / (Expenditure) resources before transfers</u>		9	(1,508)	(1,499)	(5,957)
<u>Transfers between funds</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Net Movement in Funds</u>		9	(1,508)	(1,499)	(5,957)
<u>Balance as at 1st September 2023</u>		<u>79,440</u>	<u>2,964</u>	<u>82,404</u>	<u>88,361</u>
<u>Balance as at 31st August 2024</u>		<u>79,449</u>	<u>1,456</u>	<u>80,905</u>	<u>82,404</u>

The notes form part of the financial statements

**BALANCE SHEET AS AT
31 August 2024**

	2024	2023
	£	£
FIXED ASSETS		
Tangible Assets (Note 7)	917	780
CURRENT ASSETS		
Debtors (note 8)	0	0
Cash at Bank and in Hand	<u>109,928</u>	<u>96,089</u>
	<u>109,928</u>	<u>96,089</u>
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR (Note 9)		
	<u>29,940</u>	<u>14,465</u>
NET CURRENT ASSETS	79,988	81,624
NET ASSETS	<u><u>80,905</u></u>	<u><u>82,404</u></u>
CAPITAL AND RESERVES		
Unrestricted Funds (Note 10)	79,449	79,440
Restricted Funds (Note 10)	1,456	2,964
	<u><u>80,905</u></u>	<u><u>82,404</u></u>

These financial statements were approved by the Trustees on 20/11/2024
and were signed on its behalf by :

S D Pallett

Prof Simon Pallett

Charity registered number : 1174080

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming Resources

Incoming Resources represents grants, sales and other work done during the year. It is prepared on an accruals basis.

Tangible Fixed Assets

Depreciation is provided at the following rates in order to write off each asset over its estimated useful life.

Computer	Straight line over five years
Fixtures and Fittings	Straight line over five years

Where assets are purchased with funds given for that specific purpose the Trustees may elect that the asset is written off in full in the year of acquisition in order to match expenditure with income.

Fund Accounting

Funds held by the charity are either :

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these funds are grants or donations received that require the funds to be used in a specific way or for a specific purpose.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

2 INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
Subscriptions	41,029	0	41,029	39,315
Income from events	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>41,029</u>	<u>0</u>	<u>41,029</u>	<u>39,315</u>

3 EXPENDITURE ON RAISING FUNDS

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
Member development	<u>494</u>	<u>0</u>	<u>494</u>	<u>387</u>
	<u>494</u>	<u>0</u>	<u>494</u>	<u>387</u>

4 EXPENDITURE ON GOVERNANCE

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
Payroll and independent examination	<u>1,027</u>	<u>0</u>	<u>1,027</u>	<u>976</u>
	<u>1,027</u>	<u>0</u>	<u>1,027</u>	<u>976</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2024</u> £	<u>Total 2023</u> £
Tutors	20,165	788	20,953	22,000
Room Hire	6,780	720	7,500	8,414
Telephones	0	0	0	105
General Insurances	823	0	823	758
Annual IT Support	583	0	583	718
Office Rent	832	0	832	1,212
Salary Costs	13,242	0	13,242	12,355
Stationery and Office Supplies	78	0	78	95
Bank charges	93	0	93	62
Sundry Expenses	155	0	155	504
Depreciation	<u>341</u>	<u>0</u>	<u>341</u>	<u>250</u>
	<u>43,092</u>	<u>1,508</u>	<u>44,600</u>	<u>46,473</u>

6 STAFF COSTS

	<u>Total 2024</u> £	<u>Total 2023</u> £
Wages and Salaries	12,482	11,658
Employer's NI	0	0
Pension Contributions	<u>760</u>	<u>697</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

6 STAFF COSTS (continued)

	2024	2023
The average weekly number of employees during the year was :	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

No Trustee was paid for their work as Trustees, but some Trustees were paid for tutoring. Trustees were paid £239 to reimburse them for expenditure incurred on the CIO's behalf (2023 £343).

7 TANGIBLE FIXED ASSETS

	IT Equipment £	Other Equipment £	Total £
COST			
As at 1 September 2023	1,250	126	1,376
Additions in the Year	478	0	478
Disposals in the Year	0	0	0
As at 31 August 2024	<u>1,728</u>	<u>126</u>	<u>1,854</u>
DEPRECIATION			
As at 1 September 2023	491	106	597
Disposals in the Year	0	0	0
Charge for the Year	320	20	340
As at 31 August 2024	<u>811</u>	<u>126</u>	<u>937</u>
NET BOOK VALUE			
As at 31 August 2024	<u>917</u>	<u>0</u>	<u>917</u>
As at 31 August 2023	<u>759</u>	<u>20</u>	<u>779</u>

8 DEBTORS

	2024 £	2023 £
Prepayments	0	0
	<u>0</u>	<u>0</u>

9 CREDITORS : AMOUNTS FALLING DUE
WITHIN ONE YEAR

	2024 £	2023 £
Deferred Income	28,471	13,210
Accruals	1,469	1,255
	<u>29,940</u>	<u>14,465</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

10 MOVEMENTS OF FUNDS

	Balance at 1 Sept 2023	Transfer Between Funds	Incoming Resources	Resources expended	Balance at 31 August 2024
	£	£	£	£	£
General Funds					
Unrestricted Funds	53,811	0	44,622	44,213	54,220
Designated Funds	25,629	0	0	400	25,229
Total General Funds	79,440	0	44,622	44,613	79,449
Restricted Funds					
Restricted funds	2,964	0	0	1,508	1,456
Total Restricted Funds	2,964	0	0	1,508	1,456
Total Funds	82,404	0	44,622	46,121	80,905

The Designated Funds represent an unrestricted legacy which the Trustees have chosen to use for organisational development. It forms part of Unrestricted Funds.

The Restricted Funds represent a grant from from the Midgley Fund to fund additional tuition and activities in Philosophy.

JOSEPH COWEN LIFELONG LEARNING CENTRE CIO

England & Wales - Charity number 1174080

Accounts

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 August 2023

REGISTERED NUMBER - 1174080

Essell
ACCOUNTANTS LTD

29 Howard Street
North Shields
Tyne and Wear
NE30 1AR

Tel : 0191 259 2743 Fax : 0191 257 2249

E-mail : info@essell.co.uk

Ref: ACR/2668

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 August 2023**

CONTENTS

Legal and Administrative Information	Page 1
Report of the Trustees	Pages 2 - 4
Report of the Independent Examiner	Page 5
Statement of Financial Activities	Page 6
Balance Sheet	Page 7
Notes to the Financial Statements	Pages 8 - 11

29 Howard Street
North Shields NE30 1AR
Tel: 0191 259 2743 : Fax 0191 257 2249
E-mail: info@essell.co.uk
Ref: ACR/2668

Legal and Administrative Information for the Year Ended 31 August 2023

Constitution

Joseph Cowen Lifelong Learning Centre CIO is a Body Corporate under Part 11 of the Charities Act 2011 and is governed by its Constitution. It is a Registered Charity no. 1174080

Trustees

The trustees serving during the year and since the year end were as follows :

Mr Edward Joseph Jackson Pennie	(resigned 25 May 2023)
Dr Dorothy Stainsby	
Mrs Eileen Joyce Rutter	(resigned 25 May 2023)
Dr Louise Jennet Freeman	
Mrs Joan Campion	
Dr Malcolm Robert Grady	
Prof Simon Pallett	
Mrs Rita Prabhu	
Mrs Anthea Lang	
Miss Lesley Pringle	
Prof Trevor Buck	(appointed 25 May 2023)

Registered Office

Essell Accountants Ltd, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Independent Examiner

Alex Robinson, Essell Accountants Limited, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Report of the Trustees for the Year Ended 31 August 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2023.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the Charity

The objects of the CIO are to advance the education of adults in the north east of England (the area of benefit) by the provision of short courses, seminars, study groups, lectures and other such activities.

Structure, Governance & Management

The Board of Trustees met nine times during the year.

Financial Review

In 2022/23 the Trustees planned to make a deficit. The deficit for the year on unrestricted funds is £5,832. In the Pandemic-affected years the CIO had made unexpected surpluses, because we were obliged to move the programme online and slim it down, both of which led to unanticipated savings. So the Trustees chose to keep subscription levels below pre-Pandemic levels in order to return some of the surplus to members, but also to recognise cost of living pressures.

The main challenge has been the decline in membership from about 200 pre Pandemic to 136-148 in 2022/23. Our costs remain much the same regardless of the number of members, so in the medium to long term we do need to increase membership. The Board is addressing how this might best be done, bearing in mind that most membership organisations have lost members in recent years.

The Trustees are always on the look-out for additional sources of funding, although the CIO is likely to remain dependent largely on members' subscriptions.

The CIO has started to expend the restricted grant from the Midgley Fund on additional philosophy tuition and there are plans to extend this considerably in 2023/24.

Reserves Policy

Unrestricted reserves includes a designated fund of £25,629 held for the purposes of organisational development. The money for this purpose was received from an unrestricted legacy, which the Trustees have designated for this purpose.

Otherwise it is the policy of the Trustees to hold unrestricted reserves equivalent to at least 6 months running costs in order to protect the Charity against unexpected losses in income or unforeseen rises in expenditure. The loss of members post Pandemic means that there is likely to be some further use of reserves in 2023/24, as the organisation works to rebuild membership numbers.

Nevertheless the Trustees remain confident that the CIO remains a going concern for the foreseeable future, given the substantial level of unrestricted reserves.

Report of the Trustees for the Year Ended 31 August 2023

Achievements and Performance

2023/23 was the first year for some time to operate on a 'normal' basis with a higher level of programme choice, but retaining a mix of face-to-face, on-line and mixed mode sessions. Mixed mode sessions present some challenges, but the Trustees have taken action to make this work as well as possible. Whilst some members would prefer everything to be face to face, others are only prepared to participate online. It also makes sense for evening sessions, when getting to and from sessions on public transport would be more challenging.

As with many other membership organisations, the CIO has experienced some loss of membership post Pandemic with 136-148 members in 2022/23 compared to about 200 before the Pandemic. We have started again to offer taster days to try and recruit new members with some success, but much more remains to be done.

When we were forced to leave Commercial Union House, it was a blow, but we have now settled happily into Brunswick Methodist Church and have an office space there. Staff at the Church have been very supportive and accommodating, and the building offers an excellent City Centre location close to public transport links and a variety of catering outlets. Our new venue does however lack the social space we enjoyed at Commercial Union House, which helped foster a sense of community and encouraged friendly integration, especially of new members.

Efforts have continued to keep in touch with members and ensure that they are consulted about the future and kept aware of developments.

The Explore programme continues to be member-run, supported by a part-time Administrator. Our Administrator worked from home during the Pandemic. Now we have secured a drop-in office in Brunswick Methodist Church, so her work pattern now includes some time working from home combined with a day a week in the office.

The CIO benefits greatly from the work of volunteers who carry out a wide range of tasks from devising the programme to supporting speakers with the technology and providing refreshments for taster sessions. The Trustees are very grateful for this support, without which the organisation could not function.

The Trustees' Annual Report will be presented to the members at the AGM.

Public Benefit

The Trustees confirm that they are aware of the Charity Commission guidance on public benefit and take account of it in running the CIO. There is substantial public benefit in the provision of a very wide curriculum choice, principally to an older audience, and in the way the CIO operates in partnership with other bodies. The CIO also offers some free events to the public, undertakes work in partnership with other organisations to make historical documents available to the public by transcribing them and publishing the results on-line. It also provides valuable opportunities for PhD students to present their work to a non-academic audience. Again we offered our annual Gordon Brown lecture to all comers on Zoom and attracted a big audience, extending well beyond current membership.

The CIO offers two free taster sessions each year to allow interested individuals to sample sessions before they have to commit to becoming members.

Risk Statement

The Board has conducted a review of the major risks to which the charity is exposed and established systems for managing these. Thanks to the Pandemic the Trustees have been able to enhance the organisation's resilience by learning how to operate online and in mixed mode.

Report of the Trustees for the Year Ended 31 August 2023

Statement of Trustees' Responsibilities

Charity 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 surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and the apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

ON BEHALF OF THE BOARD :

Trustee *SD Pallett*

Prof Simon Pallett

Date : *26 January 2024*

TO THE TRUSTEES OF THE JOSEPH COWEN LIFELONG LEARNING CENTRE

I report on the accounts of the CIO for the year ended 31 August 2023 which are set out on pages 6 - 11.

Respective Responsibilities of the Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act).
- to follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

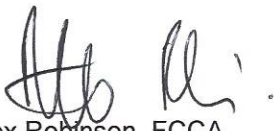
Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the trustee's and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts. The report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

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



Mr Alex Robinson FCCA
Essell Accountants Limited
29 Howard Street, North Shields, NE30 1AR

Date : 1/2/2024

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u>
<u>Income and Endowments</u>					
Incoming Resources from Generated Funds:					
Donations and Legacies					
Donations		1,964	0	1,964	2,390
Gift aid		342	0	342	465
Sale of books		0	0	0	198
Grants		0	0	0	3,089
Income from Investments:					
Bank Interest		258	0	258	52
		<u>2,564</u>	<u>0</u>	<u>2,564</u>	<u>6,194</u>
<u>Income from Charitable Activities</u>	2	<u>39,315</u>	<u>0</u>	<u>39,315</u>	<u>37,274</u>
<u>Total Income and Endowments</u>		<u>41,879</u>	<u>0</u>	<u>41,879</u>	<u>43,469</u>
<u>Expenditure on :</u>					
Expenditure on Raising Funds	3	387	0	387	0
Expenditure on Governance	4	976	0	976	919
Expenditure on Charitable Activities	5	46,348	125	46,473	37,212
<u>Total Expenditure:</u>		<u>47,711</u>	<u>125</u>	<u>47,836</u>	<u>38,131</u>
<u>Net Income / (Expenditure) resources before transfers</u>		<u>(5,832)</u>	<u>(125)</u>	<u>(5,957)</u>	<u>5,338</u>
<u>Transfers between funds</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Net Movement in Funds</u>		<u>(5,832)</u>	<u>(125)</u>	<u>(5,957)</u>	<u>5,338</u>
<u>Balance as at 1st September 2022</u>		<u>85,272</u>	<u>3,089</u>	<u>88,361</u>	<u>83,023</u>
<u>Balance as at 31st August 2023</u>		<u>79,440</u>	<u>2,964</u>	<u>82,404</u>	<u>88,361</u>

The notes form part of the financial statements

**BALANCE SHEET AS AT
31 August 2023**

	2023	2022
	£	£
FIXED ASSETS		
Tangible Assets (Note 7)	780	601
CURRENT ASSETS		
Debtors (note 8)	0	0
Cash at Bank and in Hand	<u>96,089</u>	<u>98,024</u>
	<u>96,089</u>	<u>98,024</u>
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR (Note 9)	<u>14,465</u>	<u>10,264</u>
NET CURRENT ASSETS	81,624	87,760
NET ASSETS	<u><u>82,404</u></u>	<u><u>88,361</u></u>
CAPITAL AND RESERVES		
Unrestricted Funds (Note 10)	79,440	85,272
Restricted Funds (Note 10)	2,964	3,089
	<u><u>82,404</u></u>	<u><u>88,361</u></u>

These financial statements were approved by the Trustees on 26 January 2024
and were signed on its behalf by :

S D Pallett

Prof Simon Pallett

Charity registered number : 1174080

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming Resources

Incoming Resources represents grants, sales and other work done during the year. It is prepared on an accruals basis.

Tangible Fixed Assets

Depreciation is provided at the following rates in order to write off each asset over its estimated useful life.

Computer	Straight line over five years
Fixtures and Fittings	Straight line over five years

Where assets are purchased with funds given for that specific purpose the Trustees may elect that the asset is written off in full in the year of acquisition in order to match expenditure with income.

Fund Accounting

Funds held by the charity are either :

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these funds are grants or donations received that require the funds to be used in a specific way or for a specific purpose.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

2 INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
Subscriptions	39,315	0	39,315	37,275
Income from events	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>39,315</u>	<u>0</u>	<u>39,315</u>	<u>37,275</u>

3 EXPENDITURE ON RAISING FUNDS

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
Member development	<u>387</u>	<u>0</u>	<u>387</u>	<u>0</u>
	<u>387</u>	<u>0</u>	<u>387</u>	<u>0</u>

4 EXPENDITURE ON GOVERNANCE

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
Payroll and independent examination	<u>976</u>	<u>0</u>	<u>976</u>	<u>919</u>
	<u>976</u>	<u>0</u>	<u>976</u>	<u>919</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £
Tutors	21,910	90	22,000	18,318
Room Hire	8,379	35	8,414	4,385
Telephones	105	0	105	0
General Insurances	758	0	758	714
Annual IT Support	718	0	718	709
Office Rent	1,212	0	1,212	260
Salary Costs	12,355	0	12,355	11,764
Stationery and Office Supplies	95	0	95	0
Bank charges	62	0	62	72
Sundry Expenses	504	0	504	826
Depreciation	<u>250</u>	<u>0</u>	<u>250</u>	<u>164</u>
	<u>46,348</u>	<u>125</u>	<u>46,473</u>	<u>37,212</u>

6 STAFF COSTS

	<u>Total 2023</u> £	<u>Total 2022</u> £
Wages and Salaries	11,658	11,098
Employer's NI	0	0
Pension Contributions	<u>697</u>	<u>666</u>
	<u>12,355</u>	<u>11,764</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

6 STAFF COSTS (continued)

2023 2022

The average weekly number of employees during the year was :

1 1

No employee received remuneration amounting to more than £60,000 in either year.

No Trustee was paid for their work as Trustees, but some Trustees were paid for tutoring. Trustees were paid £343 to reimburse them for expenditure incurred on the CIO's behalf (2022 £197).

7 TANGIBLE FIXED ASSETS

	IT Equipment £	Other Equipment £	Total £
COST			
As at 1 September 2022	1,907	1,696	3,603
Additions in the Year	429	0	429
Disposals in the Year	(1,086)	(1,570)	(2,656)
As at 31 August 2023	<u>1,250</u>	<u>126</u>	<u>1,376</u>
DEPRECIATION			
As at 1 September 2022	1,352	1,650	3,002
Disposals in the Year	(1,086)	(1,570)	(2,656)
Charge for the Year	225	25	250
As at 31 August 2023	<u>491</u>	<u>105</u>	<u>596</u>
NET BOOK VALUE			
As at 31 August 2023	<u>759</u>	<u>21</u>	<u>780</u>
As at 31 August 2022	<u>555</u>	<u>46</u>	<u>601</u>

8 DEBTORS

	2023 £	2022 £
Prepayments	0	0
	<u>0</u>	<u>0</u>

9 CREDITORS : AMOUNTS FALLING DUE
WITHIN ONE YEAR

	2023 £	2022 £
Deferred Income	13,210	9,090
Accruals	1,255	1,174
	<u>14,465</u>	<u>10,264</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

10 MOVEMENTS OF FUNDS

	Balance at 1 Sept 2022	Transfer Between Funds	Incoming Resources	Resources expended	Balance at 31 August 2023
	£	£	£	£	£
General Funds					
Unrestricted Funds	59,395	0	41,879	47,463	53,811
Designated Funds	25,877	0	0	248	25,629
Total General Funds	85,272	0	41,879	47,711	79,440
Restricted Funds					
Restricted funds	3,089	0	0	125	2,964
Total Restricted Funds	3,089	0	0	125	2,964
Total Funds	88,361	0	41,879	47,836	82,404

The Designated Funds represent an unrestricted legacy which the Trustees have chosen to use for organisational development. It forms part of Unrestricted Funds.

The Restricted Funds represent a grant from from the Midgley Fund to fund additional tuition and activities in Philosophy.

JOSEPH COWEN LIFELONG LEARNING CENTRE CIO

England & Wales - Charity number 1174080

Accounts

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 August 2022

REGISTERED NUMBER - 1174080



29 Howard Street
North Shields
Tyne and Wear
NE30 1AR

Tel : 0191 259 2743 Fax : 0191 257 2249

E-mail : info@essell.co.uk

Ref: ACR/2668

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 August 2022**

CONTENTS

Legal and Administrative Information	Page 1
Report of the Trustees	Pages 2 - 4
Report of the Independent Examiner	Page 5
Statement of Financial Activities	Page 6
Balance Sheet	Page 7
Notes to the Financial Statements	Pages 8 - 11

29 Howard Street
North Shields NE30 1AR
Tel: 0191 259 2743 : Fax 0191 257 2249
E-mail: info@essell.co.uk
Ref: ACR/2668

Legal and Administrative Information for the Year Ended 31 August 2022

Constitution

Joseph Cowen Lifelong Learning Centre CIO is a Body Corporate under Part 11 of the Charities Act 2011 and is governed by its Constitution. It is a Registered Charity no. 1174080

Trustees

The trustees serving during the year and since the year end were as follows :

Mr Edward Joseph Jackson Pennie
Dr Dorothy Stainsby
Mrs Eileen Joyce Rutter
Dr Louise Jennet Freeman
Mrs Joan Campion
Dr Malcolm Robert Grady
Prof Simon Pallett
Mrs Rita Prabhu
Mrs Anthea Lang
Mrs Lesley Pringle (co-opted 8 April 2022)

Registered Office

Essell Accountants Ltd, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Independent Examiner

Alex Robinson, Essell Accountants Limited, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Report of the Trustees for the Year Ended 31 August 2022

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2022.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the Charity

The objects of the CIO are to advance the education of adults in the north east of England (the area of benefit) by the provision of short courses, seminars, study groups, lectures and other such activities.

Structure, Governance & Management

The Board of Trustees met nine times during the year.

The 2021 AGM was delayed because of the Pandemic and was held on 16 May 2022 in person and in parallel on Zoom.

Financial Review

Financially 2021/22 was expected to result in a deficit, funded by the unexpected surpluses in the two previous years, a result of the enforced move online and having to offer a slimmer programme during the Pandemic. However, the continuing threat from Coronavirus meant that the return to face to face teaching took place more slowly than expected and this led to unanticipated savings. The CIO therefore ended the year with a surplus on unrestricted funds of £3,219. Subscription rates for 2021/22 had been set at the same level as in 2020/21 in order to share past savings with members, although in reality the expected deficit did not materialise for the reasons set out above.

The Charity received a £3,089 restricted grant from the Midgley Memorial Fund which will be used to offer additional sessions and events in Philosophy. The £970 grant from the National Lottery received the previous year was used to ease the transition back to more face-to-face teaching in season 1 of 2021/22.

Reserves Policy

Unrestricted reserves includes a designated fund of £25,877 held for the purposes of organisational development. The money for this purpose was received from an unrestricted legacy, which the Trustees have designated for this purpose.

Otherwise it is the policy of the Trustees to hold unrestricted reserves equivalent to roughly 6 months running costs in order to protect itself against unexpected losses in income or unforeseen rises in expenditure. The longer-term impacts of the Pandemic are likely to result in significant use of reserves in the 2022/23 financial year, which presents some severe challenges with the return to a full programme combined with lower membership numbers. Nevertheless the Trustees remain confident that the CIO remains a going concern for the foreseeable future, given the substantial level of unrestricted reserves.

Report of the Trustees for the Year Ended 31 August 2022

Achievements and Performance

The year saw a transition back to more face to face tuition. This was not a totally smooth process because of surges in cases of Coronavirus, but by the end of the year a substantial programme was on offer, much of it face to face. A small amount, especially evening sessions remains Zoom only, and a high proportion of the programme is offered in dual mode. This has presented some technical challenges, but a proportion of the members prefer, or can only access Explore sessions on, Zoom.

Membership numbers have fallen a little, as remote learning is not suitable for all, but membership numbers have held up to about 160, as compared to 200 in past years. We have been unable this year to undertake the recruitment of new members with our usual tasters and public events. Thus we have not been able to replace the normal 'drop-out' of members with new ones.

Our landlord at Commercial Union House had given us notice that we would have to find alternative spaces in 2021/22 and after due research by the Trustees facilities at Brunswick Methodist Church were chosen. This provides good facilities in the City centre at only a small increase in the costs of room hire.

Efforts have continued to keep in touch with members and ensure that they are consulted about the future and kept aware of developments. Surveys have been used to test members' views on such questions as the balance of face to face as against Zoom tuition, and the response rates have been very high. Member feedback indicates a high level of satisfaction with the programme and its delivery, as well as with the efforts of the Trustees and the Programme Committee to ensure that as many members as possible are able to access sessions either in person or online.

Work on developing partnerships with higher education and local government has been delayed by the Pandemic, but it is hoped that this work can be taken up again when circumstances allow.

The Explore programme continues to be member-run, supported by a part-time Administrator. Our Administrator worked from home during the Pandemic and this arrangement has continued successfully following the loss of our office accommodation in Commercial Union House. Plans are being developed to establish a 'drop-in' office base in Brunswick Methodist Church.

The Trustees' Annual Report will be presented to the members at the AGM.

Public Benefit

The Trustees confirm that they are aware of the Charity Commission guidance on public benefit and take account of it in running the CIO. There is substantial public benefit in the provision of a very wide curriculum choice, principally to an older audience, and in the way the CIO operates in partnership with other bodies. The CIO also offers some free events to the public, undertakes work in partnership with other organisations to make historical documents available to the public by transcribing them and publishing the results on-line. It also provides valuable opportunities for PhD students to present their work to a non-academic audience. This year for the first time we offered our annual Gordon Brown lecture to all comers on Zoom and attracted a big audience, extending well beyond current membership.

Risk Statement

The Board has conducted a review of the major risks to which the charity is exposed and established systems to mitigate these risks. A Risk Register has been drawn up. Ironically at the same time the CIO has faced its biggest risks ever in the Pandemic, followed by the loss of our premises, but the Board has managed to maintain a programme and keep members informed.

Report of the Trustees for the Year Ended 31 August 2022

Statement of Trustees' Responsibilities

Charity 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 surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and the apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

ON BEHALF OF THE BOARD :

Trustee *S D Pallett*

Prof Simon Pallett

Date : *6 January 2023*

TO THE TRUSTEES OF THE JOSEPH COWEN LIFELONG LEARNING CENTRE

I report on the accounts of the CIO for the year ended 31 August 2022 which are set out on pages 5 - 10.

Respective Responsibilities of the Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act).
- to follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

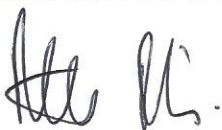
Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the trustee's and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts. The report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

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



Mr Alex Robinson FCCA
Essell Accountants Limited
29 Howard Street, North Shields, NE30 1AR

Date : 3rd February 2023

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2022</u> £	<u>Total 2021</u>
<u>Income and Endowments</u>					
Incoming Resources from Generated Funds:					
Donations and Legacies					
Donations		2,390	0	2,390	3,839
Gift aid		465	0	465	739
Sale of books		198	0	198	0
Grants		0	3,089	3,089	970
Statutory maternity pay		0	0	0	2,702
Sundry		0	0	0	50
Income from Investments:					
Bank Interest		52	0	52	102
		<u>3,105</u>	<u>3,089</u>	<u>6,194</u>	<u>8,402</u>
<u>Income from Charitable Activities</u>	2	<u>37,275</u>	<u>0</u>	<u>37,275</u>	<u>40,010</u>
<u>Total Income and Endowments</u>		<u>40,380</u>	<u>3,089</u>	<u>43,469</u>	<u>48,412</u>
<u>Expenditure on :</u>					
Expenditure on Raising Funds	3	0	0	0	0
Expenditure on Governance	4	919	0	919	883
Expenditure on Charitable Activities	5	<u>36,242</u>	<u>970</u>	<u>37,212</u>	<u>32,321</u>
<u>Total Expenditure:</u>		<u>37,161</u>	<u>970</u>	<u>38,131</u>	<u>33,204</u>
<u>Net Income / (Expenditure) resources before transfers</u>		3,219	2,119	5,338	15,208
<u>Transfers between funds</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Net Movement in Funds</u>		3,219	2,119	5,338	15,208
<u>Balance as at 1st September 2021</u>		<u>82,053</u>	<u>970</u>	<u>83,023</u>	<u>67,815</u>
<u>Balance as at 31st August 2022</u>		<u>85,272</u>	<u>3,089</u>	<u>88,361</u>	<u>83,023</u>

The notes form part of the financial statements

**BALANCE SHEET AS AT
31 August 2022**

	2022	2021
	£	£
FIXED ASSETS		
Tangible Assets (Note 7)	601	71
CURRENT ASSETS		
Debtors (note 8)	0	0
Cash at Bank and in Hand	<u>98,024</u>	<u>92,990</u>
	<u>98,024</u>	<u>92,990</u>
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR (Note 9)	<u>10,264</u>	<u>10,038</u>
NET CURRENT ASSETS	87,760	82,952
NET ASSETS	<u><u>88,361</u></u>	<u><u>83,023</u></u>
CAPITAL AND RESERVES		
Unrestricted Funds (Note 10)	85,272	82,053
Restricted Funds (Note 10)	3,089	970
	<u><u>88,361</u></u>	<u><u>83,023</u></u>

These financial statements were approved by the Trustees on 6 January 2023
and were signed on its behalf by :

SD Pallett

Prof Simon Pallett

Charity registered number : 1174080

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming Resources

Incoming Resources represents grants, sales and other work done during the year. It is prepared on an accruals basis.

Tangible Fixed Assets

Depreciation is provided at the following rates in order to write off each asset over its estimated useful life.

Computer	Straight line over five years
Fixtures and Fittings	Straight line over five years

Where assets are purchased with funds given for that specific purpose the Trustees may elect that the asset is written off in full in the year of acquisition in order to match expenditure with income.

Fund Accounting

Funds held by the charity are either :

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these funds are grants or donations received that require the funds to be used in a specific way or for a specific purpose.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

2 INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
Subscriptions	37,275	0	37,275	40,010
Income from events	0	0	0	0
	<u>37,275</u>	<u>0</u>	<u>37,275</u>	<u>40,010</u>

3 EXPENDITURE ON RAISING FUNDS

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
Member development	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

4 EXPENDITURE ON GOVERNANCE

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
Payroll and independent examination	919	0	919	883
	<u>919</u>	<u>0</u>	<u>919</u>	<u>883</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
Tutors	18,003	315	18,318	14,265
Room Hire	4,121	264	4,385	0
Telephones	0	0	0	0
General Insurances	714	0	714	609
Annual IT Support	709	0	709	555
Office Rent	260	0	260	1,560
Salary Costs	11,373	391	11,764	14,945
Stationery and Office Supplies	0	0	0	179
Bank charges	72	0	72	48
Sundry Expenses	826	0	826	130
Depreciation	164	0	164	30
	<u>36,242</u>	<u>970</u>	<u>37,212</u>	<u>32,321</u>

6 STAFF COSTS

	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
Wages and Salaries	11,098	14,228
Employer's NI	0	0
Pension Contributions	666	717
	<u>11,764</u>	<u>14,945</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

6 STAFF COSTS (continued)

	2022	2021
The average weekly number of employees during the year was :	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

No Trustee was paid for their work as Trustees, but some Trustees were paid for tutoring. Trustees were paid £197 to reimburse them for expenditure incurred on the CIO's behalf (2021 £377).

7 TANGIBLE FIXED ASSETS

	IT Equipment £	Other Equipment £	Total £
COST			
As at 1 September 2021	1,213	1,696	2,909
Additions in the Year	694	0	694
Disposals in the Year	0	0	0
As at 31 August 2022	<u>1,907</u>	<u>1,696</u>	<u>3,603</u>
DEPRECIATION			
As at 1 September 2021	1,213	1,625	2,838
Disposals in the Year	0	0	0
Charge for the Year	139	25	164
As at 31 August 2022	<u>1,352</u>	<u>1,650</u>	<u>3,002</u>
NET BOOK VALUE			
As at 31 August 2022	<u>555</u>	<u>46</u>	<u>601</u>
As at 31 August 2021	<u>0</u>	<u>71</u>	<u>101</u>

8 DEBTORS

	2022 £	2021 £
Prepayments	0	0
	<u>0</u>	<u>0</u>

9 CREDITORS : AMOUNTS FALLING DUE
WITHIN ONE YEAR

	2022 £	2021 £
Deferred Income	9,090	5,810
Accruals	1,174	4,388
	<u>10,264</u>	<u>10,198</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

10 MOVEMENTS OF FUNDS

	Balance at 1 Sept 2021	Transfer Between Funds	Incoming Resources	Resources expended	Balance at 31 August 2022
	£	£	£	£	£
General Funds					
Unrestricted Funds	55,928	0	40,380	36,913	59,395
Designated Funds	26,125	0	0	248	25,877
Total General Funds	82,053	0	40,380	37,161	85,272
Restricted Funds					
Restricted funds	970	0	3,089	970	3,089
Total Restricted Funds	970	0	3,089	970	3,089
Total Funds	83,023	0	43,469	38,131	88,361

The Designated Funds represent an unrestricted legacy which the Trustees have determined to use for organisational development. It forms part of Unrestricted Funds.

The Restricted Funds represent a grant from the National Lottery Community Fund to support post-Covid recovery in autumn 2022 which has been fully used up, plus a grant from the Midgley Fund to fund additional tuition and activities in Philosophy.

JOSEPH COWEN LIFELONG LEARNING CENTRE CIO

England & Wales - Charity number 1174080

Accounts

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

31 AUGUST 2021

REGISTERED NUMBER - 1174080

Essell
ACCOUNTANTS LLP

29 Howard Street
North Shields
Tyne and Wear
NE30 1AR

Tel : 0191 259 2743 Fax : 0191 257 2249

E-mail : info@essell.co.uk

Ref: ACR/2668

**JOSEPH COWEN LIFELONG
LEARNING CENTRE CIO**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 AUGUST 2021**

CONTENTS

Legal and Administrative Information	Page 1
Report of the Trustees	Pages 2 - 4
Report of the Independent Examiner	Page 5
Statement of Financial Activities	Page 6
Balance Sheet	Page 7
Notes to the Financial Statements	Pages 8 - 11

29 Howard Street
North Shields NE30 1AR
Tel: 0191 259 2743 : Fax 0191 257 2249
E-mail: info@essell.co.uk
Ref: ACR/2668

Legal and Administrative Information for the Year Ended 31 August 2021

Constitution

Joseph Cowen Lifelong Learning Centre CIO is a Body Corporate under Part 11 of the Charities Act 2011 and is governed by its Constitution. It is a Registered Charity no. 1174080

Trustees

The trustees serving during the year and since the year end were as follows :

Mr Edward Joseph Jackson Pennie
Dr Dorothy Stainsby
Mrs Eileen Joyce Rutter
Dr Louise Jennet Freeman
Mrs Joan Campion
Dr Malcolm Robert Grady
Dr Rachel Lister (Resigned 9 April 2021)
Prof Simon Pallett
Mrs Rita Prabhu
Mrs Anthea Lang (co-opted 8 January 2021)

Registered Office

Essell Accountants Ltd, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Independent Examiner

Alex Robinson, Essell Accountants Limited, 29 Howard Street, North Shields, Tyne and Wear, NE30 1AR

Report of the Trustees for the Year Ended 31 August 2021

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2021.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the Charity

The objects of the CIO are to advance the education of adults in the north east of England (the area of benefit) by the provision of short courses, seminars, study groups, lectures and other such activities.

Structure, Governance & Management

The Board of Trustees met nine times during the year and normally holds its AGM in May each year. The 2020 AGM was postponed because of the Coronavirus Pandemic and will be held in November 2021. The 2021 AGM will be held in the first half of 2022.

Financial Review

The whole programme for the year was delivered on-line, but that had not been the original expectation, as it was expected that face-to-face tuition would be restored at some point during the year and the budget was drawn up on that basis. Membership prices were set at a lower rate than past years in order to help retain members and return some of the unexpected 2019/20 surplus to them. The Charity was planning to run a deficit in 2020/21, but lockdown continued much longer than expected, resulting in the whole year's level of activity in online format. This resulted in unexpected savings and a surplus on unrestricted funds for the year of £14,238. Annual membership prices for 2021/22 have been held at the same low level as in 2020/21 to attract and retain members and to return some of the surplus to the membership. However, the Charity is likely to need to draw on its reserves in order to build back its programme and find new premises, since our landlord at Commercial Union House has been given notice to quit with effect from September 2021. In the meantime the Charity will continue its Explore programme on a largely online basis, with some face to face sessions to test members' readiness to return to face to face mode.

The Charity has secured a £970 restricted grant from the National Lottery Community Fund which will be used in season 1 of 2021/22 to fund face to face activity with the aim of attracting new members and retaining existing ones.

Reserves Policy

Unrestricted reserves includes a designated fund of £26,125 held for the purposes of organisational development. The money for this purpose was received from an unrestricted legacy, which the Trustees have designated for this purpose.

Otherwise it is the policy of the Trustees to hold unrestricted reserves equivalent to roughly 6 months running costs in order to protect itself against unexpected losses in income or unforeseen rises in expenditure. The impacts of the Pandemic will result in some possibly significant use of reserves in the 2021/22 financial year, which presents exceptional challenges. Nevertheless the Trustees remain confident that the CIO remains a going concern for the foreseeable future, given the substantial level of unrestricted reserves.

Report of the Trustees for the Year Ended 31 August 2021

Achievements and Performance

The Explore Lifelong Learning programme has had to deliver its programme online in 2021-22, but it has managed to do so, running a programme over three 10 week seasons as it has done in the past. It is good to note that it has attracted good attendances at sessions, often considerably higher than for face to face sessions, especially for evening sessions. Operating in this way has also resulted in a smaller programme offering, as it was not feasible to maintain the previous level of activity.

Considerable efforts have been made to support members with limited IT confidence to participate in online learning.

Membership numbers have fallen a little, as remote learning is not suitable for all, but membership numbers have held up to about 170, as compared to 200 in past years. We have been unable this year to undertake the recruitment of new members with our usual tasters and public events. Thus we have not been able to replace the normal 'drop-out' of members with new ones.

In addition members have been very generous in making donations to the charity which has greatly helped our financial position. An additional challenge in 2021/22 will be finding new premises as our landlord at Commercial Union House has been given notice to quit as of September 2021.

Efforts have been made to keep in touch with members and ensure that they are consulted about the future and kept aware of developments.

Work on developing partnerships with higher education and local government has been delayed by the Pandemic, but it is hoped that this work can be taken up again when circumstances allow.

The Explore programme continues to be member-run, supported by a part-time Administrator. This year our Administrator took maternity leave, and we were fortunate to find a highly competent and effective locum.

The Trustees' Annual Report will be presented to the members at the AGM.

Public Benefit

The Trustees confirm that they are aware of the Charity Commission guidance on public benefit and take account of it in running the CIO. There is substantial public benefit in the provision of a very wide curriculum choice, principally to an older audience, and in the way the CIO operates in partnership with other bodies. The CIO also offers some free events to the public, undertakes work in partnership with other organisations to make historical documents available to the public by transcribing them and putting the results on-line. It also provides valuable opportunities for PhD students to present their work to a non-academic audience.

Risk Statement

The Board has conducted a review of the major risks to which the charity is exposed and established systems to mitigate these risks. A Risk Register has been drawn up. Ironically at the same time the CIO has faced its biggest risk ever in the Pandemic, but the Board has managed to maintain a programme and keep members informed.

Statement of Trustees' Responsibilities

Charity 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 surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and the apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

ON BEHALF OF THE BOARD :

Trustee *S. D. Pallett*

Prof Simon Pallett

Date : *3 December 2021*

INDEPENDENT EXAMINER'S REPORT**TO THE TRUSTEES OF THE JOSEPH COWEN LIFELONG LEARNING CENTRE**

I report on the accounts of the CIO for the year ended 31 August 2021 which are set out on pages 5 - 10.

Respective Responsibilities of the Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act).
- to follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

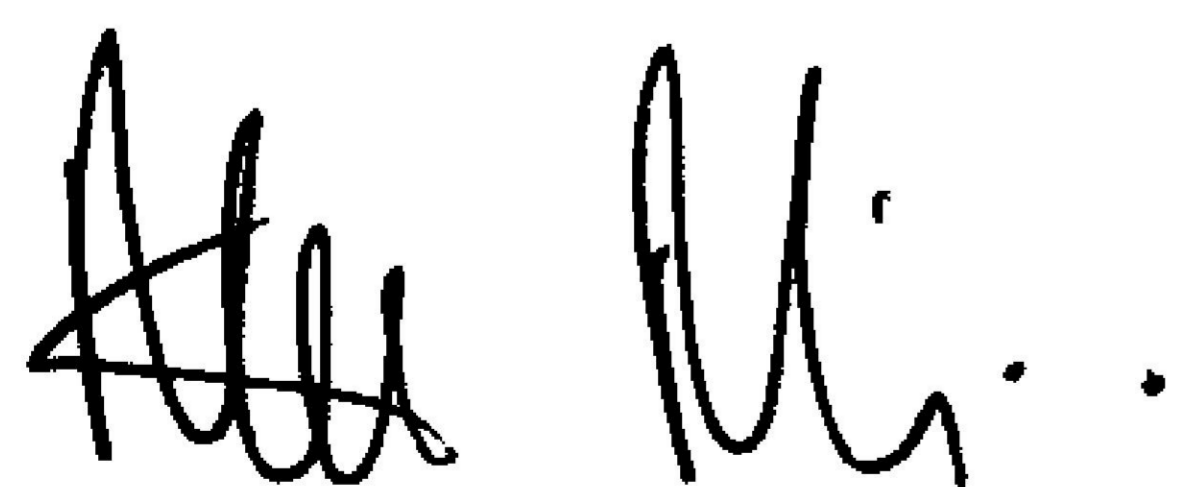
Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the trustee's and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts. The report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

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



Mr Alex Robinson FCCA
Essell Accountants Limited
29 Howard Street, North Shields, NE30 1AR

Date :

21 / 12 / 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2021</u> £	<u>Total 2020</u>
<u>Income and Endowments</u>					
Incoming Resources from Generated Funds:					
Donations and Legacies					
Donations		3,839	0	3,839	1,971
Gift aid		739	0	739	385
Sale of books		0	0	0	284
Grants		0	970	970	0
Statutory maternity pay		2,702	0	2,702	0
Sundry		50	0	50	0
Income from Investments:					
Bank Interest		102	0	102	171
		<u>7,432</u>	<u>970</u>	<u>8,402</u>	<u>2,811</u>
<u>Income from Charitable Activities</u>	2	<u>40,010</u>	<u>0</u>	<u>40,010</u>	<u>58,055</u>
<u>Total Income and Endowments</u>		<u>47,442</u>	<u>970</u>	<u>48,412</u>	<u>60,866</u>
<u>Expenditure on :</u>					
Expenditure on Raising Funds	3	0	0	0	432
Expenditure on Governance	4	883	0	883	828
Expenditure on Charitable Activities	5	32,321	0	32,321	49,932
<u>Total Expenditure:</u>		<u>33,204</u>	<u>0</u>	<u>33,204</u>	<u>51,192</u>
<u>Net Income / (Expenditure) resources before transfers</u>		14,238	970	15,208	9,674
<u>Transfers between funds</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Net Movement in Funds</u>		14,238	970	15,208	9,674
<u>Balance as at 1st August 2020</u>		<u>67,815</u>	<u>0</u>	<u>67,815</u>	<u>58,141</u>
<u>Balance as at 31st August 2021</u>		<u>82,053</u>	<u>970</u>	<u>83,023</u>	<u>67,815</u>

These notes form part of the financial statements

**BALANCE SHEET AS AT
31 AUGUST 2021**

	2021	2020
	£	£
FIXED ASSETS		
Tangible Assets (Note 7)	71	101
CURRENT ASSETS		
Debtors (note 8)	0	421
Cash at Bank and in Hand	<u>92,990</u>	<u>77,290</u>
	<u>92,990</u>	<u>77,711</u>
CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR (Note 9)	<u>10,038</u>	9,997
NET CURRENT ASSETS	82,952	67,714
NET ASSETS	<u><u>83,023</u></u>	<u><u>67,815</u></u>
CAPITAL AND RESERVES		
Unrestricted Funds (Note 10)	82,053	67,815
Restricted Funds (Note 10)	970	0
	<u><u>83,023</u></u>	<u><u>67,815</u></u>

These financial statements were approved by the Trustees on 3 December 2021
and were signed on its behalf by :

SD Pallett

Prof Simon Pallett

Charity registered number : 1174080

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming Resources

Incoming Resources represents grants, sales and other work done during the year. It is prepared on an accruals basis.

Tangible Fixed Assets

Depreciation is provided at the following rates in order to write off each asset over its estimated useful life.

Computer	Straight line over five years
Fixtures and Fittings	Straight line over five years

Where assets are purchased with funds given for that specific purpose the Trustees may elect that the asset is written off in full in the year of acquisition in order to match expenditure with income.

Fund Accounting

Funds held by the charity are either :

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these funds are grants or donations received that require the funds to be used in a specific way or for a specific purpose.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

2 INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2021</u> £	<u>Total 2020</u> £
Subscriptions	40,010	0	40,010	57,140
Income from events	0	0	0	915
	<u>40,010</u>		<u>40,010</u>	<u>58,055</u>

3 EXPENDITURE ON RAISING FUNDS

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2021</u> £	<u>Total 2020</u> £
Member development	0	0	0	432
	<u>0</u>	<u>0</u>	<u>0</u>	<u>432</u>

4 EXPENDITURE ON GOVERNANCE

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2021</u> £	<u>Total 2020</u> £
Payroll and independent examination	883	0	883	828
	<u>883</u>	<u>0</u>	<u>883</u>	<u>828</u>

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total 2021</u> £	<u>Total 2020</u> £
Tutors	14,265	0	14,265	24,898
Room Hire	0	0	0	9,696
Telephones	0	0	0	76
General Insurances	609	0	609	464
Annual IT Support	555	0	555	448
Office Rent	1,560	0	1,560	1,452
Salary Costs	14,945	0	14,945	11,397
Stationery and Office Supplies	179	0	179	592
Bank charges	48	0	48	117
Sundry Expenses	130	0	130	756
Depreciation	30	0	30	36
	<u>32,321</u>	<u>0</u>	<u>32,321</u>	<u>49,932</u>

6 STAFF COSTS

	<u>Total 2021</u> £	<u>Total 2020</u> £
Wages and Salaries	14,228	10,771
Employer's NI	0	0
Pension Contributions	717	626
	<u>14,945</u>	<u>11,397</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

6 STAFF COSTS (continued)

	2021	2020
The average weekly number of employees during the year was :	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

No Trustee was paid for their work as Trustees, but some Trustees were paid for tutoring. Trustees were paid £377 to reimburse them for expenditure incurred on the CIO's behalf (2020 £667).

7 TANGIBLE FIXED ASSETS

	IT Equipment £	Other Equipment £	Total £
COST			
As at 1 August 2020	1,213	1,696	2,909
Additions in the Year	0	0	0
Disposals in the Year	0	0	0
As at 31 August 2021	<u>1,213</u>	<u>1,696</u>	<u>2,909</u>
DEPRECIATION			
As at 1 August 2020	1,213	1,595	2,808
Disposals in the Year	0	0	0
Charge for the Year	0	30	36
As at 31 August 2021	<u>1,213</u>	<u>1,625</u>	<u>2,844</u>
NET BOOK VALUE			
As at 31 August 2021	<u>0</u>	<u>71</u>	<u>71</u>
As at 1 August 2020	<u>0</u>	<u>101</u>	<u>101</u>

8 DEBTORS

	2021 £	2020 £
Prepayments	0	421
	<u>0</u>	<u>421</u>

9 CREDITORS : AMOUNTS FALLING DUE
WITHIN ONE YEAR

	2021 £	2020 £
Deferred Income	5,810	8,335
Accruals	4,388	1,662
	<u>10,198</u>	<u>9,997</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

10 MOVEMENTS OF FUNDS

	Balance at 1 August 2020	Transfer Between Funds	Incoming Resources	Resources expended	Balance at 31 August 2021
	£	£	£	£	£
General Funds					
Unrestricted Funds	41,690	0	47,442	33,204	55,928
Designated Funds	26,125	0	0	0	26,125
Total General Funds	67,815	0	47,442	33,204	82,053
Restricted Funds					
Restricted funds	0	0	970	0	970
Total Restricted Funds	0	0	970	0	970
Total Funds	67,815	0	48,412	33,204	83,023

The Designated Funds represent an unrestricted legacy which the Trustees have determined to use for organisational development. It forms part of Unrestricted Funds.

The Restricted Funds represent a grant from the National Lottery Community Fund to support post-Covid recovery in autumn 2021.