

LANGUAGE OF DANCE TRUST REPORT
YEAR ENDED 30th SEPTEMBER 2020

Charity Number 281268

Company Number 01517745

**Language of Dance Trust
Oxford House
Derbyshire Street
London
E2 6HG**

**020 7749 1131
info@lodc.org
www.lodc.org**

LANGUAGE OF DANCE TRUST
YEAR ENDED 30TH SEPTEMBER 2020

TRUSTEES

Dr. Ann Hutchinson Guest, LHD, DHu
Chair

Sandra Ann Mitchell

Angela Garvey Hammond MA (Hons)

Lynda Howarth

Dr Inma Alvarez

Registered Charity Number
281268

Registered Company Number
01517745

Registered Office
VWV, 24 King William Street, London, EC4R 9AT

Correspondence Address
Oxford House, Bethnal Green, London, E2 6NG

Accountants
Cooley & Co., Sampuran House, 3a Chislehurst Road, Orpington, Kent, BR6 ODF

Bankers
C. Hoare & Co., 37 Fleet Street, London, EC4P 4DQ

Solicitors
VWV, 24 King William Street, London, EC4R 9AT

DIRECTORS' AND TRUSTEES' REPORT

The Directors, who are also Trustees of the charity, present their annual report and the financial statements for the year ended 30th September 2020.

PRINCIPAL ACTIVITY AND CHARITABLE OBJECTIVE

During this period the Trust has delivered Language of Dance (LOD) activities by facilitating educational and community projects, running professional development courses and providing materials for dance analysis and notation. For the education and community projects the Trust continues to prioritise working with people in most need and those who are unlikely to have experienced dance previously.

The principal aim of the charity is to advance and promote the education of the general public in the art and science of dance, particularly by the study, analysis and recording of human movement and to formulate and establish projects in order to fulfil this objective. The mission is to make creative movement and the dance experience available to people of all ages and abilities.

The Trustees confirm that they have given careful consideration to guidance from the Charity Commission on the public benefit requirement when reviewing the aims and objectives of the charity and in planning future activities. The Trustees are satisfied that the work of the Trust meets these requirements.

ORGANISATION AND CONSTITUTION

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum and Articles of Association on 17th September 1980.

The company is limited by guarantee and has no share capital. In the event of the company being wound up, members would be required to contribute an amount not exceeding £1. The management of the company is the responsibility of the Trustees who are elected under the terms of the Memorandum and Articles of Association. A current Trustee nominates prospective Trustees; the nomination requires support from two other Trustees. The entire board must then approve it. At present the maximum number of Trustees who can sit on the Board is five (in addition to the Chair and Secretary).

DIRECTORS' AND TRUSTEES' REPORT

During the past year the LODT has restructured with the General Manager leaving and our Outreach Project Manager being promoted to Director of the Trust. Both the Director of Dance Studies and the Director of the LODT report to the Board of Trustees. The Director of the LODT line manages the Courses and Examinations Officer (part-time) and a LOD Tutor (part-time) who are employed to deliver Dance Moves sessions and the Level 1 Award.

ACTIVITIES AND ACHIEVEMENTS

EDUCATIONAL OUTREACH

Between September 2019 and March 2020, the LODT delivered 177 dance sessions, reaching a total of 159 children and young people aged 3 – 21 years old. These sessions were delivered across the London boroughs of Tower Hamlets. Schools included Wapping High School, Cherry Tree School, Hague Primary, Cyril Jackson Primary School and New City College.

A successful fundraising grant secured from the Aldgate Allhallows Foundation meant we were able to provide two Special Education needs settings listed above, with a full year of dance sessions and the opportunity for pupils to gain the Level 1 Award.

This allowed the LODT to continue to build on the roll out of the second phase of the primary school's pilot, which introduced the NCFE customised accredited Level 1 Award in Language of Dance Movement Exploration to more pupils. 75% of this year's school embraced and took on the Award, but only 58 children successfully gained Level 1 because of the unexpected impact of a global pandemic.

Due to a national lockdown due to Covid-19, in March 2020 all projects were suspended as all schools and educational institutions closed, so all students began home schooling and most did not return to school before the academic year ended. Thus, our annual Dance Moves Festival was cancelled.

STAFF TRAINING

In October 2019, the Trust looked to upskill the existing LODT team, with members attending Coding, Social Media, Inclusive Practice workshops and more.

There have been the usual opportunities to attend conferences, training events and meetings with the Sport and Recreation Alliance, One Dance UK and the Foundation for Social Improvement Training which staff members have taken up.

CLASSES AND WORKSHOPS

Due to continued serious illness of the Director of Dance Studies, the Teacher Training programme was kept on hold. However, considerable progress was made in planning and outlining the online version of the course.

LODC Mexico submitted some students filmed and written Stage 1 work for verification, which was completed remotely by Lucy Lush.

All activities had to be put on hold following the national lockdown of March 2020 and the decision to put all staff on furlough from April to August 2020.

When work was resumed in August 2020, Lucy Lush was also asked to complete a remote observation for another one of the teachers who had completed the training programme in Spring 2019.

STRATEGIC PLANNING

From January 2019 to July 2019, the LODT had the opportunity to work with Pilotlight, who teamed the LODT up with the Barclays Strategic review panel. The panel of experts helped the LODT to assess areas for development, review and change. The LODT focused on implementing these strategies from September 2019 onwards in order to make the necessary changes for the Trust.

PLANS FOR THE FUTURE

For the next academic year (2020-2021), the LODT, with the continued support from the Miss E.A Pemberton Barnes Will Trust, will continue to provide free and subsidised activities within Early Years, Primary and Special Educational Needs settings in the London Borough of Tower Hamlets, with a focus on resuming activities that were previously put on hold, when restrictions are lifted, and it is safe to do so.

In regards to courses, the LODT will resume the activities we had to put on hold due to lockdown and COVID-19 related restrictions. We will touch base with all active NCFE assessors, chase submissions for previous academic year and arrange another EQA visit.

We will continue to develop the online teacher training course. We will also work on restructuring the Certification Courses in order to make them more widely accessible and investigate how they could also be delivered online.

RISK MANAGEMENT

The Trustees have examined the major risks which the Language of Dance Trust faces and believe that by maintaining our free reserves at a reasonable level, combined with periodic reviews of the areas of risk including insurance cover, health and safety policies in the workplace and whilst teaching, working with young children, financial affairs and personnel practices, will be able to provide sufficient resources in the event of adverse conditions. The Trustees acknowledge that the management of risks faced by the company is a prime responsibility. The Trustees are satisfied that systems are in place to mitigate the major risks.

RESERVES

A formal policy on reserves was adopted by the executive committee and it states; It is the policy of the Trust to maintain a level of unrestricted funds, which have not been designated for specific expenditure, equivalent to at least six months running costs. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities and at the same time give consideration to ways in which additional funds may be raised. The Trustees are responsible for the Charitable Company's overall management and control. The Director of Dance Studies and Centre Manager are responsible for the day to day running of the Company and operational matters including finance, employment, education initiatives and strategy. The Board meets regularly, usually at least four times a year.

DIRECTORS & TRUSTEES

Dr. Ann Hutchinson Guest, LHD, DHu
Sandra Ann Mitchell
Angela Garvey Hammond MA (Hons)
Lynda Howarth
Dr Inma Alvarez

This report was approved by the board on 28 June 2021 and signed on its behalf by

Angela Garvey Hammond
Director/Trustee

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

DIRECTORS' REPORT FOR THE YEAR ENDED 30TH SEPTEMBER 2020

The directors present their annual report with the unaudited accounts of the company for the year ended 30th September 2020.

Activities

The company is established to advance and promote the education of the general public in the art and science of dance particularly by the study, analysis and recording of human movement and to formulate and establish schemes with this objective.

Results

The surplus for the year as shown on page 8 of the accounts amounted to £3,282 (2019 – £33,987).

Directors and their shareholdings

The directors throughout the year were as follows :-

A. Hutchinson Guest (Chairman)
A. Garvey Hammond
S. A. Mitchell
S. Saint-Smith (resigned 26 October 2020)
L. Howarth
Dr I. Alvarez

The company is limited by guarantee. Each of the directors is a member and each of the members is liable to contribute an amount not exceeding £1 in the event of the winding up of the company.

Small Companies Exemptions

This report has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

By order of the board

Angela Garvey Hammond
Director/ Trustee

28 June 2021

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STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2006 and the Charities SORP (FRS 102). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30TH SEPTEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Incoming Resources					
Incoming resources from generated funds					
Voluntary income	4	69,439	3,379	72,818	98,852
Investment income	5	3,103	-	3,103	3,060
Incoming resources from charitable activities		609	-	609	11,083
		-----	-----	-----	-----
Total incoming resources		73,151	3,379	76,530	112,995
		-----	-----	-----	-----
Resources Expended					
Charitable activities	6	73,038	2,000	75,038	83,031
Other		1,094	-	1,094	1,094
		-----	-----	-----	-----
Total resources expended		74,132	2,000	76,132	84,125
		-----	-----	-----	-----
Net income / (expenditure) before investment gains		(981)	1,379	398	28,870
Unrealised profit on investment assets		2,884	-	2,884	5,117
		-----	-----	-----	-----
Net Movement In Funds		1,903	1,379	3,282	33,987
Reconciliation of funds					
Total funds brought forward		171,116	11,212	182,328	148,341
		-----	-----	-----	-----
Total funds carried forward		<u>£ 173,019</u>	<u>£ 12,591</u>	<u>£ 185,610</u>	<u>£ 182,328</u>

LANGUAGE OF DANCE TRUST
LIMITED BY GUARANTEE
BALANCE SHEET
30TH SEPTEMBER 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible fixed assets	7	-	208
Investments	8	100,412	97,529
		<u>100,412</u>	<u>97,737</u>
Current Assets			
Debtors	9	9,189	6,946
Cash at bank and in hand		78,699	79,997
		<u>87,888</u>	<u>86,943</u>
Creditors : amounts falling due within one year			
Other creditors	10	(2,690)	(2,352)
		<u>85,198</u>	<u>84,591</u>
Net Current Assets			
Total Assets Less Current Liabilities		<u>£ 185,610</u>	<u>£182,328</u>
The Funds Of The Charity			
Unrestricted funds		173,019	171,116
Restricted income funds	11	12,591	11,212
Total Charity Funds		<u>£ 185,610</u>	<u>£182,328</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and in accordance with FRS 102 SORP.

These financial statements were approved and authorised for issue by the Board on 28 June 2021 .

Angela Garvey Hammond
Director/Trustee

**LANGUAGE OF DANCE TRUST
LIMITED BY GUARANTEE**

**NOTES FORMING PART OF THE ACCOUNTS
30TH SEPTEMBER 2020**

1. Constitution

Language of Dance Trust, a registered charity, is a company limited by guarantee not having a share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

2. Accounting Policies

Basis of accounting

The accounts have been prepared on the basis of historical cost as modified by the revaluation of investments and in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

Recognition of income

All incoming resources are included in the Statement of Financial Activities when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

No amounts are included in the financial statements for services donated by trustees and volunteers.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Fixed asset investments

The investments are shown at market value. Any gain or loss on revaluation is taken to the Statement of Financial Activities.

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NOTES FORMING PART OF THE ACCOUNTS (CONTINUED) 30TH SEPTEMBER 2020

3. Staff costs

	2020 £	2019 £
Salaries	65,857	49,845
Employer's NI	52	-
Pension costs	1,166	540
	<u>£ 67,075</u>	<u>£ 50,385</u>

No employees received employee benefits for the year in excess of £60,000. The company employed four employees (2019-4).

Pension costs relate to a defined contribution scheme.

4. Donations and Grants	2020 £	2019 £
Unrestricted funds		
I.F.Guest	-	5,000
Miss E.A. Pemberton Barnes Will Trust	7,743	6,369
A.H. Guest (director)	60,296	75,439
Angus Keith No 2 Settlement	1,400	2,054
Other	-	2,825
	<u>£ 69,439</u>	<u>£ 91,687</u>

5. Investment Income	2020 £	2019 £
Dividends receivable	3,103	3,060
	<u>£ 3,103</u>	<u>£ 3,060</u>

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NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)
30TH SEPTEMBER 2020

6. Resources Expended : Charitable Activities	2020	2019
	£	£
Salaries and pensions	67,075	50,385
Job retention scheme	(19,462)	-
Project teachers and freelance staff	775	5,622
Continuing professional development	1,196	531
Purchases	-	562
Travel costs	-	784
Studio hire	453	1,995
Office rent	7,447	7,121
Printing, photocopying and stationery	185	548
Accountancy	274	360
Project costs	5,411	3,854
Event costs	2,401	2,979
Website, trademarks and I.T.	3,764	4,127
Insurance	1,474	1,405
Subscriptions	364	629
Depreciation	208	238
Miscellaneous	1,473	1,888
	-----	-----
	<u>£73,038</u>	<u>£83,031</u>

Fees of the independent examiner amounting to £1,080 (2019-£1,080) are included in other expenses in the statement of financial activities.

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NOTES FORMING PART OF THE ACCOUNTS (CONTINUED) 30TH SEPTEMBER 2020

7. Tangible Fixed Assets	£
Equipment	
Cost :	
At 1 st October 2019	951

At 30 th September 2020	<u>£ 951</u>
Depreciation :	
At 1st October 2019	743
Charge	208

At 30th September 2020	<u>£ 951</u>
Net book amounts :	
At 30 th September 2020	<u>-</u>
At 30 th September 2019	<u>£ 208</u>

8. Fixed Asset Investments

			Market value at 30th September	
	Number of Units	Cost £	2020 £	2019 £
COIF Charities Fixed Interest Fund – Income units	28,395.93	38,149	40,365	39,962
COIF Charities Ethical Investment Fund – Income Units	22,609.86	41,310	60,047	57,567
			-----	-----
			<u>£ 100,412</u>	<u>£ 97,529</u>

The increase in market value of the investments of £2,883 (2019 – £5,117) during the year has been shown as an unrealised gain in the Statement of Financial Activities.

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NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

30TH SEPTEMBER 2020

9. Debtors	2020	2019
Other debtors	<u>£ 9,189</u>	<u>£ 6,946</u>

10. Creditors	2020	2019
Accruals and other creditors	<u>£2,689</u>	<u>£2,352</u>

11. Movements On Restricted Funds

	Opening balance £	Receipts £	Expenditure £	Closing balance £
Ann Hutchinson-Guest	1,000	-	-	1,000
<i>Flashcards donation</i>				
Ivor Guest	2,000	-	2,000	-
<i>Funds to support 50th event celebration</i>				
Celeste Kennedy Bequest	1,047	-	-	1,047
Rathbones Investment Management	-	3,000	-	3,000
<i>Dance and code Tower Hamlets</i>				
Various Donors	-	379	-	379
<i>Running events</i>				
Award in dance Tower Hamlets	500	-	-	500
Robert Gavron Charitable Trust	1,000	-	-	1,000
Aldgate and All Hallows Language of	5,665	-	-	5,665
Dance Movement Exploration				
	<u>£ 11,212</u>	<u>£ 3,379</u>	<u>£ 2,000</u>	<u>£ 12,591</u>

12. Transactions with directors

None of the directors have been paid any remuneration or received any benefits or expenses in the year.

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LANGUAGE OF DANCE TRUST LIMITED FOR THE YEAR ENDED 30TH SEPTEMBER 2020

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

C. Cooley
Cooley & Co
Chartered Accountants
Sampuran House
3A Chislehurst Road
Orpington
Kent
BR6 0DF

28 June 2021