

LANGUAGE OF DANCE TRUST REPORT

YEAR ENDED 30th SEPTEMBER 2021

Charity Number 281268

Company Number 01517745

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

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LANGUAGE OF DANCE TRUST
YEAR ENDED 30TH SEPTEMBER 2021

TRUSTEES

Sandra Ann Mitchell

Angela Garvey Hammond MA (Hons)

Lynda Howarth

Dr Inma Alvarez

Jane Dulieu

Grace Walcott

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 2021.

PRINCIPAL ACTIVITY AND CHARITABLE OBJECTIVE

During this period the Trust has delivered Language of Dance (LOD) activities by developing and facilitating educational and community projects, 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 carefully considered 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 discussed the need to expand staff numbers in order to reach the level of productivity that would take the Trusts into its next phase of development. However continued restrictions due to the Covid-19 Global pandemic, which have impacted us in both financially and in matters relating to HR, it has been difficult to move forward at speed.

Discussions were undertaken between Ann Hutchinson Guest (Honorary President of the LODT), Eve Knights (LOD Projects Director) and the Board of Trustees to work on a succession plan for the future of the Trust, its work and what AHG would like her Legacy to be. Both the Director of Dance Studies and the LOD Projects Director report to the Board of Trustees, but with our Director of Dance Studies currently off on long-term sick, efforts have been made to train other staff members to be able to undertake certain aspects of this role, as this has been highlighted as an area of risk, having only one member of staff currently trained to deliver our courses. The Director of Projects, is currently acting Director of the Trust and line manages the Courses & Examinations Manager (part-time), and a LOD Tutor (part-time) who is employed to deliver Dance Moves sessions and the Level 1 Award

ACTIVITIES AND ACHIEVEMENTS

EDUCATIONAL OUTREACH

Between September 2020 and March 2021, the LODT was unable to deliver any LOD sessions due to restrictions relating to Covid-19. During this time many schools were still operating a bubble system and not allowing outside agencies into their schools as precautionary measures were taken to control the pandemic. Furthermore, the country entered 2 further stages of lockdown during this period.

In April 2021, we were able to resume activities within a couple of settings ensuring Covid health and safety measures were undertaken, and procedures followed. Weekly dance sessions were provided free of charge, directly reaching a total of 120 children and young people aged 3 – 21 years old. These sessions were delivered within the London borough of Tower Hamlets within Hague Primary School and New City College. Due to limitations surrounding Covid, our Dance Moves Festival was cancelled for a second time. A short-term project was also delivered to students at Riverside SEN School in July.

Due to activity disruptions and the limited number of sessions we were able to deliver the Trust's LOD teachers were unable to enter any students this academic year for its customised NCFE accredited Level 1 Award in Language of Dance Movement Exploration, however we were able to assist a number of freelance LOD teachers to successfully enter students, who originally started the award pre-pandemic.

Unfortunately, in early 2021 the Miss E.A Pemberton Barnes Will Trust informed us that in light of the recent pandemic, they have reviewed the number of organisations that they support and will be cutting this by 50%, and sadly they will no longer be able to continue supporting our activities.

STAFF TRAINING

In October 2020, the Trust looked at alternative ways (via online) to allow staff to access further CPD opportunities. After spending many months Furloughed and isolated due to Covid-19 and a nationally imposed Lockdown, staff members undertook a Wellbeing seminar with One Dance UK, which provided some much-needed strategies on how to look after ones mental & physical health as we navigate these unprecedented times.

Due to ongoing restrictions, the majority of annual conferences and meetings have been online via Zoom. 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.

Regular staff meetings as well as annual reviews were undertaken where staff were asked where they felt they needed help, where they see themselves progressing and whether there were any training opportunities they would like to pursue.

After highlighting the risk of succession for teaching our courses, both the LOD Projects Director and our Examinations & Courses Manager completed a 4-week intensive (2 courses) with another one of our LOD Worldwide centers based in the USA over zoom, as a refresher course on the fundamental of the Language of Dance Approach. They also took the opportunity to teach classes to one another to gain experience in delivering sessions remotely. Our Director of the Trust sourced training in Effective Governance, Management and Safeguarding, whilst our Examination & Courses Manager attended a variety of dance classes and 4-day intensive dance program.

COURSES, CLASSES AND WORKSHOPS

Due to the continued serious illness of the Director of Language of Dance Studies, plans to resume face-to-face workshops and courses were kept on hold.

Progress was made on the online teacher-training course. The structure was finalised, and a range of content written and filmed.

A remote NCFE EQA visit was held in December 2020, which had a very positive outcome. Most NCFE assessors resumed their face-to-face teaching. 55 students were entered for and achieved the Level 1 Award, and 4 students were entered for and achieved the Level 2 Award.

PLANS FOR THE FUTURE

For the next academic year (2021-2022), the LODT, we will continue to provide free and subsidised activities within Early Years, Primary and Special Educational Needs settings for within areas of deprivation in London and the surrounding areas.

Regarding courses, the main priority is to finalise a pilot version of the teacher-training course, to be launched in 2022.

An action plan to progress LOD training of members of staff must be one of our highest priorities, as this will enable the LODC to resume live classes and workshops. The LOD training will go alongside revising the contents of the Certification Courses, with a view to restructuring them in a way that can appeal to a wider audience.

STRATEGIC PLANNING

As mentioned in last year's report, back in 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.

Covid caused a delay in the LODT board implementing these strategies, but we are committed to working together over the coming months to make the necessary changes needed for the longevity and security of the Trust and its future.

The Director of the Trust has highlighted the areas of Governance & Practice, Structure, and HR to be reviewed as part of a new annual Governance focus that will ensure we remain up to date and compliant.

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, however the Director of the Trust has highlighted the urgent need for the Trusts succession plan to be reviewed, which have been added to the agenda and will be discussed at the March 2022 board meeting.

RESERVES

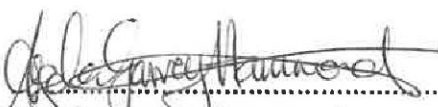
A formal policy on reserves was adopted by the executive committee and it states; It is the policy of the Trust to maintain a level of unrestricted funds, which have not been designated for specific expenditure, equivalent to at least six months running costs. The Trustees consider that reserves at this 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 consider 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, holding meetings 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 21st September 2022 and signed on its behalf by


.....
Angela Garvey Hammond
Trustee

21st September 2022

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

DIRECTORS' REPORT FOR THE YEAR ENDED 30TH SEPTEMBER 2021

The directors present their annual report with the unaudited accounts of the company for the year ended 30th September 2021.

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 deficit for the year as shown on page 8 of the accounts amounted to £25,905 (2020 – surplus £3,282).

Directors and their shareholdings

The directors throughout the year were as follows :-

A. Hutchinson Guest (Chairman) (died 9 April 2022)

A. Garvey Hammond

S. A. Mitchell

S. Saint-Smith (resigned 26 October 2020)

L. Howarth

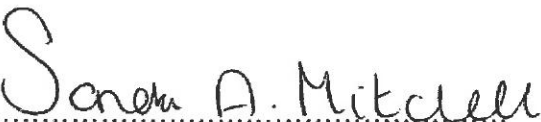
Dr I. Alvarez

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, approved on 21st September 2022 and signed on behalf of by



S. A. Mitchell
Trustee

21st September 2022

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

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.

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Incoming Resources					
Incoming resources from generated funds					
Voluntary income	4	50,919	248	51,167	72,818
Investment income	5	3,038	-	3,038	3,103
Incoming resources from charitable activities		2,216	-	2,216	609
		-----	-----	-----	-----
Total incoming resources		56,173	248	56,421	76,530
		-----	-----	-----	-----
Resources Expended					
Charitable activities	6	86,838	-	86,838	75,038
Other		1,261	-	1,261	1,094
		-----	-----	-----	-----
Total resources expended		88,099	-	88,099	76,132
		-----	-----	-----	-----
Net income / (expenditure) before investment gains		(31,926)	248	(31,678)	398
Unrealised profit on investment assets		5,773	-	5,773	2,884
		-----	-----	-----	-----
Net Movement In Funds		(26,153)	248	(25,905)	3,282
Reconciliation of funds					
Total funds brought forward		173,019	12,591	185,610	182,328
		-----	-----	-----	-----
Total funds carried forward		<u>£ 146,866</u>	<u>£ 12,839</u>	<u>£ 159,705</u>	<u>£ 185,610</u>

**LANGUAGE OF DANCE TRUST
LIMITED BY GUARANTEE
BALANCE SHEET
30TH SEPTEMBER 2021**

	Notes	2021 £	£	2020 £	£
Fixed Assets					
Tangible fixed assets	7	-	-	-	-
Investments	8	106,186		100,412	
		<u>106,186</u>		<u>100,412</u>	
Current Assets					
Debtors	9	4,489		9,189	
Cash at bank and in hand		50,482		78,699	
		<u>54,971</u>		<u>87,888</u>	
Creditors : amounts falling due within one year					
Other creditors	10	(1,452)		(2,690)	
		<u></u>		<u></u>	
Net Current Assets			53,519		85,198
Total Assets Less Current Liabilities		<u>£ 159,705</u>		<u>£185,610</u>	
The Funds Of The Charity					
Unrestricted funds		146,866		173,019	
Restricted income funds	11	12,839		12,591	
		<u></u>		<u></u>	
Total Charity Funds		<u>£ 159,705</u>		<u>£185,610</u>	

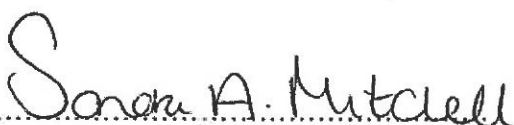
The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

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 21st September 2022.



**S. A. Mitchell
Trustee**

21st September 2022

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

NOTES FORMING PART OF THE ACCOUNTS 30TH SEPTEMBER 2021

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.

LANGUAGE OF DANCE TRUST**LIMITED BY GUARANTEE****NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)****30TH SEPTEMBER 2021****3. Staff costs**

	2021	2020
	£	£
Salaries	61,296	65,857
Employer's NI	620	52
Pension costs	1,256	1,166
	<u>£ 63,172</u>	<u>£ 67,075</u>

No employees received employee benefits for the year in excess of £60,000. The company employed three employees (2020-4).

Pension costs relate to a defined contribution scheme.

4. Donations and Grants	2021	2020
	£	£
Unrestricted funds		
Miss E.A. Pemberton Barnes Will Trust	6,864	7,743
A.H. Guest (director)	42,581	60,296
Angus Keith No 2 Settlement	1,300	1,400
Other	174	-
	<u>£ 50,919</u>	<u>£ 69,439</u>

5. Investment Income	2021	2020
	£	£
Dividends receivable	3,038	3,103
	<u>£ 3,038</u>	<u>£ 3,103</u>

LANGUAGE OF DANCE TRUST**LIMITED BY GUARANTEE****NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)**
30TH SEPTEMBER 2021

6. Resources Expended : Charitable Activities	2021	2020
	£	£
Staff costs	63,172	67,075
Job retention scheme	-	(19,462)
Project teachers and freelance staff	2,844	775
Continuing professional development	50	1,196
Tax on income not recovered	1,634	-
Studio hire	151	453
Office rent	7,963	7,447
Printing, photocopying and stationery	153	185
Accountancy	374	274
Project costs	598	5,411
NCFE	2,825	2,401
Website, trademarks and I.T.	2,633	3,764
Insurance	1,546	1,474
Subscriptions	464	364
Depreciation	-	208
Miscellaneous	2,431	1,473
	<u>£86,838</u>	<u>£73,038</u>

Fees of the independent examiner amounting to £1,248 (2020-£1,080) are included in other expenses in the statement of financial activities.

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)
30TH SEPTEMBER 2021

7. Tangible Fixed Assets	£
Equipment	
Cost :	
At 1 st October 2020	951

At 30 th September 2021	<u>£ 951</u>
Depreciation :	
At 1st October 2020	951
Charge	-

At 30th September 2021	<u>£ 951</u>
Net book amounts :	
At 30 th September 2021	== -
At 30 th September 2020	<u>£ -</u>

8. Fixed Asset Investments

			Market value at 30th September	
	Number of Units	Cost £	2021 £	2020 £
COIF Charities Fixed Interest Fund – Income units	28,395.93	38,149	38,207	40,365
COIF Charities Ethical Investment Fund – Income Units	22,609.86	41,310	67,979	60,047
			-----	-----
			<u>£ 106,186</u>	<u>£ 100,412</u>

The increase in market value of the investments of £5,773 (2020 – £2,883) during the year has been shown as an unrealised gain in the Statement of Financial Activities.

LANGUAGE OF DANCE TRUST

LIMITED BY GUARANTEE

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)
30TH SEPTEMBER 2021

9. Debtors	2021	2020
Other debtors	<u>£ 4,489</u>	<u>£ 9,189</u>

10. Creditors	2021	2020
Accruals and other creditors	<u>£1,452</u>	<u>£2,689</u>

11. Movements On Restricted Funds	Opening balance	Receipts	Expenditure	Closing balance
	£	£	£	£
Ann Hutchinson-Guest	1,000	-	-	1,000
<i>Flashcards donation</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	248	-	627
<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 Dance Movement Exploration	5,665	-	-	5,665
	<u>£ 12,591</u>	<u>£248</u>	<u>£-</u>	<u>£ 12,839</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 2021

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

21st September 2022