

# THE ENGLISH AND MEDIA CENTRE

England & Wales - Charity number 803031

## Details

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Other names	THE ENGLISH CENTRE
Status	Registered
Legal form	Charitable company
Company number	<a href="#">02466244</a>
Registered	1990-03-12
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	44 Webber Street London SE1 8QW
Phone	02073598080
Email	<a href="mailto:andrew@englishandmedia.co.uk">andrew@englishandmedia.co.uk</a>
Website	<a href="http://www.englishandmedia.co.uk">www.englishandmedia.co.uk</a>

## Activities

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**Objects:** TO ADVANCE EDUCATION THROUGH THE PROMOTION OF LANGUAGE AND LITERACY WITHIN EDUCATION.

**Activities:** Support teachers in promoting literacy in all forms. Develop & disseminate active approaches to learning. Initiate and resource innovative approaches both in the established English & Media curriculum and in the new literacy technologies. Relate English & Media teaching to the wider curriculum. Offer direct support to students. Carry out action research projects.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£705,755	£993,752	£1,066,665	14
2024-03-31	£912,635	£1,160,385	£1,388,375	14
2023-03-31	£897,627	£1,100,359	£1,547,888	15
2022-03-31	£1,043,163	£994,975	£1,788,812	13
2021-03-31	£870,665	£947,682	£1,661,072	12

## Trustees

Name	Role	Appointed
Laura Worsley	Chair	2020-10-08
Anurag Jain		2025-12-01
Kabir Miah		2015-11-16
Martha Lord		2024-11-04
Myfanwy Marshall		2021-11-30
Richard Long		2019-09-19
Simon Arthur Johnson		2022-03-01
Vinay Gupta		2021-11-30

**THE ENGLISH AND MEDIA CENTRE**

England & Wales - Charity number 803031

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# Accounts

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# **The English & Media Centre**

**(A Charity Company Limited by Guarantee, company number 2466244)**

## **Audited Financial Statements and Trustees' Report for the year ended 31 March 2025**

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# **The English & Media Centre**

(A Charity Company Limited by Guarantee, company number 2466244)

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Charity Information

for the year ended 31 March 2025

<b>Status:</b>	The English & Media Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.	
<b>Charity name:</b>	The English & Media Centre	
<b>Company registration number:</b>	2466244 England & Wales	
<b>Charity registration number:</b>	803031	
<b>Registered office:</b>	44 Webber Street London SE1 8QW	
<b>Operations address:</b>	44 Webber Street London SE1 8QW	
<b>Trustees who held office during the year:</b>	V. Gupta R. Long M. Marshall K. Miah M. Shah L. Worsley S. Johnson L. Socrates M. Lord	- Resigned 24 July 2024      - Resigned 8 September 2024 - Appointed 4 November 2024
<b>Chairperson:</b>	L. Worsley	
<b>Secretary:</b>	A. McCallum	
<b>Executive Director:</b>	A. McCallum	
<b>Senior Statutory Auditor:</b>	<b>Anthony Armstrong FCA Armstrong &amp; Co</b> <i>Chartered Accountants &amp; Statutory Auditor</i> 4a Printing House Yard Hackney Road London E2 7PR	
<b>Bankers:</b>	<b>National Westminster Bank Plc</b> 166 Camden High Street London NW1 0NS  <b>CCLA Investment Management Ltd</b> COIF Charity Funds Senator House 85 Queen Victoria Street London EC4V 4ET	

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2025

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The Trustees of the The English & Media Centre present their report together with the financial statements for the year ended 31 March 2025.

### Principal activity

The principal activities of the charity in the year under review were those of the provision of in-service training in language, literature, and media to Secondary English teachers and the publication of classroom teaching materials.

### Trustees

The Trustees of the charity who held office during the year are disclosed on page 3.

### Structure, governance and management

#### Governing document

The English & Media Centre is a company limited by guarantee, incorporated on 2 February 1990. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

#### Risk mitigation

The board has examined the principal areas of the charity's operations and considered the major risks which may arise in each of these areas. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day to day operations.

#### The scope and nature of the work of the English & Media Centre

The English and Media Centre is an independent development centre supporting and serving secondary English and Media teachers and the wider English teaching community, through professional development courses, consultancy and classroom resources.

We aim to develop and disseminate best practice and innovative approaches to language, literature and media, in all their forms, including new literacies and technologies. We support teachers in helping their students to become confident, articulate, critical and creative readers and writers. Our work draws on our close connections with teachers, making them colleagues, not just customers.

Our approach combines creativity with rigour and we value our reputation for expertise and quality. We aim both to answer the practical needs of teachers and offer expert, informed advice.

As a not-for-profit voluntary sector organisation we are unique in being able to bring together publishing, CPD, projects and consultancy and to stand up for the very best in English and Media teaching.

#### The profile of the Centre in the school system

We continue to have a high profile among secondary English and Media teachers in the UK, with an increasing presence in debates and consultations at tertiary level. Our professional development courses are attended by over 2,000 teachers a year, while our publications reach English and Media departments in over 4,000 schools and FE colleges. Additionally, we act as consultants for department and school-focused work. We also run the subject-specialism part of a Media PGCE course for Goldsmiths College, London University.

Teachers and students in the post-16 sector are supported by our magazines, websites and conferences. We continue to offer a lead in this area, which receives less funding and direct intervention from LA and DFE agencies than other secondary age groups.

Given the multiple readerships for each of our publications, it is reasonable to estimate that EMC publications are read and used by several hundred thousand students each year.

EMC acts as a hub for other organisations working in the field of English and Media Studies, and in related fields with links to literacy, language learning, literature, media and the arts. We continue to be invited to contribute to national discussions by various subject associations, exam boards, publishers, arts agencies and HE institutions.

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2025

### Review for the year

#### Overview

2024/25 was a landmark year for the English and Media Centre, marking the 50th anniversary of its founding (as the English Centre) in 1975. To mark the occasion we held an anniversary celebration, which fell into the 2025/26 financial year and was attended by over 100 people with significant links to the centre.

In many ways the year was very successful. Attendance at teacher courses and student conferences continued to be at historically high levels, our publications were used widely across thousands of schools, our free downloads continued to be popular with teachers and our Media PGCE course recruited more successfully than in the previous year. EMC thus continued to fulfil its mission to support English and Media teachers and their students by placing curiosity and pleasure at the heart of learning.

Against this background, we returned a significant deficit for the third year running. While costs have been reduced through relocating offices, reducing consultancy and support staff and streamlining web and accounting services, we saw further large reductions in income from publishing and were committed to increases in pay and national insurance contributions, in line with teacher pay awards. In addition, for the first 7 months of the accounting period, we were still paying the salaries of our Research and Projects team. Reserves remain healthy, but have reduced by nearly a half in three years.

Changes to our accounting methods mean that this year's deficit appears higher than it would have done in previous years by about £50,000. In previous years, a proportion of magazine sales was not counted as a deferral. Given two of the eight annual magazines are published after the close of the financial year, it was decided to count this as deferral. This was part of a wider process of shifting to a new accounting system (using Xero and an integrated website) which began in 2023. The new system means that the charity is now VAT registered and able to claim back VAT to the tune of approximately £20,000 per year. This adjustment in accounting for deferrals has no impact on cash levels and will have little impact on subsequent accounts.

#### Publishing

This was another quiet year for publishing. With the National Curriculum now in its 10th year and reform of KS3 curricula largely complete, there is little appetite for buying new books. We were sustained by bulk sales of anthologies and GCSE full-text study editions, though it was disappointing to see these drop below levels seen in previous years, perhaps indicative of schools cutting costs, instead buying cheaper editions of a lower quality or photocopying out of copyright texts.

We had one landmark publication. *Beyond the Secret Garden: Racially Minoritised People in British Children's Books*, by Darren Chetty and Karen Sands O'Connor, published in January, is a collection of writing by the co-authors. This is the first book of its type written by non-EMC staff that we have published in many years and garnered lots of publicity, including a recommendation in The Guardian. A successful launch event was held in March at Webber Street.

We also continued to publish download publications, adding to our 'Teaching a Novel' series with resource packs for *Medusa*, by Jessie Burton and *A Monster Calls*, by Patrick Ness. We also published free accompanying resources for all of the Carnegie Medal Writing Award shortlisted books and two free resources, funded by the Cheltenham Literature Festival RTRP programme, to accompany *Who Owns the Clouds* and *The Roles We Play*.

Magazines are now accounted for in the publishing section of the annual accounts. While sales are still strong for *emagazine* and have stabilised for *MediaMagazine*, both were down by almost 10% from the previous year, perhaps reflecting the lack of money schools have to spend, but also likely to have been affected by falling roles and a general sense of stasis in the curriculum.

#### Courses

We continued to recruit high numbers for our courses, both online and in-person. Over the course of the year approximately 2,500 teachers attended EMC CPD events of one kind or another. We successfully launched one innovation, a webinar package, which allows anyone in a purchasing department to watch all of the webinars in a given term, either live or on-demand. Autumn 2024 and Spring 2025 saw approximately 100 schools each term sign up. We are planning to extend the package so that schools can purchase yearly access from September 2025.

#### Conferences

2024/25 was another good year for conferences. Our two *emagazine* conferences at Friends House, Euston (A Level English Language and A Level Poems of the Decade for Edexcel) both sold out, each hosting approximately 800 students. The *MediaMagazine* conference at NFT1 Southbank also sold out, hosting about 400 students. We also held a successful conference in Kings School, Macclesfield, for about 350 students. Accounting this year includes teacher conferences in this column. Combined course and conference income for this financial year was almost identical to the previous one.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2025

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### Media PGCE

After only managing to recruit six students for 2023/24, this year we recruited ten. It continues to be a struggle to recruit to the target of 15, in part because there is no bursary on offer for Media Studies teachers.

### Associate Teacher Programme

Perhaps the most significant new innovation this year, was the introduction of an Associate Teacher programme. Ten teachers were recruited to offer advice and work alongside EMC on various aspects of English teaching. After a joint training day at EMC, Associates met online each half term to offer advice to the EMC team about what is happening in classrooms. Several of the teachers also contributed to EMC CPD, both online and in-person, as well as facilitating visits to several of the schools for classroom observations. The programme has increased direct EMC contact with schools significantly and is being continued in 2025/26 in slightly different form – with five teachers recruited and three schools taking on the status of EMC Associate Schools.

### Partnerships and outreach

We continued to collaborate with a range of organisations including NATE, MEA, CLPE, The Poetry Society, First Story, Teach First, OCR, University English, Common English Forum, the University of Essex, the University of Nottingham, the University of East Anglia and various university PGCE departments. Of particular significance were:

- Claire Pollard giving evidence to the House of Lords Committee for Media Literacy
- Barbara Bleiman advising the Commission on the Future of Oracy Education in England
- EMC being mentioned several times in OCR 's Striking the Balance: A Review of 11-16 curriculum and assessment in England
- EMC submitted its recommendations to the ongoing Curriculum and Assessment Review for England.

### Building

Our landlords, CLPE, were subsumed within the National Literacy Trust (NLT), so making NLT our new landlords. They are not due to occupy the building in any significant way for two more years and we have been given assurances that EMC's tenancy is secure in any future plans. The rent is up for review at the end of 2025/26 and is likely to increase by the rate of inflation over the three years of the rental agreement.

### Financial Review

The results of the period and financial position of the charity are shown in the annexed financial statements.

The Statement of Financial Activities shows a decrease in funds for the year of £321,710 and reserves of £1,066,665.

### Tangible fixed assets for use by the charity

Fixed assets are set out in Note 8 to the accounts.

### Independent Auditors

The statutory auditor, A D Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

Although not required, the trustees have determined that the charitable company be audited under the Companies Act 2006 for the year ended 31st March 2025 and for future years. The charity is not required to be audited under charities legislation for the year ended 31st March 2025.

Where permissible, this report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The trustees acknowledge and confirm their responsibilities for preparing the financial statements and providing appropriate information to the auditors as detailed in the Statement of Trustees' Responsibilities set out on page 7.

These financial statements were approved by the Trustees on 22 September 2025 and signed on their behalf by:

*Laura Worsley*

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**L. Worsley**  
**Trustee**

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Trustees' Responsibilities for the year ended 31 March 2025

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### Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Statement as to disclosure of information to auditors

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## Independent Auditors' Report to the Members of The English & Media Centre

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We have audited the financial statements of The English & Media Centre for the year ended 31 March 2025 which comprise the Statement of Financial Activities, Statement of Financial Position, Statement of Cash Flows and the Notes to the Accounts to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

### Opinion

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

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

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

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

### Other information

The other information comprises the information in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

## Independent Auditors' Report to the Members of The English & Media Centre

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees report and from the requirement to prepare a strategic report.

### Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out on page 8, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### Our responsibilities for the audit of the financial statements

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

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

- We identified the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to the specific business environment in which they operate, the reporting requirements they are obliged to adhere to and other legal and regulatory requirements applicable to operating entities in general.  
These include the Companies Act 2006, the Charities Act 2011, FRS 102, the Charities SORP and GDPR legislation. The charitable company operates locally and is not significantly impacted by international law or regulations.  
Taxation law and regulations applicable to charities also apply to the charitable company but it is not involved in any complex matters that increase the risk of non-compliance.  
Each area of audit review includes in the audit documentation reference to potential non-compliance and awareness of potential non-compliance is embedded in our audit procedures.
- We assessed the risks of material misstatement in respect of fraud by enquiry of management, review of the charity's operations and direct review of significant and material transactions, including all non-standard or irregular journal adjustments. Our understanding of the organisation enables us to understand and identify transactions or areas that appear to present a risk of fraud. None were detected.  
Our pre-audit questionnaire specifically makes enquires about fraud and this is supported by audit documentation. We also review Board minutes to identify any matters of concern or risk. None was identified.
- The audit was conducted by a very experienced auditor who has a good knowledge of the client and no other assistance or support was required.
- The charity is small, its activities are regular and consistent and are not complex and no special audit considerations apply, nor is external specialist assistance required.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Independent Auditors' Report to the Members of The English & Media Centre

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### Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Anthony Armstrong*

**Anthony Armstrong FCA (Senior Statutory Auditor)**  
For and on behalf of Armstrong & Co  
*Chartered Accountants & Statutory Auditor*  
22 September 2025

4a Printing House Yard  
Hackney Road  
London E2 7PR

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Activities

*incorporating the income and expenditure account*  
for the year ended 31 March 2025

		2025			2024
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
Notes	£	£	£	£	£
<b>Income from:</b>					
Charitable activities	3	666,947	-	-	666,947
Other trading activities	4	7,130	-	-	7,130
Investments	5	31,678	-	-	31,678
<b>Total income</b>		<b>705,755</b>	<b>-</b>	<b>-</b>	<b>705,755</b>
<b>Expenditure on:</b>					
Charitable activities	6	993,752	-	-	993,752
<b>Total expenditure</b>		<b>993,752</b>	<b>-</b>	<b>-</b>	<b>1,160,385</b>
Total income less total expenditure		(287,997)	-	-	(287,997)
Net gains/(losses) on investments	9	(33,713)	-	-	(33,713)
<b>Net income/(expenditure) for the year</b>		<b>(321,710)</b>	<b>-</b>	<b>-</b>	<b>(159,513)</b>
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b>(321,710)</b>	<b>-</b>	<b>-</b>	<b>(159,513)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	13	1,388,375	-	-	1,388,375
<b>Total funds carried forward</b>	13	<b>1,066,665</b>	<b>-</b>	<b>-</b>	<b>1,388,375</b>

There are no gains and losses other than those noted above and therefore no separate statement of total recognised gains and losses has been prepared.

The accompanying accounting policies and notes form an integral part of these financial statements.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Position as at 31 March 2025

		31 March 2025		31 March 2024	
	Notes	£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	8		13,648		19,856
Investments	9		776,522		1,060,235
<b>Total fixed assets</b>			<u>790,170</u>		<u>1,080,091</u>
<b>Current assets:</b>					
Stocks	10	92,778		102,365	
Debtors	11	34,250		63,378	
Cash at bank and In hand	12	<u>279,546</u>		<u>288,337</u>	
<b>Total current assets</b>		<u>406,574</u>		<u>454,080</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>130,079</u>		<u>145,796</u>	
<b>Net current assets</b>			276,495		308,284
<b>Total net assets</b>			<u>1,066,665</u>		<u>1,388,375</u>
<b>The funds of the charity:</b>					
Unrestricted funds	13		1,066,665		1,388,375
<b>Total charity funds</b>	13		<u>1,066,665</u>		<u>1,388,375</u>

These financial statements were approved by the Trustees on 22 September 2025 and signed on their behalf by:

*Laura Worsley*

L. Worsley  
Trustee

The notes on pages 14 to 21 form part of these accounts.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Cash Flows for the year ended 31 March 2025

	Notes	2025 £	2024 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	1	(290,469)	(211,041)
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		31,678	38,976
Purchase of property, plant and equipment		-	(23,533)
Proceeds from sale of investments		250,000	-
<b>Net cash provided by investing activities</b>		<b>281,678</b>	<b>15,443</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(8,791)</b>	<b>(195,598)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<b>288,337</b>	<b>483,935</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<b>279,546</b>	<b>288,337</b>

### Notes to Cash Flow Statement

	2025 £	2024 £
<b>1 Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(321,710)	(159,513)
<b>Adjustments for:</b>		
Depreciation charges	6,208	7,551
(Gains)/losses on revaluation of investments	33,713	(88,237)
Dividends, interest and rents from investments	(31,678)	(38,976)
(Increase)/decrease in stocks and work in progress	9,587	5,749
(Increase)/decrease in debtors	29,128	1,419
Increase/(decrease) in creditors	(15,717)	60,966
<b>Net cash provided by (used in) operating activities</b>	<b>(290,469)</b>	<b>(211,041)</b>
<b>2 Analysis of cash and cash equivalents</b>		
Cash in hand	279,546	288,337
<b>Total cash and cash equivalents</b>	<b>279,546</b>	<b>288,337</b>

## Accounting Policies for the year ended 31 March 2025

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### Accounting policies

#### Basis of preparation

The financial statements have been prepared in accordance with:

- a) Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".
- b) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102);
- c) The Charities Act 2011.
- d) The Companies Act 2006.

#### Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

#### Going concern

The charity's income is mainly derived from self-generated sources such as sales of teaching materials and training courses. The trustees consider that there are no material uncertainties about the demand for, and the charity's ability to continue to provide, these services, and accordingly, the accounts have been prepared on a going concern basis.

#### Income recognition

Voluntary income and donations (including legacies) are accounted for once the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured. Income from the recovery of tax on gift aided donations is accounted for once the tax reclaim has been applied for. Grant income is recognised on a receivable basis.

The income from trading activities includes rental income from the letting of premises temporarily surplus to requirement, and is accounted for when earned. It is shown gross, with the associated costs included in fundraising costs.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Income from property held for its rental returns is included in Investments when due.

#### Deferred income

Income received which is contractually or otherwise not expendable until a future period is deferred to the period in which it meets the criteria for income recognition.

#### Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations and property maintenance costs.

Charitable expenditure includes those costs expended in fulfilling the charity's principal objects, as outlined in the Report of the Trustees. These include grants payable, governance costs and an apportionment of support costs.

- Grants payable are payments made to third parties in furtherance of the charity's objects. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.
- Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.
- Rentals under operating leases are charged as incurred over the term of the lease.

#### Unrestricted Funds

Unrestricted funds are funds received which have no restrictions placed on their use and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

## Accounting Policies for the year ended 31 March 2025

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### Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & fittings	- 20% on cost
Computers & equipment	- 33% on cost

Items of equipment are only capitalised where the purchase price exceeds £500.

### Investments

Investments are shown in the statement of financial position at closing market value. Surpluses or deficits on valuation are credited or charged to the SOFA.

### Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

The cost of stock is made up of the direct cost of printing and collating only.

### Pensions

Employees of the charity are entitled to join one of the 2 pension schemes mentioned below depending on their employment status. Future contributions to the Teachers Pension Scheme and the London Pension Funds Authority scheme are contingent on the outcome of periodic actuarial reviews undertaken by the schemes.

#### a) Teachers Pension Scheme

The Teachers' Pension Scheme (TPS) is an unfunded multi-employer defined benefits pension scheme governed by the Teachers' Pensions Regulations 2010 and, from 1 April 2014, the Teachers' Pension Scheme Regulations 2014. Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The latest actuarial valuation of the TPS was carried out as at 31 March 2020 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2023. The valuation report was published by the Government Actuaries' Department on 26 October 2023. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 28.68% of pensionable pay (including a 0.08% employer administration charge;
- total scheme liabilities for service at the effective date of £262 billion, and notional assets of £222.2 billion, giving a notional past service deficit of £39.8 billion; and

The new employer contribution rate was applicable from 1 April 2024.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website at:

<https://www.gov.uk/government/publications/2020-valuation-teachers-pension-scheme-england-and-wales>

The assets of the TPS are held in separate trustee-administered funds. Because of the nature of the scheme, the scheme's assets are not hypothecated to individual institutions and scheme-wide contribution rates are set. The charity is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. Therefore, as required by FRS 17 "Retirement benefits", the charity accounts for the scheme as if it was a defined contribution scheme. As a result, the amount charged to the statement of financial activities represents the contributions payable to the scheme in respect of the accounting period.

#### b) Defined Contribution stakeholder pension scheme

Under this scheme only the employer is required to contribute, currently at the rate of 14% (2024: 14%). Employee contributions are voluntary.

The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2025

### 1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charity.

### 2 Net outgoing resources

*Net outgoing resources are stated after charging:*

	2025	2024
	£	£
Auditors fees - audit services	3,000	3,000
Auditors fees - other services	2,796	3,310
Depreciation - owned assets	6,208	7,551

### Trustees' emoluments

-	-
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Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

### FRC Ethical Standard - Provisions Available for Audits of Small Entities

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide advice relating to statutory and regulatory compliance.

3 Charitable activities	Unrestricted	Restricted	2025	2024
	£	£	Total	Total
Publications	293,252	-	293,252	470,271
Courses	243,476	-	243,476	276,876
Conferences	79,455	-	79,455	51,967
Consultancy	50,764	-	50,764	46,837
	<u>666,947</u>	<u>-</u>	<u>666,947</u>	<u>845,951</u>

4 Other trading activities	Unrestricted	Restricted	2025	2024
	£	£	Total	Total
Copyright income	7,130	-	7,130	9,640
Letting income	-	-	-	18,068
	<u>7,130</u>	<u>-</u>	<u>7,130</u>	<u>27,708</u>

5 Investments	Unrestricted	Restricted	2025	2024
	£	£	Total	Total
Income from investments	27,174	-	27,174	28,250
COIF interest	3,623	-	3,623	7,862
Bank interest	881	-	881	2,864
	<u>31,678</u>	<u>-</u>	<u>31,678</u>	<u>38,976</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2025

6 Charitable activities	Unrestricted	Restricted	2025	2024
	£	£	Total	Total
Conference	38,206	-	38,206	33,112
Publications	150,560	-	150,560	182,128
Courses	32,251	-	32,251	22,511
Consultancy	7,522	-	7,522	6,835
	<u>228,539</u>	<u>-</u>	<u>228,539</u>	<u>244,586</u>
<b>Support costs:</b>				
Staff costs	571,548	-	571,548	635,430
Staff training	778	-	778	25
Advertising & marketing	4,923	-	4,923	-
IT & website costs	58,734	-	58,734	38,006
Office costs	16,930	-	16,930	25,122
Travel & subsistence	2,702	-	2,702	1,294
Subscriptions & affiliation	3,371	-	3,371	4,625
Provision for bad debts	37	-	37	65
Rent	55,660	-	55,660	115,748
Other premises costs	47	-	47	42,763
Legal & professional	21,544	-	21,544	30,269
Bank charges	1,492	-	1,492	1,508
Depreciation	6,208	-	6,208	7,551
Irrecoverable VAT on support costs	15,443	-	15,443	7,083
Auditor's remuneration	5,796	-	5,796	6,310
	<u>993,752</u>	<u>-</u>	<u>993,752</u>	<u>1,160,385</u>

7 Staff costs	2025	2024
	£	£
Staff salaries	419,901	488,409
Staff social security	39,993	45,231
Staff pensions	111,655	101,791
	<u>571,548</u>	<u>635,430</u>

Average number of employees during the year was:

14	14
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Employees paid in excess of £60,000 during the current year and previous year:

1	1
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The number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards were as follows:

Band	No of employees	
	2025	2024
£60,000 to £69,999	-	-
£70,000 to £79,999	-	1
£80,000 to £89,999	1	-

The charity considers its key management personnel to be the trustees and the executive director. The total employment benefits (including employer pension contributions) of the key management personnel were £107,117 (2024: £97,217).

No remuneration was paid to any trustee or their associates for services as a trustee during the year ended 31 March 2025 nor to 31 March 2024.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2025

8 Tangible fixed assets	Furniture & fittings £	Computers & equipment £	Total £
<b>Cost</b>			
As at 1 April 2024	12,853	41,289	54,142
As at 31 March 2025	12,853	41,289	54,142
<b>Depreciation</b>			
As at 1 April 2024	1,480	32,806	34,286
Charge for the year	2,571	3,637	6,208
As at 31 March 2025	4,051	36,443	40,494
<b>Net book value</b>			
As at 31 March 2025	8,802	4,846	13,648
As at 31 March 2024	11,373	8,483	19,856
9 Investments	UK listed equities £	COIF managed funds £	Total £
<b>Market value</b>			
As at 1 April 2024	1,920	1,058,315	1,060,235
Disposals	-	(250,000)	(250,000)
Revaluations	1,384	(35,097)	(33,713)
As at 31 March 2025	3,304	773,218	776,522
<b>Historical value at at 31 March 2025</b>	-	365,834	365,834

<b>UK listed equities</b>	The charity holds 1,148 ordinary shares in Barclays PLC which it received on 26 October 2000 in exchange for its holdings in Woolwich Plc under the takeover of the Woolwich by Barclays PLC. The Woolwich shares were received when the building society converted to a bank.
<b>COIF managed funds</b>	These investments are held in funds managed by CCLA Investment Management Limited on behalf of COIF Charity Funds.

10 Stocks	2025 £	2024 £
Stock - publications	92,778	102,365
	92,778	102,365
11 Debtors: amounts falling due within one year	2025 £	2024 £
Trade debtors	14,237	37,805
Other debtors	1,512	-
Vat refund due	3,806	21,249
Prepayments	14,695	4,324
	34,250	63,378

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2025

12 Creditors: amounts falling due within one year	2025	2024
	£	£
Trade creditors	11,563	45,168
Credit card	1,712	1,650
Payroll taxes	7,849	12,656
Pensions payable	12,381	-
Net salaries control	16	-
Accruals	14,289	86,322
Receipts in advance	82,269	-
	<u>130,079</u>	<u>145,796</u>

13 The funds of the charity - current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	(296,208)	-
General funds	1,092,167	705,755	(993,752)	262,495	1,066,665
<i>Total unrestricted funds</i>	<u>1,388,375</u>	<u>705,755</u>	<u>(993,752)</u>	<u>(33,713)</u>	<u>1,066,665</u>
	<u>1,388,375</u>	<u>705,755</u>	<u>(993,752)</u>	<u>(33,713)</u>	<u>1,066,665</u>

14 The funds of the charity - prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,251,680	912,635	(1,160,385)	88,237	1,092,167
<i>Total unrestricted funds</i>	<u>1,547,888</u>	<u>912,635</u>	<u>(1,160,385)</u>	<u>88,237</u>	<u>1,388,375</u>
	<u>1,547,888</u>	<u>912,635</u>	<u>(1,160,385)</u>	<u>88,237</u>	<u>1,388,375</u>

15 Designated funds - current year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	(296,208)	-
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>(296,208)</u>	<u>-</u>

16 Designated funds - prior year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

### Building fund

The building fund has been set up to provide funds for the charity to move to new premises, either by purchase or leasing. The charity has now moved to a new premises and has paid for its relocation and dilapidation costs for old premises, the trustees have agreed to undesignate the fund.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2025

### 17 Transfers between funds - current year

	General funds	Designated funds	Restricted funds	Endowment funds	Total
Designated to general	(296,208)	296,208	-	-	-
	<u>(296,208)</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>

### 18 Net assets attributable to funds - current year

	General funds	Designated funds	Restricted funds	Endowment funds	Total
		£	£	£	£
Tangible fixed assets	790,170	-	-	-	790,170
Current assets	406,574	-	-	-	406,574
Current liabilities	(130,079)	-	-	-	(130,079)
Net assets represented by funds	<u>1,066,665</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,066,665</u>

### 19 Net assets attributable to funds - prior year

	General funds	Designated funds	Restricted funds	Endowment funds	Total
		£	£	£	£
Tangible fixed assets	783,883	296,208	-	-	1,080,091
Current assets	454,080	-	-	-	454,080
Current liabilities	(145,796)	-	-	-	(145,796)
Net assets represented by funds	<u>1,092,167</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,388,375</u>

### 20 Taxation

The company is a registered charity. Accordingly, it is exempt from taxation in respect of income and capital gains to the extent that these are applied to its charitable objects.

### 21 Post balance sheet events

There were no significant post balance sheet events.

### 22 Pension commitments

The charity contributes to both employee defined contribution (DC) stakeholder pension and employee defined benefit (DB) schemes. The assets of the schemes are held separately from those of the charity in independently administered funds.

Contributions to the schemes were as follows:

Name of Scheme	Type	2025		2024	
		Paid in year	Balance at year end	Paid in year	Balance at year end
		£	£	£	£
Teachers Pension Scheme (TPS)	DB	105,558	10,246	94,694	-
London Pension Funds Authority (LPFA)	DB	-	-	-	-
Other	DC	6,096	2,136	7,097	-
		<u>111,655</u>	<u>12,381</u>	<u>101,791</u>	<u>-</u>

The unpaid contributions outstanding at the year end were:

	2025	2024
	£	£
	<u>12,381</u>	<u>-</u>

### 23 Other financial commitments

At 31 March 2025, the charitable company had total commitments under non-cancellable operating leases over the remaining life of those leases of £67,318 (2024: £116,191).

### 24 Transactions with trustees

There were no material transactions with the trustees during the year.

## Notes to the Accounts

for the year ended 31 March 2025

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### 25 Contingent liabilities

The charity had no material contingent liabilities at 31 March 2025 nor at 31 March 2024.

### 26 Related parties

There were no disclosable related party transactions during the year.

### 27 Gifts in kind and volunteers

During the year the charity benefited from unpaid work performed by volunteers.

**THE ENGLISH AND MEDIA CENTRE**

England & Wales - Charity number 803031

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# Accounts

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# **The English & Media Centre**

**(A Charity Company Limited by Guarantee, company number 2466244)**

## **Audited Financial Statements**

**and**

## **Trustees' Report**

**for the year ended 31 March 2024**

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# **The English & Media Centre**

(A Charity Company Limited by Guarantee, company number 2466244)

## **Index to the Financial Statements for the year ended 31 March 2024**

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Charity Information

for the year ended 31 March 2024

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<b>Status:</b>	The English & Media Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.
<b>Charity name:</b>	The English & Media Centre
<b>Company registration number:</b>	2466244 England & Wales
<b>Charity registration number:</b>	803031
<b>Registered office:</b>	44 Webber Street London SE1 8QW
<b>Operations address:</b>	44 Webber Street London SE1 8QW
<b>Trustees who held office during the year:</b>	V. Gupta R. Long M. Marshall K. Miah M. Shah L. Worsley S. Johnson L. Socrates
<b>Chairperson:</b>	L. Worsley
<b>Secretary:</b>	A. McCallum
<b>Executive Director:</b>	A. McCallum
<b>Senior Statutory Auditor:</b>	<b>Anthony Armstrong FCA</b> <b>Armstrong &amp; Co</b> <i>Chartered Accountants &amp; Statutory Auditor</i> 4a Printing House Yard Hackney Road London E2 7PR
<b>Bankers:</b>	<b>National Westminster Bank Plc</b> 166 Camden High Street London NW1 0NS  <b>CCLA Investment Management Ltd</b> COIF Charity Funds Senator House 85 Queen Victoria Street London EC4V 4ET

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2024

The Trustees of the The English & Media Centre present their report together with the financial statements for the year ended 31 March 2024.

### Principal activity

The principal activities of the charity in the year under review were those of the provision of in-service training in language, literature, and media to Secondary English teachers and the publication of classroom teaching materials.

### Trustees

The Trustees of the charity who held office during the year are disclosed on page 3.

### Structure, governance and management

#### Governing document

The English & Media Centre is a company limited by guarantee, incorporated on 2 February 1990. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

#### Risk mitigation

The board has examined the principal areas of the charity's operations and considered the major risks which may arise in each of these areas. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day to day operations.

#### The scope and nature of the work of the English & Media Centre

The English and Media Centre is an independent development centre supporting and serving secondary English and Media teachers and the wider English teaching community, through professional development courses, consultancy and classroom resources.

We aim to develop and disseminate best practice and innovative approaches to language, literature and media, in all their forms, including new literacies and technologies. We support teachers in helping their students to become confident, articulate, critical and creative readers and writers. Our work draws on our close connections with teachers, making them colleagues, not just customers.

Our approach combines creativity with rigour and we value our reputation for expertise and quality. We aim both to answer the practical needs of teachers and offer expert, informed advice.

As a not-for-profit voluntary sector organisation we are unique in being able to bring together publishing, CPD, projects and consultancy and to stand up for the very best in English and Media teaching.

#### The profile of the Centre in the school system

We continue to have a high profile among secondary English and Media teachers in the UK, with an increasing presence in debates and consultations at tertiary level. Our professional development courses are attended by over 2,000 teachers a year, while our publications reach English and Media departments in over 4,000 schools and FE colleges. Additionally, we act as consultants for department and school-focused work. We also run the subject-specialism part of a Media PGCE course for Goldsmiths College, London University, and an English PGCE for London Metropolitan University.

Teachers and students in the post-16 sector are supported by our magazines, websites and conferences. We continue to offer a lead in this area, which receives less funding and direct intervention from LA and DFE agencies than other secondary age groups.

Given the multiple readerships for each of our publications, it is reasonable to estimate that EMC publications are read and used by several hundred thousand students each year.

EMC acts as a hub for other organisations working in the field of English and Media Studies, and in related fields with links to literacy, language learning, literature, media and the arts. We continue to be invited to contribute to national discussions by various subject associations, exam boards, publishers, arts agencies and HE institutions.

#### Review for the year

##### Overview

In September 2023 EMC left Compton Terrace, Islington, after 24 years, relocating to Webber Street, close to Waterloo Station. Here we sublet two rooms – an office and a classroom - from our sister organisation, the Centre for Literacy in Primary Education (CLPE). We also have full access to all of the building's facilities, including the option to hire additional space if needed. The move was successful, with a smooth transition in terms of ICT operations, staff working practices and teacher course attendance. We have less storage space at our new location and so have rented additional space in a commercial storage facility where we keep financial records that need to be held for a set number of years, plus a substantial amount of archive materials.

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2024

The dilapidation costs involved in leaving Compton Terrace were largely absorbed into the 2022/23 accounts, with some additional costs carried over into these accounts.

There were other significant operational changes in 23/24. Our new website became operational in October 2023. This is fully integrated with our Spirit database, which in turn is integrated into the Xero accounting system. This means that all of our operations are now entered into a single database (previously magazines had a separate one) and that our financial record-keeping meets the regulations for VAT registration. We registered for VAT at the start of the financial year and were still waiting for confirmation at the end. It has subsequently been approved, with a payment for approximately £34,000 in reclaimed VAT due to be paid to EMC shortly. We estimate being able to claim back about £20,000 in VAT annually.

The changes to the accounting system meant that we could streamline our office administration. We now have a reduced office staff, primarily working from home, for 7 days per week in total, compared to 9 days in 22/23. We anticipate this reducing to 5 days in 24/25. These days have been supplemented by buying in additional freelance support to help us with the transition. We will continue to draw on this support, but in reduced form once all changes are fully embedded.

This year's significant losses were anticipated. Expenditure included approximately £100,000 to fund our research and assessment team, which concludes in August 2024, as well as costs linked to moving premises.

### **Publications**

Income fell significantly for the second consecutive year. Sales of books and classroom resources are now roughly in line with historic levels, prior to the bump from curriculum changes and interest in diverse texts between 2020 and 2022. Magazine sales

The curriculum review beginning in late 2024 will result in curriculum changes further down the line that should open up new publishing opportunities in two years or so. In the meantime, we continue to encourage schools to invest in our anthologies and full text study editions.

We published one new anthology during the year, an anthology of nature writing called *Awe and Wonder*. We were funded by the University of Essex to produce *New Directions*, a free download for A Level English Language teachers, and by the Classical Association to produce another free download, *EMC Approaches to Rhetoric – A Practical Introduction for 11-14*.

*Beyond the Secret Garden*, a collection of writing about black representation in children's literature is now slated for publication in January 2025.

### **Courses**

Income from courses increased significantly thanks to an enlarged offer of hybrid and in-person courses that were attended by over 2,500 teachers from over 30 countries. In-person courses have been very well attended, suggesting our new location is even more accessible than our previous one.

### **Conferences**

We put on three A Level English Language courses (two in London, one in Macclesfield) for students, plus on A Level Literature conference in London and one Media conference, also in London. Attendance continued to be high. We have a new booking system planned for 24/25 to reduce the number of schools pulling out at the last minute, so wasting places.

The move to Webber Street means that we are now able to host teacher conferences for 60-70 attendees. We ran a poetry conference that filled to capacity in June 2023, plus a conference for the launch of the A Level Language download *New Directions* in November 2023.

### **Media PGCE**

Recruitment for 23/24 was difficult, with low numbers and a high drop-out rate once the course started. Recruitment for 24/25 was more positive, with 10 students slated to start the course in September 2024.

### **Partnerships**

We continued to collaborate with a range of organisations including NATE, MEA, CLPE, Guardian Education, The Poetry Society, First Story, Teach First, OCR, the Classical Association, University English, Common English Forum, the University of Essex, the University of Nottingham, the University of East Anglia and various university PGCE departments.

### **New Initiatives**

The research and assessment team has given us direct access to teachers in schools. We want to maintain this link though in a less cost-intensive form. We plan to run an 'associate teacher' programme in 2024/25, recruiting 10 teachers who will offer us support and advice alongside their full-time posts.

We have also planned a 'webinar package' which will give all members of a department access to our online webinars over the course of a term. We are also exploring ideas for a more substantial membership scheme.

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2024

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### Financial Review

The results of the period and financial position of the charity are shown in the annexed financial statements.

The Statement of Financial Activities shows a decrease in funds for the year of £159,513 and reserves of £1,388,375.

### **Tangible fixed assets for use by the charity**

Fixed assets are set out in Note 8 to the accounts.

### Independent Auditors

The statutory auditor, A D Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

Although not required, the trustees have determined that the charitable company be audited under the Companies Act 2006 for the year ended 31st March 2024 and for future years. The charity is not required to be audited under charities legislation for the year ended 31st March 2024.

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

The trustees acknowledge and confirm their responsibilities for preparing the financial statements and providing appropriate information to the auditors as detailed in the Statement of Trustees' Responsibilities set out on page 7.

These financial statements were approved by the Trustees on 9 January 2025 and signed on their behalf by:

*Laura Worsley*

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L. Worsley

Trustee

## **Statement of Trustees' Responsibilities for the year ended 31 March 2024**

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### **Statement of trustees' responsibilities**

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to disclosure of information to auditors**

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## Independent Auditors' Report to the Members of The English & Media Centre

We have audited the financial statements of The English & Media Centre for the year ended 31 March 2024 which comprise the Statement of Financial Activities, Statement of Financial Position, Statement of Cash Flows and the Notes to the Accounts to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

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

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

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

### Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

## Independent Auditors' Report to the Members of The English & Media Centre

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

### Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page 8, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### Our responsibilities for the audit of the financial statements

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

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

- We identified the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to the specific business environment in which they operate, the reporting requirements they are obliged to adhere to and other legal and regulatory requirements applicable to operating entities in general. These include the Companies Act 2006, the Charities Act 2011, FRS 102, the Charities SORP and GDPR legislation. The charitable company operates locally and is not significantly impacted by international law or regulations. Taxation law and regulations applicable to charities also apply to the charitable company but it is not involved in any complex matters that increase the risk of non-compliance. Each area of audit review includes in the audit documentation reference to potential non-compliance and awareness of potential non-compliance is embedded in our audit procedures.
- We assessed the risks of material misstatement in respect of fraud by enquiry of management, review of the charity's operations and direct review of significant and material transactions, including all non-standard or irregular journal adjustments. Our understanding of the organisation enables us to understand and identify transactions or areas that appear to present a risk of fraud. None were detected. Our pre-audit questionnaire specifically makes enquires about fraud and this is supported by audit documentation. We also review Board minutes to identify any matters of concern or risk. None was identified.
- The audit was conducted by a very experienced auditor who has a good knowledge of the client and no other assistance or support was required.
- The charity is small, its activities are regular and consistent and are not complex and no special audit considerations apply, nor is external specialist assistance required.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Independent Auditors' Report to the Members of The English & Media Centre

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### Use of our report

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Anthony Armstrong*

**Anthony Armstrong FCA (Senior Statutory Auditor)**  
**Armstrong & Co**  
**Chartered Accountants & Statutory Auditor**  
**9 January 2025**

**4a Printing House Yard**  
**Hackney Road**  
**London E2 7PR**

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Activities

*incorporating the income and expenditure account*

for the year ended 31 March 2024

		2024			2023
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
Notes	£	£	£	£	£
<b>Income from:</b>					
Charitable activities	3	845,951	-	-	845,951
Other trading activities	4	27,708	-	-	27,708
Investments	5	38,976	-	-	38,976
<b>Total income</b>		<b>912,635</b>	<b>-</b>	<b>-</b>	<b>912,635</b>
<b>Expenditure on:</b>					
Charitable activities	6	1,160,385	-	-	1,160,385
<b>Total expenditure</b>		<b>1,160,385</b>	<b>-</b>	<b>-</b>	<b>1,100,359</b>
Total income less total expenditure		(247,750)	-	-	(247,750)
Net gains/(losses) on investments	9	88,237	-	-	88,237
<b>Net income/(expenditure) for the year</b>		<b>(159,513)</b>	<b>-</b>	<b>-</b>	<b>(240,926)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(159,513)</b>	<b>-</b>	<b>-</b>	<b>(240,926)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	14	1,547,888	-	-	1,547,888
<b>Total funds carried forward</b>	14	<b>1,388,375</b>	<b>-</b>	<b>-</b>	<b>1,547,888</b>

There are no gains and losses other than those noted above and therefore no separate statement of total recognised gains and losses has been prepared.

The accompanying accounting policies and notes form an integral part of these financial statements.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Position as at 31 March 2024

	Notes	31 March 2024		31 March 2023	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	8		19,856		3,874
Investments	9		1,060,235		971,998
<b>Total fixed assets</b>			<u>1,080,091</u>		<u>975,872</u>
<b>Current assets:</b>					
Stocks	10	102,365		108,114	
Debtors	11	63,378		64,797	
Cash at bank and In hand	12	<u>288,337</u>		<u>483,935</u>	
<b>Total current assets</b>		<u>454,080</u>		<u>656,846</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>145,796</u>		<u>84,830</u>	
<b>Net current assets</b>			308,284		572,016
<b>Total net assets</b>			<u>1,388,375</u>		<u>1,547,888</u>
<b>The funds of the charity:</b>					
Unrestricted funds	14		1,388,375		1,547,888
<b>Total charity funds</b>	14		<u>1,388,375</u>		<u>1,547,888</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102.

These financial statements were approved by the Trustees on 9 January 2025 and signed on their behalf by:

*Laura Worsley*

L. Worsley  
Trustee

*The notes on pages 14 to 20 form part of these accounts.*

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Cash Flows for the year ended 31 March 2024

	Notes	2024 £	2023 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	1	(211,041)	(185,828)
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		38,976	32,807
Purchase of property, plant and equipment		(23,533)	-
<b>Net cash provided by investing activities</b>		<b>15,443</b>	<b>32,807</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(195,598)</b>	<b>(153,021)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<b>483,935</b>	<b>636,956</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<b>288,337</b>	<b>483,935</b>

### Notes to Cash Flow Statement

	2024 £	2023 £
<b>1 Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(159,513)	(240,926)
<b>Adjustments for:</b>		
Depreciation charges	7,551	4,798
(Gains)/losses on revaluation of investments	(88,237)	38,194
Dividends, interest and rents from investments	(38,976)	(32,807)
(Increase)/decrease in stocks and work in progress	5,749	(14,748)
(Increase)/decrease in debtors	1,419	(11,488)
Increase/(decrease) in creditors	60,966	71,148
<b>Net cash provided by (used in) operating activities</b>	<b>(211,041)</b>	<b>(185,828)</b>
	<b>2024 £</b>	<b>2023 £</b>
<b>2 Analysis of cash and cash equivalents</b>		
Cash in hand	288,337	483,935
<b>Total cash and cash equivalents</b>	<b>288,337</b>	<b>483,935</b>

## Accounting Policies for the year ended 31 March 2024

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### Accounting policies

#### Basis of preparation

The financial statements have been prepared in accordance with:

- a) Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".
- b) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102);
- c) The Charities Act 2011.
- d) The Companies Act 2006.

#### Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

#### Going concern

The charity's income is mainly derived from self-generated sources such as sales of teaching materials and training courses. The trustees consider that there are no material uncertainties about the demand for, and the charity's ability to continue to provide, these services, and accordingly, the accounts have been prepared on a going concern basis.

#### Income recognition

Voluntary income and donations (including legacies) are accounted for once the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured. Income from the recovery of tax on gift aided donations is accounted for once the tax reclaim has been applied for. Grant income is recognised on a receivable basis.

The income from trading activities includes rental income from the letting of premises temporarily surplus to requirement, and is accounted for when earned. It is shown gross, with the associated costs included in fundraising costs.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Income from property held for its rental returns is included in Investments when due.

#### Deferred income

Income received which is contractually or otherwise not expendable until a future period is deferred to the period in which it meets the criteria for income recognition.

#### Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations and property maintenance costs.

Charitable expenditure includes those costs expended in fulfilling the charity's principal objects, as outlined in the Report of the Trustees. These include grants payable, governance costs and an apportionment of support costs.

- Grants payable are payments made to third parties in furtherance of the charity's objects. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.
- Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.
- Rentals under operating leases are charged as incurred over the term of the lease.

#### Unrestricted Funds

Unrestricted funds are funds received which have no restrictions placed on their use and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

## Accounting Policies for the year ended 31 March 2024

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### Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & fittings	- 20% on cost
Computers & equipment	- 33% on cost

Items of equipment are only capitalised where the purchase price exceeds £500.

### Investments

Investments are shown in the statement of financial position at closing market value. Surpluses or deficits on valuation are credited or charged to the SOFA.

### Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

The cost of stock is made up of the direct cost of printing and collating only.

### Pensions

Employees of the charity are entitled to join one of the 2 pension schemes mentioned below depending on their employment status. Future contributions to the Teachers Pension Scheme and the London Pension Funds Authority scheme are contingent on the outcome of periodic actuarial reviews undertaken by the schemes.

#### a) Teachers Pension Scheme

The Teachers' Pension Scheme (TPS) is an unfunded multi-employer defined benefits pension scheme governed by the Teachers' Pensions Regulations 2010 and, from 1 April 2014, the Teachers' Pension Scheme Regulations 2014. Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The latest actuarial valuation of the TPS was carried out as at 31 March 2020 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2023. The valuation report was published by the Government Actuaries' Department on 26 October 2023. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 28.68% of pensionable pay (including a 0.08% employer administration charge);
- total scheme liabilities for service at the effective date of £262 billion, and notional assets of £222.2 billion, giving a notional past service deficit of £39.8 billion; and

The new employer contribution rate was applicable from 1 April 2024.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website at:

<https://www.gov.uk/government/publications/2020-valuation-teachers-pension-scheme-england-and-wales>

The assets of the TPS are held in separate trustee-administered funds. Because of the nature of the scheme, the scheme's assets are not hypothecated to individual institutions and scheme-wide contribution rates are set. The charity is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. Therefore, as required by FRS 17 "Retirement benefits", the charity accounts for the scheme as if it was a defined contribution scheme. As a result, the amount charged to the statement of financial activities represents the contributions payable to the scheme in respect of the accounting period.

#### b) Defined Contribution stakeholder pension scheme

Under this scheme only the employer is required to contribute, currently at the rate of 14% (2023: 14%). Employee contributions are voluntary.

The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

## Notes to the Accounts

for the year ended 31 March 2024

### 1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charity.

### 2 Net outgoing resources

*Net outgoing resources are stated after charging:*

	2024	2023
	£	£
Auditors fees - audit services	3,000	3,500
Auditors fees - other services	3,310	3,100
Depreciation - owned assets	7,551	4,798
	<u>7,551</u>	<u>4,798</u>

### Trustees' emoluments

-	-
<u>-</u>	<u>-</u>

Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

### FRC Ethical Standard - Provisions Available for Audits of Small Entities

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide advice relating to statutory and regulatory compliance.

3 Charitable activities	Unrestricted	Restricted	2024	2023
	£	£	Total	Total
Publications	470,271	-	470,271	563,113
Courses	276,876	-	276,876	169,865
Conferences	51,967	-	51,967	41,389
Consultancy	46,837	-	46,837	73,085
	<u>845,951</u>	<u>-</u>	<u>845,951</u>	<u>847,452</u>

4 Other trading activities	Unrestricted	Restricted	2024	2023
	£	£	Total	Total
Copyright income	9,640	-	9,640	9,568
Letting income	18,068	-	18,068	7,800
	<u>27,708</u>	<u>-</u>	<u>27,708</u>	<u>17,368</u>

5 Investments	Unrestricted	Restricted	2024	2023
	£	£	Total	Total
Income from investments	28,250	-	28,250	28,347
COIF interest	7,862	-	7,862	2,415
Bank interest	2,864	-	2,864	2,045
	<u>38,976</u>	<u>-</u>	<u>38,976</u>	<u>32,807</u>

## Notes to the Accounts

for the year ended 31 March 2024

6 Charitable activities	Unrestricted	Restricted	2024	2023
	£	£	Total £	Total £
Conference	33,112	-	33,112	28,989
Publications	182,128	-	182,128	221,318
Courses	22,511	-	22,511	13,575
Consultancy	6,835	-	6,835	-
	<u>244,586</u>	<u>-</u>	<u>244,586</u>	<u>263,882</u>
<b>Support costs:</b>				
Staff costs	635,430	-	635,430	589,059
Staff training	25	-	25	1,433
IT & website costs	38,006	-	38,006	26,540
Office costs	25,122	-	25,122	16,370
Travel & subsistence	1,294	-	1,294	1,047
Subscriptions & affiliation	4,625	-	4,625	4,836
Provision for bad debts	65	-	65	4,780
Rent	115,748	-	115,748	91,200
Other premises costs	42,763	-	42,763	81,910
Legal & professional	30,269	-	30,269	780
Bank charges	1,508	-	1,508	7,124
Depreciation	7,551	-	7,551	4,798
Irrecoverable VAT on support costs	7,083	-	7,083	-
Auditor's remuneration	6,310	-	6,310	6,600
	<u>1,160,385</u>	<u>-</u>	<u>1,160,385</u>	<u>1,100,359</u>

7 Staff costs	2024	2023
	£	£
Staff salaries	488,409	455,341
Staff social security	45,231	43,096
Staff pensions	101,791	90,621
	<u>635,430</u>	<u>589,059</u>

Average number of employees during the year was:

14      15

Employees paid in excess of £60,000 during the current year and previous year:

1      1

The number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards were as follows:

Band	No of employees	
	2024	2023
£60,000 to £69,999	-	-
£70,000 to £79,999	1	1

The charity considers its key management personnel to be the trustees and the executive director. The total employment benefits (including employer pension contributions) of the key management personnel were £97,217 (2023: £91,853).

No remuneration was paid to any trustee or their associates for services as a trustee during the year ended 31 March 2024 nor to 31 March 2023.

## Notes to the Accounts

for the year ended 31 March 2024

8 Tangible fixed assets	Furniture & fittings £	Computers & equipment £	Total £
<b>Cost</b>			
As at 1 April 2023	42,458	197,367	239,825
Additions	12,853	10,680	23,533
Disposals	(42,458)	(166,758)	(209,216)
As at 31 March 2024	<u>12,853</u>	<u>41,289</u>	<u>54,142</u>
<b>Depreciation</b>			
As at 1 April 2023	42,458	193,493	235,951
Charge for the year	1,480	6,071	7,551
Disposals	(42,458)	(166,758)	(209,216)
As at 31 March 2024	<u>1,480</u>	<u>32,806</u>	<u>34,286</u>
<b>Net book value</b>			
As at 31 March 2024	<u>11,373</u>	<u>8,483</u>	<u>19,856</u>
As at 31 March 2023	<u>-</u>	<u>3,874</u>	<u>3,874</u>

9 Investments	UK listed equities £	COIF managed funds £	Total £
<b>Market value</b>			
As at 1 April 2023	1,528	970,470	971,998
Revaluations	392	87,845	88,237
As at 31 March 2024	<u>1,920</u>	<u>1,058,315</u>	<u>1,060,235</u>
<b>Historical value at at 31 March 2024</b>			
	<u>-</u>	<u>477,393</u>	<u>477,393</u>

<b>UK listed equities</b>	The charity holds 1,148 ordinary shares in Barclays PLC which it received on 26 October 2000 in exchange for its holdings in Woolwich Plc under the takeover of the Woolwich by Barclays PLC. The Woolwich shares were received when the building society converted to a bank.
<b>COIF managed funds</b>	These investments are held in funds managed by CCLA Investment Management Limited on behalf of COIF Charity Funds.

10 Stocks	2024 £	2023 £
Stock - publications	102,365	108,114
	<u>102,365</u>	<u>108,114</u>

11 Debtors: amounts falling due within one year	2024 £	2023 £
Trade debtors	37,805	54,170
Vat refund due	21,249	-
Prepayments	4,324	10,627
	<u>63,378</u>	<u>64,797</u>

12 Bank and cash in hand	2024 £	2023 £
Current account	156,929	331,073
Publications account	33,176	1,156
Deposit account	87,787	151,706
Telleroo account	10,445	-
	<u>288,337</u>	<u>483,935</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2024

13 Creditors: amounts falling due within one year	2024	2023
	£	£
Trade creditors	45,168	4,278
Credit card	1,650	-
Payroll taxes	12,656	(532)
Pensions payable	-	759
Net salaries control	-	800
Accruals	86,322	73,380
Receipts in advance	-	6,145
	<u>145,796</u>	<u>84,830</u>

14 The funds of the charity - current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,251,680	912,635	(1,160,385)	88,237	1,092,167
<i>Total unrestricted funds</i>	<u>1,547,888</u>	<u>912,635</u>	<u>(1,160,385)</u>	<u>88,237</u>	<u>1,388,375</u>
	<u>1,547,888</u>	<u>912,635</u>	<u>(1,160,385)</u>	<u>88,237</u>	<u>1,388,375</u>

15 The funds of the charity - prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,492,606	897,627	(1,100,359)	(38,194)	1,251,680
<i>Total unrestricted funds</i>	<u>1,788,814</u>	<u>897,627</u>	<u>(1,100,359)</u>	<u>(38,194)</u>	<u>1,547,888</u>
	<u>1,788,814</u>	<u>897,627</u>	<u>(1,100,359)</u>	<u>(38,194)</u>	<u>1,547,888</u>

16 Designated funds - current year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

17 Designated funds - prior year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

### Building fund

The building fund has been set up to provide funds for the charity to move to new premises, either by purchase or leasing.

18 Net assets attributable to funds - current year	General funds	Designated funds	Restricted funds	Endowment funds	Total
	£	£	£	£	£
Tangible fixed assets	783,883	296,208	-	-	1,080,091
Current assets	454,080	-	-	-	454,080
Current liabilities	(145,796)	-	-	-	(145,796)
Net assets represented by funds	<u>1,092,167</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,388,375</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2024

19 Net assets attributable to funds - prior year	General funds	Designated funds	Restricted funds	Endowment funds	Total
		£	£	£	£
Tangible fixed assets	679,664	296,208	-	-	975,872
Current assets	656,846	-	-	-	656,846
Current liabilities	(84,830)	-	-	-	(84,830)
Net assets represented by funds	<u>1,251,680</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,547,888</u>

### 20 Taxation

The company is a registered charity. Accordingly, it is exempt from taxation in respect of income and capital gains to the extent that these are applied to its charitable objects.

### 21 Post balance sheet events

There were no significant post balance sheet events.

### 22 Pension commitments

The charity contributes to both employee defined contribution (DC) stakeholder pension and employee defined benefit (DB) schemes. The assets of the schemes are held separately from those of the charity in independently administered funds.

Contributions to the schemes were as follows:

Name of Scheme	Type	2024		2023	
		Paid in year	Balance at year end	Paid in year	Balance at year end
		£	£	£	£
Teachers Pension Scheme (TPS)	DB	94,694	-	84,185	-
London Pension Funds Authority (LPFA)	DB	-	-	-	-
Other	DC	7,097	-	6,436	759
		<u>101,791</u>	<u>-</u>	<u>90,621</u>	<u>759</u>

The unpaid contributions outstanding at the year end were: £ 2024 - £ 2023 759

### 23 Other financial commitments

At 31 March 2024, the charitable company had total commitments under non-cancellable operating leases over the remaining life of those leases of £116,191 (2023: £81,661).

### 24 Transactions with trustees

There were no material transactions with the trustees during the year.

### 25 Contingent liabilities

The charity had no material contingent liabilities at 31 March 2024 nor at 31 March 2023.

### 26 Related parties

There were no disclosable related party transactions during the year.

### 27 Gifts in kind and volunteers

During the year the charity benefited from unpaid work performed by volunteers.

**THE ENGLISH AND MEDIA CENTRE**

England & Wales - Charity number 803031

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# Accounts

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# **The English & Media Centre**

**(A Charity Company Limited by Guarantee, company number 2466244)**

## **Audited Financial Statements**

**and**

## **Trustees' Report**

**for the year ended 31 March 2023**

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Index to the Financial Statements for the year ended 31 March 2023

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Charity Information

for the year ended 31 March 2023

<b>Status:</b>	The English & Media Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.	
<b>Charity name:</b>	The English & Media Centre	
<b>Company registration number:</b>	2466244 England & Wales	
<b>Charity registration number:</b>	803031	
<b>Registered office:</b>	18 Compton Terrace London N1 2UN	
<b>Operations address:</b>	18 Compton Terrace London N1 2UN	
<b>Trustees who held office during the year:</b>	V. Gupta R. Long M. Marshall K. Miah M. Shah D. B. Sheppard L. Worsley S. Johnson L. Socrates	- Resigned 13 June 2022
<b>Chairperson:</b>	L. Worsley	
<b>Secretary:</b>	A. McCallum	
<b>Executive Director:</b>	A. McCallum	
<b>Senior Statutory Auditor:</b>	<b>Anthony Armstrong FCA Armstrong &amp; Co</b> <i>Chartered Accountants &amp; Statutory Auditor</i> 4a Printing House Yard Hackney Road London E2 7PR	
<b>Bankers:</b>	<b>National Westminster Bank Plc</b> 166 Camden High Street London NW1 0NS  <b>CCLA Investment Management Ltd</b> COIF Charity Funds Senator House 85 Queen Victoria Street London EC4V 4ET	

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2023

The Trustees of the The English & Media Centre present their report together with the financial statements for the year ended 31 March 2023.

### Principal activity

The principal activities of the charity in the year under review were those of the provision of in-service training in language, literature, and media to Secondary English teachers and the publication of classroom teaching materials.

### Trustees

The Trustees of the charity who held office during the year are disclosed on page 3.

### Structure, governance and management

#### Governing document

The English & Media Centre is a company limited by guarantee, incorporated on 2 February 1990. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

#### Risk mitigation

The board has examined the principal areas of the charity's operations and considered the major risks which may arise in each of these areas. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day to day operations.

#### The scope and nature of the work of the English & Media Centre

The English and Media Centre is an independent development centre supporting and serving secondary English and Media teachers and the wider English teaching community, through professional development courses, consultancy and classroom resources.

We aim to develop and disseminate best practice and innovative approaches to language, literature and media, in all their forms, including new literacies and technologies. We support teachers in helping their students to become confident, articulate, critical and creative readers and writers. Our work draws on our close connections with teachers, making them colleagues, not just customers.

Our approach combines creativity with rigour and we value our reputation for expertise and quality. We aim both to answer the practical needs of teachers and offer expert, informed advice.

As a not-for-profit voluntary sector organisation we are unique in being able to bring together publishing, CPD, projects and consultancy and to stand up for the very best in English and Media teaching.

#### The profile of the Centre in the school system

We continue to have a high profile among secondary English and Media teachers in the UK, with an increasing presence in debates and consultations at tertiary level. Our professional development courses are attended by over 2,000 teachers a year, while our publications reach English and Media departments in over 4,000 schools and FE colleges. Additionally, we act as consultants for department and school-focused work. We also run the subject-specialism part of a Media PGCE course for Goldsmiths College, London University, and an English PGCE for London Metropolitan University.

Teachers and students in the post-16 sector are supported by our magazines, websites and conferences. We continue to offer a lead in this area, which receives less funding and direct intervention from LA and DFE agencies than other secondary age groups.

Given the multiple readerships for each of our publications, it is reasonable to estimate that EMC publications are read and used by several hundred thousand students each year.

EMC acts as a hub for other organisations working in the field of English and Media Studies, and in related fields with links to literacy, language learning, literature, media and the arts. We continue to be invited to contribute to national discussions by various subject associations, exam boards, publishers, arts agencies and HE institutions.

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2023

### Review for the year

#### Overview

This was a significant year for EMC in terms of future planning. We took the decision to leave 18 Compton Terrace after over 20 years and relocate to Webber Street, SE1, from September 1st, 2023, sharing premises with the Centre for Literacy in Primary Education. This should result in considerable savings in the medium to long term, though there will be considerable costs associated with the move, particularly linked to a dilapidation clause built into the Compton Terrace lease, which is likely to be in six figures. There are designated funds in the charity's reserves which will more than cover this.

We also took on additional staff in order to set up a research and project team, led by Lucy Hinchliffe, who increased from 2-days per week with EMC to full time. She was joined for two days per week by Katie Kibbler and Anmika Salter, who remain in schools as English teachers for the rest of the working week. The team has brought fresh energy to the Centre's work, providing us with access to schools and an insight into how different schools are working. It's also allowed us to have a specific focus on assessment, the main focus of the research, and an area we have long regarded as important without having the confidence to pursue it in any depth.

Fran Stowell, after over 30 years at EMC, also announced her retirement from September 2023. This led us to review our financial systems, a process also necessitated by the near completion of a new website that is fully integrated with our invoicing and date-management systems. In 2023/24, with assistance from Rachel Doran, who works 4-days a week for CLPE, we will switch to Xero, a cloud based accounting system, which will be integrated with our new website. We will also switch our data collection to Spirit, hosted by EdCo, our web designers. At the moment, publications are processed in Spirit, but courses and conferences in Filemaker. We are also planning to start charging and claiming back VAT. Books are vat-able at 0% meaning we can claim back VAT on any activities linked to publications. Courses and conferences are non-vatable, meaning we cannot charge VAT, nor claim it back on those activities.

The significant loss posted this year, while anticipated, shows the need for these changes. Relocating to new premises and claiming back VAT have the potential to save EMC between £60,000 and £100,000 per year. The research and projects team has the potential to generate additional income, something that will be a focus as it moves into its second year.

#### Publications

There was a significant dip in income of about £100,000 compared to the previous year. However, this was largely because of the significant size of sales in 2021/22. This financial year was still the second most successful financially that EMC has had. This was largely because of the policy of establishing a bank of resources that can be sold as class sets on an ongoing basis. Our anthologies and 19th century full text study editions, plus our writing workbooks, continued to sell well.

We published three new anthologies during the financial year. The Facility and Other Texts is a collection of specially commissioned pieces based on Sophocles' *Antigone*, produced with financial support from the Classical Association; Poetry Playlist is a collection of about 150 contemporary poems; An Inspector Called is a collection of 15 short stories by Barbara Bleiman, each drawing on a significant text regularly taught in schools as inspiration. We don't anticipate that these will be big sellers, but they add real range to our catalogue. Work is in progress on books that will add further to this range, including *Awe and Wonder*, a collection of nature writing put together in partnership with Bloom Education, and *Beyond the Secret Garden*, a collection of blogs by Darren Chetty and Karen Sands-O'Connor.

#### Magazines

We were pleased that income from magazines increased this year, despite a small price increase. This was countered by an increase in magazine costs, largely due to inflationary pressures leading to increases in the price of paper and distribution.

To mark the 100th edition of *emagazine*, we interviewed three leading voices in the English world and made the recordings freely available.

#### Courses

For the first time we ran a hybrid offer of online and in-person courses (having been entirely online since the Covid lockdown). Reassuringly, recruitment for in-person courses was strong, while we maintained good numbers online. This is an area we plan to try and expand on in the next financial year, recognising that we can run more courses than we used to with this hybrid model that has the potential to reach many more teachers than we previously could.

#### Conferences

We ran conferences for A Level Language students and A Level Edexcel Poems of the Decade students at Friends House, Euston, and one for Media Studies at BFI Southbank. For the first time we ran an A Level Language conference in the North of England, using conference facilities at a school in Macclesfield. All the conferences sold well and were successful. Plans for next year include increasing numbers slightly, now that anxieties about Covid have lessened.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2023

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### PGCEs

The Media Studies course attracted a strong field and filled to capacity. Recruitment for the English course was low and the decision was made to terminate the course at the end of the school year. Recruitment for Media for 23/24 was low for the first time, indicative of the subject not receiving a bursary, while English did, so encouraging media specialists to switch to English. With this in mind, we have liaised with Goldsmiths to run a combined English and Media course in 2024/25 which will attract the bursary.

### Partnerships

We continued to collaborate with a range of organisations including NATE, MEA, CLPE, Guardian Education, Forward Arts Foundation, First Story, Teach First, OCR, the Classical Association, University English, Common English Forum, the Association of Colleges, AQA, OCR and various university PGCE departments.

### Staffing

The increase in expenditure was due almost entirely to increased staffing costs. This was primarily due to setting up a research and projects team, though there were also considerable pay increases during the year. As noted, Fran Stowell announced her retirement from September 2023. A decision as to how to organise staffing in the office after that has been put on hold until new financial systems are properly in place. Work is being shared by Maria Pettersen and Becky Scambler, who are both familiar with the systems, with the changes to systems being led by Lucy Webster, as part of her website management role. Barbara Bleiman announced that as from September 2023 she is stepping down from 3-days to 2-days per week.

### Trustees

The boards of trustees remained stable through the year. We ran a first joint trustees and staff Saturday morning training session, at which we reviewed the centre's diversity and inclusion policy.

### Financial Review

The results of the period and financial position of the charity are shown in the annexed financial statements.

The Statement of Financial Activities shows a decrease in funds for the year of £240,926 and reserves of £1,547,888.

### **Tangible fixed assets for use by the charity**

Fixed assets are set out in Note 8 to the accounts.

### Independent Auditors

The statutory auditor, A D Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

Although not required, the trustees have determined that the charitable company be audited under the Companies Act 2006 for the year ended 31st March 2022 and for future years. The charity is not required to be audited under charities legislation for the year ended 31st March 2022.

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

The trustees acknowledge and confirm their responsibilities for preparing the financial statements and providing appropriate information to the auditors as detailed in the Statement of Trustees' Responsibilities set out on page 7.

These financial statements were approved by the Trustees on 25 January 2024 and signed on their behalf by:

*Laura Worsley*

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L. Worsley

Trustee

## **Statement of Trustees' Responsibilities**

**for the year ended 31 March 2023**

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### **Statement of trustees' responsibilities**

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to disclosure of information to auditors**

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## Independent Auditors' Report to the Members of The English & Media Centre

We have audited the financial statements of The English & Media Centre for the year ended 31 March 2023 which comprise the Statement of Financial Activities, Statement of Financial Position, Statement of Cash Flows and the Notes to the Accounts to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

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

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

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

### Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

## Independent Auditors' Report to the Members of The English & Media Centre

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

### Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page 8, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### Our responsibilities for the audit of the financial statements

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

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

- We identified the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to the specific business environment in which they operate, the reporting requirements they are obliged to adhere to and other legal and regulatory requirements applicable to operating entities in general.  
These include the Companies Act 2006, the Charities Act 2011, FRS 102, the Charities SORP, GDPR and COVID-19 support schemes legislation. The charitable company operates locally and is not significantly impacted by international law or regulations.  
Taxation law and regulations applicable to charities also apply to the charitable company but it is not involved in any complex matters that increase the risk of non-compliance.  
Each area of audit review includes in the audit documentation reference to potential non-compliance and awareness of potential non-compliance is embedded in our audit procedures.
- We assessed the risks of material misstatement in respect of fraud by enquiry of management, review of the charity's operations and direct review of significant and material transactions, including all non-standard or irregular journal adjustments. Our understanding of the organisation enables us to understand and identify transactions or areas that appear to present a risk of fraud. None were detected.  
Our pre-audit questionnaire specifically makes enquires about fraud and this is supported by audit documentation. We also review Board minutes to identify any matters of concern or risk. None was identified.
- The audit was conducted by a very experienced auditor who has a good knowledge of the client and no other assistance or support was required.
- The charity is small, its activities are regular and consistent and are not complex and no special audit considerations apply, nor is external specialist assistance required.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Independent Auditors' Report to the Members of The English & Media Centre

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### Use of our report

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Anthony Armstrong*

**Anthony Armstrong FCA (Senior Statutory Auditor)**  
**Armstrong & Co**  
***Chartered Accountants & Statutory Auditor***  
**25 January 2024**

**4a Printing House Yard**  
**Hackney Road**  
**London E2 7PR**

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Activities

*incorporating the income and expenditure account*

for the year ended 31 March 2023

	Notes				2023	2022
		Unrestricted	Restricted	Endowment	Total Funds	Total Funds
		Funds	Funds	Funds		
		£	£	£	£	£
<b>Income from:</b>						
Charitable activities	3	847,452	-	-	847,452	996,719
Other trading activities	4	17,368	-	-	17,368	18,200
Investments	5	32,807	-	-	32,807	28,244
<b>Total income</b>		<b>897,627</b>	<b>-</b>	<b>-</b>	<b>897,627</b>	<b>1,043,163</b>
<b>Expenditure on:</b>						
Charitable activities	6	1,100,359	-	-	1,100,359	994,975
<b>Total expenditure</b>		<b>1,100,359</b>	<b>-</b>	<b>-</b>	<b>1,100,359</b>	<b>994,975</b>
Total income less total expenditure		(202,732)	-	-	(202,732)	48,188
Net gains/(losses) on investments	9	(38,194)	-	-	(38,194)	79,552
<b>Net income/(expenditure) for the year</b>		<b>(240,926)</b>	<b>-</b>	<b>-</b>	<b>(240,926)</b>	<b>127,740</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(240,926)</b>	<b>-</b>	<b>-</b>	<b>(240,926)</b>	<b>127,740</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	14	1,788,814	-	-	1,788,814	1,661,074
<b>Total funds carried forward</b>	<b>14</b>	<b>1,547,888</b>	<b>-</b>	<b>-</b>	<b>1,547,888</b>	<b>1,788,814</b>

There are no gains and losses other than those noted above and therefore no separate statement of total recognised gains and losses has been prepared.

The accompanying accounting policies and notes form an integral part of these financial statements.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Position as at 31 March 2023

	Notes	31 March 2023		31 March 2022	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	8		3,874		8,672
Investments	9		971,998		1,010,192
<b>Total fixed assets</b>			<u>975,872</u>		<u>1,018,864</u>
<b>Current assets:</b>					
Stocks	10	108,114		93,366	
Debtors	11	64,797		53,309	
Cash at bank and In hand	12	<u>483,935</u>		<u>636,961</u>	
<b>Total current assets</b>		<u>656,846</u>		<u>783,636</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>84,830</u>		<u>13,686</u>	
<b>Net current assets</b>			572,016		769,950
<b>Total net assets</b>			<u>1,547,888</u>		<u>1,788,814</u>
<b>The funds of the charity:</b>					
Unrestricted funds	14		1,547,888		1,788,814
<b>Total charity funds</b>	14		<u>1,547,888</u>		<u>1,788,814</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102.

These financial statements were approved by the Trustees on 25 January 2024 and signed on their behalf by:

*Laura Worsley*

L. Worsley  
Trustee

*The notes on pages 14 to 20 form part of these accounts.*

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Cash Flows for the year ended 31 March 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	1	(185,833)	54,636
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		32,807	28,244
Purchase of property, plant and equipment		-	(11,308)
<b>Net cash provided by investing activities</b>		<b>32,807</b>	<b>16,936</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(153,026)</b>	<b>71,572</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<b>636,961</b>	<b>565,389</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<b>483,935</b>	<b>636,961</b>

### Notes to Cash Flow Statement

	2023 £	2022 £
<b>1 Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(240,926)	127,740
<b>Adjustments for:</b>		
Depreciation charges	4,798	7,302
(Gains)/losses on revaluation of investments	38,194	(79,552)
Dividends, interest and rents from investments	(32,807)	(28,244)
(Increase)/decrease in stocks and work in progress	(14,748)	20,837
(Increase)/decrease in debtors	(11,488)	10,054
Increase/(decrease) in creditors	71,144	(3,503)
<b>Net cash provided by (used in) operating activities</b>	<b>(185,833)</b>	<b>54,636</b>
<b>2 Analysis of cash and cash equivalents</b>		
Cash in hand	483,935	636,961
<b>Total cash and cash equivalents</b>	<b>483,935</b>	<b>636,961</b>

## Accounting Policies for the year ended 31 March 2023

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### Accounting policies

#### Basis of preparation

The financial statements have been prepared in accordance with:

- a) Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".
- b) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102);
- c) The Charities Act 2011.
- d) The Companies Act 2006.

#### Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

#### Going concern

The charity's income is mainly derived from self-generated sources such as sales of teaching materials and training courses. The trustees consider that there are no material uncertainties about the demand for, and the charity's ability to continue to provide, these services, and accordingly, the accounts have been prepared on a going concern basis.

#### Income recognition

Voluntary income and donations (including legacies) are accounted for once the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured. Income from the recovery of tax on gift aided donations is accounted for once the tax reclaim has been applied for. Grant income is recognised on a receivable basis.

The income from trading activities includes rental income from the letting of premises temporarily surplus to requirement, and is accounted for when earned. It is shown gross, with the associated costs included in fundraising costs.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Income from property held for its rental returns is included in Investments when due.

#### Deferred income

Income received which is contractually or otherwise not expendable until a future period is deferred to the period in which it meets the criteria for income recognition.

#### Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations and property maintenance costs.

Charitable expenditure includes those costs expended in fulfilling the charity's principal objects, as outlined in the Report of the Trustees. These include grants payable, governance costs and an apportionment of support costs.

- Grants payable are payments made to third parties in furtherance of the charity's objects. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.
- Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.
- Rentals under operating leases are charged as incurred over the term of the lease.

#### Unrestricted Funds

Unrestricted funds are funds received which have no restrictions placed on their use and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

## Accounting Policies for the year ended 31 March 2023

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### Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & fittings	- 20% on cost
Computers & equipment	- 33% on cost

Items of equipment are only capitalised where the purchase price exceeds £500.

### Investments

Investments are shown in the statement of financial position at closing market value. Surpluses or deficits on valuation are credited or charged to the SOFA.

### Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

The cost of stock is made up of the direct cost of printing and collating only.

### Pensions

Employees of the charity are entitled to join one of the 3 pension schemes mentioned below depending on their employment status. Future contributions to the Teachers Pension Scheme and the London Pension Funds Authority scheme are contingent on the outcome of periodic actuarial reviews undertaken by the schemes.

#### a) Teachers Pension Scheme

The Teachers' Pension Scheme (TPS) is an unfunded multi-employer defined benefits pension scheme governed by the Teachers' Pensions Regulations 2010 and, from 1 April 2014, the Teachers' Pension Scheme Regulations 2014. Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The latest actuarial valuation of the TPS was carried out as at 31 March 2016 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 5 March 2019. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge);
- total scheme liabilities for service to the effective date of £218.1 billion, and notional assets of £196.1 billion, giving a notional past service deficit of £22.0 billion; and
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations.

The new employer contribution rate was applicable from September 2019.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website at: <https://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx>.

The assets of the TPS are held in separate trustee-administered funds. Because of the nature of the scheme, the scheme's assets are not hypothecated to individual institutions and scheme-wide contribution rates are set. The charity is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. Therefore, as required by FRS 17 "Retirement benefits", the charity accounts for the scheme as if it was a defined contribution scheme. As a result, the amount charged to the statement of financial activities represents the contributions payable to the scheme in respect of the accounting period.

#### b) London Pensions Fund Authority (LPFA)

The LPFA was established in 1989 as a stand-alone public body, to take over the running of the former Greater London Council (GLC) Pension Fund following GLC abolition on 31st March 1986. LPFA is also responsible for the residual employer functions of the GLC, Inner London Education Authority (ILEA) (abolished on 31st March 1990) and the former London Residuary Body (LRB).

The last remaining employee in the pension scheme retired in January 2020. The pension scheme has now been closed. During 2020 a repayment was received based on the cessation valuation carried by the LPFA.

#### c) Defined Contribution stakeholder pension scheme

Under this scheme only the employer is required to contribute, currently at the rate of 14% (2022: 14%). Employee contributions are voluntary.

The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

## Notes to the Accounts

for the year ended 31 March 2023

### 1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charity.

### 2 Net outgoing resources

*Net outgoing resources are stated after charging:*

	2023	2022
	£	£
Auditors fees - audit services	3,500	3,500
Auditors fees - other services	3,100	3,100
Depreciation - owned assets	4,798	7,302

### Trustees' emoluments

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Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

### FRC Ethical Standard - Provisions Available for Audits of Small Entities

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide advice relating to statutory and regulatory compliance.

### 3 Charitable activities

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
EMC Publics income - EducDirect	360,577	-	360,577	468,854
Publications - EMC SALES	4,129	-	4,129	122
Publications - Downloads	576	-	576	19,360
Publications - Emagazine	145,492	-	145,492	133,297
Publications - Media Magazine	52,339	-	52,339	47,831
Courses	169,865	-	169,865	159,335
Conferences	41,389	-	41,389	37,458
Consultancy - EMC Staff	12,835	-	12,835	9,825
Consultancy - PGCE	57,250	-	57,250	109,475
Miscellaneous income	3,000	-	3,000	11,162
	<u>847,452</u>	<u>-</u>	<u>847,452</u>	<u>996,719</u>

### 4 Other trading activities

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Copyright income	9,568	-	9,568	10,400
Letting income	7,800	-	7,800	7,800
	<u>17,368</u>	<u>-</u>	<u>17,368</u>	<u>18,200</u>

### 5 Investments

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Investment income	28,347	-	28,347	27,698
COIF interest received	2,415	-	2,415	47
Other interest received	469	-	469	466
Natwest bank received	1,576	-	1,576	33
	<u>32,807</u>	<u>-</u>	<u>32,807</u>	<u>28,244</u>

## Notes to the Accounts

for the year ended 31 March 2023

6 Charitable activities	Unrestricted	Restricted	2023	2022
	£	£	Total £	Total £
Opening stock	93,366	-	93,366	114,203
Printing	64,449	-	64,449	35,356
Materials	1,590	-	1,590	1,980
Closing stock	(108,114)	-	(108,114)	(93,366)
	<u>51,291</u>	<u>-</u>	<u>51,291</u>	<u>58,173</u>
Sales order processing costs (ED)	72,900	-	72,900	118,872
Publications - Marketing	11,543	-	11,543	16,333
Authors fees for EMC Titles	7,656	-	7,656	26,597
PGCE Costs	1,216	-	1,216	1,977
Courses costs	12,359	-	12,359	8,236
Conferences costs	28,989	-	28,989	22,773
Consultants - ICT running costs	26,540	-	26,540	27,036
Emagazine	44,824	-	44,824	38,889
Mediamagazine	33,105	-	33,105	29,635
Staff salaries	589,059	-	589,059	483,827
Staff training	1,433	-	1,433	817
Curates accomodation	120	-	120	-
Office costs	16,249	-	16,249	13,531
Travel & subsistence expenses	1,047	-	1,047	318
Subscriptions & affiliation	4,836	-	4,836	3,490
Provision for bad debts	4,780	-	4,780	14,898
Rent payable	91,200	-	91,200	80,000
Rates & services	15,721	-	15,721	25,555
Dilapidation costs	65,000	-	65,000	-
General expenses	1,189	-	1,189	180
Legal & professional	-	-	-	40
Payroll processing costs	780	-	780	690
Bank charges	7,124	-	7,124	9,206
Depreciation charge for the year	4,798	-	4,798	7,302
Auditor's remuneration	6,600	-	6,600	6,600
	<u>1,100,359</u>	<u>-</u>	<u>1,100,359</u>	<u>994,975</u>

7 Staff costs	2023	2022
	£	£
Staff salaries	455,341	376,812
Staff social security	43,096	33,317
Staff pensions	90,621	73,697
	<u>589,059</u>	<u>483,827</u>

Average number of employees during the year was:

15	13
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Employees paid in excess of £60,000 during the current year and previous year:

1	1
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The number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards were as follows:

Band	No of employees	
	2023	2022
£60,000 to £69,999	-	-
£70,000 to £79,999	1	1

The charity considers its key management personnel to be the trustees and the executive director. The total employment benefits (including employer pension contributions) of the key management personnel were £91,853 (2022: £89,316).

No remuneration was paid to any trustee or their associates for services as a trustee during the year ended 31 March 2023 nor to 31 March 2022.

## Notes to the Accounts

for the year ended 31 March 2023

8 Tangible fixed assets	Furniture & fittings £	Computers & equipment £	Total £
<b>Cost</b>			
As at 1 April 2022	42,458	197,367	239,825
As at 31 March 2023	<u>42,458</u>	<u>197,367</u>	<u>239,825</u>
<b>Depreciation</b>			
As at 1 April 2022	42,458	188,695	231,153
Charge for the year	-	4,798	4,798
As at 31 March 2023	<u>42,458</u>	<u>193,493</u>	<u>235,951</u>
<b>Net book value</b>			
As at 31 March 2023	<u>-</u>	<u>3,874</u>	<u>3,874</u>
As at 31 March 2022	<u>-</u>	<u>8,672</u>	<u>8,672</u>

9 Investments	UK listed equities £	COIF managed funds £	Total £
<b>Market value</b>			
As at 1 April 2022	1,554	1,008,638	1,010,192
Revaluations	(26)	(38,168)	(38,194)
As at 31 March 2023	<u>1,528</u>	<u>970,470</u>	<u>971,998</u>
<b>Historical value at at 31 March 2023</b>	<u>-</u>	<u>477,393</u>	<u>477,393</u>

<b>UK listed equities</b>	The charity holds 1,148 ordinary shares in Barclays PLC which it received on 26 October 2000 in exchange for its holdings in Woolwich Plc under the takeover of the Woolwich by Barclays PLC. The Woolwich shares were received when the building society converted to a bank.
<b>COIF managed funds</b>	These investments are held in funds managed by CCLA Investment Management Limited on behalf of COIF Charity Funds.

10 Stocks	2023 £	2022 £
Stock - publications	108,114	93,366
	<u>108,114</u>	<u>93,366</u>

11 Debtors: amounts falling due within one year	2023 £	2022 £
EMC Publication Education Direct	16,791	19,187
Emagazine debtors	2,925	2,988
Media Magazine debtors	2,145	978
Course debtors	11,750	3,041
Conferences debtors	5,003	2,872
Other debtors	15,556	1,400
Prepayments	10,627	22,843
	<u>64,797</u>	<u>53,309</u>

12 Bank and cash in hand	2023 £	2022 £
Bank current account	331,073	425,868
EMC Publications account	1,156	5,020
COIF Charity Deposit Fund	151,706	121,073
Bank of Cyprus UK account	-	85,000
	<u>483,935</u>	<u>636,961</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2023

13 Creditors: amounts falling due within one year	2023	2022
	£	£
Trade creditors	4,278	5,736
Payroll taxes	(532)	(532)
Pensions payable	759	349
Net salaries control	800	(357)
Accruals	73,380	6,600
Receipts in advance	6,145	1,890
	<u>84,830</u>	<u>13,686</u>

14 The funds of the charity - current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,492,606	897,627	(1,100,359)	(38,194)	1,251,680
<i>Total unrestricted funds</i>	<u>1,788,814</u>	<u>897,627</u>	<u>(1,100,359)</u>	<u>(38,194)</u>	<u>1,547,888</u>
	<u>1,788,814</u>	<u>897,627</u>	<u>(1,100,359)</u>	<u>(38,194)</u>	<u>1,547,888</u>

15 The funds of the charity - prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,364,864	1,043,163	(994,975)	79,552	1,492,604
<i>Total unrestricted funds</i>	<u>1,661,072</u>	<u>1,043,163</u>	<u>(994,975)</u>	<u>79,552</u>	<u>1,788,812</u>
	<u>1,661,072</u>	<u>1,043,163</u>	<u>(994,975)</u>	<u>79,552</u>	<u>1,788,812</u>

16 Designated funds - current year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

17 Designated funds - prior year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

<b>Building fund</b>	The building fund has been set up to provide funds for the charity to move to new premises, either by purchase or leasing.
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18 Net assets attributable to funds - current year	General funds	Designated funds	Restricted funds	Endowment funds	Total
	£	£	£	£	£
Tangible fixed assets	679,664	296,208	-	-	975,872
Current assets	656,846	-	-	-	656,846
Current liabilities	(84,830)	-	-	-	(84,830)
Net assets represented by funds	<u>1,251,680</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,547,888</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2023

	General funds	Designated funds	Restricted funds	Endowment funds	Total
19 Net assets attributable to funds - prior year		£	£	£	£
Tangible fixed assets	722,656	296,208	-	-	1,018,864
Current assets	783,636	-	-	-	783,636
Current liabilities	(13,686)	-	-	-	(13,686)
Net assets represented by funds	<u>1,492,606</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,788,814</u>

### 20 Taxation

The company is a registered charity. Accordingly, it is exempt from taxation in respect of income and capital gains to the extent that these are applied to its charitable objects.

### 21 Post balance sheet events

There were no significant post balance sheet events.

### 22 Pension commitments

The charity contributes to both employee defined contribution (DC) stakeholder pension and employee defined benefit (DB) schemes. The assets of the schemes are held separately from those of the charity in independently administered funds.

Contributions to the schemes were as follows:

Name of Scheme	Type	2023		2022	
		Paid in year	Balance at year end	Paid in year	Balance at year end
		£	£	£	£
Teachers Pension Scheme (TPS)	DB	84,185	-	69,084	-
London Pension Funds Authority (LPFA)	DB	-	-	-	-
Other	DC	6,436	759	4,613	349
		<u>90,621</u>	<u>759</u>	<u>73,697</u>	<u>349</u>

The unpaid contributions outstanding at the year end were: £ 759 2023 £ 349 2022

### 23 Other financial commitments

At 31 March 2023, the charitable company had total commitments under non-cancellable operating leases over the remaining life of those leases of £81,661 (2022: £167,171).

### 24 Transactions with trustees

There were no material transactions with the trustees during the year.

### 25 Contingent liabilities

The charity had no material contingent liabilities at 31 March 2023 nor at 31 March 2022.

### 26 Related parties

There were no disclosable related party transactions during the year.

### 27 Gifts in kind and volunteers

During the year the charity benefited from unpaid work performed by volunteers.

**THE ENGLISH AND MEDIA CENTRE**

England & Wales - Charity number 803031

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# Accounts

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# **The English & Media Centre**

**(A Charity Company Limited by Guarantee, company number 2466244)**

## **Audited Financial Statements**

**and**

## **Trustees' Report**

**for the year ended 31 March 2022**

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# **The English & Media Centre**

(A Charity Company Limited by Guarantee, company number 2466244)

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Charity Information

for the year ended 31 March 2022

<b>Status:</b>	The English & Media Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.	
<b>Charity name:</b>	The English & Media Centre	
<b>Company registration number:</b>	2466244 England & Wales	
<b>Charity registration number:</b>	803031	
<b>Registered office:</b>	18 Compton Terrace London N1 2UN	
<b>Operations address:</b>	18 Compton Terrace London N1 2UN	
<b>Trustees who held office during the year:</b>	V. Gupta R. Long M. Marshall K. Miah M. Shah D. B. Sheppard L. Worsley S. Johnson L. Socrates	- Appointed November 2021 - Appointed November 2021 - Appointed November 2021 - Resigned July 22 - Appointed March 2022 - Appointed March 2022
<b>Chairperson:</b>	L. Worsley	
<b>Secretary:</b>	A. McCallum	
<b>Executive Director:</b>	A. McCallum	
<b>Senior Statutory Auditor:</b>	<b>Anthony Armstrong FCA Armstrong &amp; Co</b> <i>Chartered Accountants &amp; Statutory Auditor</i> 4a Printing House Yard Hackney Road London E2 7PR	
<b>Bankers:</b>	<b>National Westminster Bank Plc</b> 166 Camden High Street London NW1 0NS  <b>CCLA Investment Management Ltd</b> COIF Charity Funds Senator House 85 Queen Victoria Street London EC4V 4ET	

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2022

The Trustees of the The English & Media Centre present their report together with the financial statements for the year ended 31 March 2022.

### Principal activity

The principal activities of the charity in the year under review were those of the provision of in-service training in language, literature, and media to Secondary English teachers and the publication of classroom teaching materials.

### Trustees

The Trustees of the charity who held office during the year are disclosed on page 3.

### Structure, governance and management

#### Governing document

The English & Media Centre is a company limited by guarantee, incorporated on 2 February 1990. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

#### Risk mitigation

The board has examined the principal areas of the charity's operations and considered the major risks which may arise in each of these areas. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day to day operations.

#### The scope and nature of the work of the English & Media Centre

The English and Media Centre is an independent development centre supporting and serving secondary English and Media teachers and the wider English teaching community, through professional development courses, consultancy and classroom resources.

We aim to develop and disseminate best practice and innovative approaches to language, literature and media, in all their forms, including new literacies and technologies. We support teachers in helping their students to become confident, articulate, critical and creative readers and writers. Our work draws on our close connections with teachers, making them colleagues, not just customers.

Our approach combines creativity with rigour and we value our reputation for expertise and quality. We aim both to answer the practical needs of teachers and offer expert, informed advice.

As a not-for-profit voluntary sector organisation we are unique in being able to bring together publishing, CPD, projects and consultancy and to stand up for the very best in English and Media teaching.

#### The profile of the Centre in the school system

We continue to have a high profile among secondary English and Media teachers in the UK, with an increasing presence in debates and consultations at tertiary level. Our professional development courses are attended by over 2,000 teachers a year, while our publications reach English and Media departments in over 4,000 schools and FE colleges. Additionally, we act as consultants for department and school-focused work. We also run the subject-specialism part of a Media PGCE course for Goldsmiths College, London University, and an English PGCE for London Metropolitan University.

Teachers and students in the post-16 sector are supported by our magazines, websites and conferences. We continue to offer a lead in this area, which receives less funding and direct intervention from LA and DFE agencies than other secondary age groups.

Given the multiple readerships for each of our publications, it is reasonable to estimate that EMC publications are read and used by several hundred thousand students each year.

EMC acts as a hub for other organisations working in the field of English and Media Studies, and in related fields with links to literacy, language learning, literature, media and the arts. We continue to be invited to contribute to national discussions by various subject associations, exam boards, publishers, arts agencies and HE institutions.

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2022

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### Review for the year

#### Overview

2021/22 was a successful year for EMC, particularly in light of the ongoing disruption to daily life brought about by the Covid-19 pandemic. Staff largely remained working from home, yet activity increased in almost all areas of our work. New work practices continued to bring new opportunities, most significantly running online courses that once more attracted teachers from around the world. As we move into a period when it is possible to return to previous work practices, we hope to develop a hybrid of online and in-person activities.

#### Publications

The year saw record sales of publications. This was primarily due to the success of our latest short story anthology, *Iridescent Adolescent*. While this anthology was published in the previous academic year, it saw a significant rise in sales linked to free resources made available online in 2021/22. Other texts designed to be sold in bulk continued to sell well.

We did not publish any new print publications during the year, though did publish three new online publications:

- *EMC Studying a Novel: The Bone Sparrow*
- *EMC Curriculum as Conversation: Going on an Odyssey*
- *EMC Curriculum as Conversation: Poems that Inspire*

Three new publications reached the latter stages of publication and will be printed either at the end of the summer term or towards the start of autumn. These are:

#### *The Facility and Other Texts: Re-imagining Antigone*

A drama script, two short stories and four poems loosely based on Sophocles' Antigone. This was part-funded by a grant from the Classical Association, which allowed us to commission work from four different writers.

#### *An Inspector Called and Other Stories – Textual Transformations*

EMC's Barbara Bleiman has written a series of short stories, each based on a text widely taught in secondary English. The stories transform, respond to and engage with the original texts in a wide variety of ways, all of which we hope will encourage students to experiment with their own transformations, as well as helping them to reflect on the original.

#### *EMC Poetry Playlist – Contemporary Voices for the Classroom*

Approximately 150 contemporary poems for 11-16 year olds in a collection designed to excite students' interest in reading, writing and talking about poems – both in the classroom and beyond. As well as poems selected by EMC, the anthology includes a selection of 'poets' playlists' submitted by poets such as Jacob Sam-La Rose, Hollie McNish, Peter Kahn, Daljit Nagra and Moniza Alvi.

Each of these publications will be accompanied by free downloadable resources.

We have also begun work on an anthology of nature writing in collaboration with Bloom Education, a small charity working to promote the benefits of bringing nature to young people.

#### Courses

We ran our course programme entirely online for the financial year. We raised prices to make such a model sustainable, having offered courses at very low prices during full lockdown, primarily to support teachers in such a difficult period.

While fewer teachers attended courses than in the previous year, the numbers were still much higher than we could have accommodated using our former model of only holding courses at our Islington centre. The increase in prices meant that our income stream was sustained in this area, though it was lower than when we ran in-person courses priced at a higher rate.

The plan for 2022/23 is to reintroduce in-person courses, though with smaller numbers per day than previously (about 15 rather than 24); initial signs are that people are prepared to attend in-person in sufficient numbers to make this viable.

#### Conferences

We took the decision once again to run in-person conferences for A Level students at Friends House, Euston, at a point when movement was possible but some Covid-19 restrictions were still in place. This proved to be a good decision, with teachers welcoming the opportunity to extend their students' experience beyond the classroom. We deliberately limited numbers to provide some space for social distancing and were able to recruit to our new limited capacity for two AL Language conferences and one AL Literature Poems of the Decade conference.

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2022

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### PGCEs

The Media PGCE continued to recruit to our target of 15 students and ran successfully. English recruitment was down from the previous year and recruitment for 2022/23 became even more difficult, a picture mirrored nationally. Should this continue, then it is likely that the English course will close at the end of the 2022/23 academic year.

### Partnerships

While restricted by lockdown, we continued to work and collaborate with a number of like-minded organisations and individuals, including: NATE, MEA, CLPE, Guardian Education, Forward Arts Foundation, First Story, Teach First, OCR, the Classical Association, University English, Common English Forum and various university PGCE departments.

Towards the end of the year we began discussions with CLPE about the possibility of moving into their premises in September 2023 and move out of our current Islington base. Their premises are much more suited to running CPD and a move will enable us to share expertise with a like-minded organisation as well as save considerably on premises costs. An agreement has now been reached and the move will take place.

### Staffing

We took the decision to create a Research and Projects team and so expand our consultancy team. Lucy Hinchliffe was appointed Lead Consultant for Research and Projects. Two teachers were seconded on two-day per week contracts for one year in the first instance, with the possibility of extending to two years: Anmika Salter and Katie Kibbler. The extra staffing costs will lead to over-spends in these two years; the decision takes this into account and recognises it as a sensible way to run down some of the charity's reserves.

### Trustees

This was a busy year for trustees. We said farewell to David Sheppard and Lizzie Crump and recruited Mehrunissa Shah, Vinay Gupta, Myfanwy Marshall, Simon Johnson and Lisa Socrates. This means we have a wider range of expertise in the team, including two media specialists.

### Financial Review

The results of the period and financial position of the charity are shown in the annexed financial statements.

The Statement of Financial Activities shows an increase in funds for the year of £127,740 and reserves of £1,788,812.

### **Tangible fixed assets for use by the charity**

Fixed assets are set out in Note 8 to the accounts.

### Independent Auditors

The statutory auditor, A D Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

Although not required, the trustees have determined that the charitable company be audited under the Companies Act 2006 for the year ended 31st March 2022 and for future years. The charity is not required to be audited under charities legislation for the year ended 31st March 2022.

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

The trustees acknowledge and confirm their responsibilities for preparing the financial statements and providing appropriate information to the auditors as detailed in the Statement of Trustees' Responsibilities set out on page 7.

These financial statements were approved by the Trustees on 7 November 2022 and signed on their behalf by:

*Laura Worsley*

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L. Worsley

Trustee

## **Statement of Trustees' Responsibilities for the year ended 31 March 2022**

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### **Statement of trustees' responsibilities**

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to disclosure of information to auditors**

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## Independent Auditors' Report to the Members of The English & Media Centre

We have audited the financial statements of The English & Media Centre for the year ended 31 March 2022 which comprise the Statement of Financial Activities, Statement of Financial Position, Statement of Cash Flows and the Notes to the Accounts to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

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

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

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

### Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

## Independent Auditors' Report to the Members of The English & Media Centre

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

### Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page 8, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### Our responsibilities for the audit of the financial statements

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

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

- We identified the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to the specific business environment in which they operate, the reporting requirements they are obliged to adhere to and other legal and regulatory requirements applicable to operating entities in general.  
These include the Companies Act 2006, the Charities Act 2011, FRS 102, the Charities SORP, GDPR and COVID-19 support schemes legislation. The charitable company operates locally and is not significantly impacted by international law or regulations.  
Taxation law and regulations applicable to charities also apply to the charitable company but it is not involved in any complex matters that increase the risk of non-compliance.  
Each area of audit review includes in the audit documentation reference to potential non-compliance and awareness of potential non-compliance is embedded in our audit procedures.
- We assessed the risks of material misstatement in respect of fraud by enquiry of management, review of the charity's operations and direct review of significant and material transactions, including all non-standard or irregular journal adjustments. Our understanding of the organisation enables us to understand and identify transactions or areas that appear to present a risk of fraud. None were detected.  
Our pre-audit questionnaire specifically enquires about fraud and this is supported by audit documentation. We also review Board minutes to identify any matters of concern or risk. None was identified.
- The audit was conducted by a very experienced auditor who has a good knowledge of the client and no other assistance or support was required.
- The charity is small, its activities are regular and consistent and are not complex and no special audit considerations apply, nor is external specialist assistance required.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Independent Auditors' Report to the Members of The English & Media Centre

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### Use of our report

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Anthony Armstrong*

**Anthony Armstrong FCA (Senior Statutory Auditor)**  
**Armstrong & Co**  
***Chartered Accountants & Statutory Auditor***  
**7 November 2022**

**4a Printing House Yard**  
**Hackney Road**  
**London E2 7PR**

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Activities

*incorporating the income and expenditure account*  
for the year ended 31 March 2022

	Notes				2022	2021
		Unrestricted	Restricted	Endowment	Total Funds	Total Funds
		Funds	Funds	Funds		
		£	£	£	£	
<b>Income from:</b>						
Charitable activities	3	996,719	-	-	996,719	829,076
Other trading activities	4	18,200	-	-	18,200	11,143
Investments	5	28,244	-	-	28,244	30,446
<b>Total income</b>		<b>1,043,163</b>	<b>-</b>	<b>-</b>	<b>1,043,163</b>	<b>870,665</b>
<b>Expenditure on:</b>						
Charitable activities	6	994,975	-	-	994,975	947,682
<b>Total expenditure</b>		<b>994,975</b>	<b>-</b>	<b>-</b>	<b>994,975</b>	<b>947,682</b>
Total income less total expenditure		48,188	-	-	48,188	(77,017)
Net gains/(losses) on investments	9	79,552	-	-	79,552	160,066
<b>Net income/(expenditure) for the year</b>		<b>127,740</b>	<b>-</b>	<b>-</b>	<b>127,740</b>	<b>83,049</b>
<b>Transfers between funds</b>		-	-	-	-	-
<b>Net movement in funds</b>		<b>127,740</b>	<b>-</b>	<b>-</b>	<b>127,740</b>	<b>83,049</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	14	1,661,072	-	-	1,661,072	1,578,023
<b>Total funds carried forward</b>	14	<b>1,788,812</b>	<b>-</b>	<b>-</b>	<b>1,788,812</b>	<b>1,661,072</b>

There are no gains and losses other than those noted above and therefore no separate statement of total recognised gains and losses has been prepared.

The accompanying accounting policies and notes form an integral part of these financial statements.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Position as at 31 March 2022

	Notes	31 March 2022		31 March 2021	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	8		8,672		4,666
Investments	9		1,010,192		930,639
<b>Total fixed assets</b>			<u>1,018,864</u>		<u>935,305</u>
<b>Current assets:</b>					
Stocks	10	93,366		114,203	
Debtors	11	53,309		63,363	
Cash at bank and In hand	12	<u>636,961</u>		<u>565,394</u>	
<b>Total current assets</b>		<u>783,636</u>		<u>742,960</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>13,688</u>		<u>17,193</u>	
<b>Net current assets</b>			769,948		725,767
<b>Total net assets</b>			<u>1,788,812</u>		<u>1,661,072</u>
<b>The funds of the charity:</b>					
Unrestricted funds	14		1,788,812		1,661,072
<b>Total charity funds</b>	14		<u>1,788,812</u>		<u>1,661,072</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102.

These financial statements were approved by the Trustees on 7 November 2022 and signed on their behalf by:

*Laura Worsley*

\_\_\_\_\_  
L. Worsley  
Trustee

*The notes on pages 14 to 21 form part of these accounts.*

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Cash Flows for the year ended 31 March 2022

	Notes	2022 £	2021 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	1	54,631	106,583
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		28,244	30,446
Purchase of property, plant and equipment		(11,308)	(3,001)
<b>Net cash provided by investing activities</b>		<b>16,936</b>	<b>27,445</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>71,567</b>	<b>134,028</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<b>565,394</b>	<b>431,366</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<b>636,961</b>	<b>565,394</b>

### Notes to Cash Flow Statement

	2022 £	2021 £
<b>1 Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	127,740	83,049
<b>Adjustments for:</b>		
Depreciation charges	7,302	5,689
(Gains)/losses on revaluation of investments	(79,552)	(160,066)
Dividends, interest and rents from investments	(28,244)	(30,446)
(Increase)/decrease in stocks and work in progress	20,837	11,633
(Increase)/decrease in debtors	10,054	193,819
Increase/(decrease) in creditors	(3,505)	2,901
<b>Net cash provided by (used in) operating activities</b>	<b>54,631</b>	<b>106,583</b>
<b>2 Analysis of cash and cash equivalents</b>		
Cash in hand	636,961	565,394
<b>Total cash and cash equivalents</b>	<b>636,961</b>	<b>565,394</b>

## Accounting Policies for the year ended 31 March 2022

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### Accounting policies

#### Basis of preparation

The financial statements have been prepared in accordance with:

- a) Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".
- b) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102);
- c) The Charities Act 2011.
- d) The Companies Act 2006.

#### Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

#### Going concern

The charity's income is mainly derived from self-generated sources such as sales of teaching materials and training courses. The trustees consider that there are no material uncertainties about the demand for, and the charity's ability to continue to provide, these services, and accordingly, the accounts have been prepared on a going concern basis.

#### Income recognition

Voluntary income and donations (including legacies) are accounted for once the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured. Income from the recovery of tax on gift aided donations is accounted for once the tax reclaim has been applied for. Grant income is recognised on a receivable basis.

The income from trading activities includes rental income from the letting of premises temporarily surplus to requirement, and is accounted for when earned. It is shown gross, with the associated costs included in fundraising costs.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Income from property held for its rental returns is included in Investments when due.

#### Deferred income

Income received which is contractually or otherwise not expendable until a future period is deferred to the period in which it meets the criteria for income recognition.

#### Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations and property maintenance costs.

Charitable expenditure includes those costs expended in fulfilling the charity's principal objects, as outlined in the Report of the Trustees. These include grants payable, governance costs and an apportionment of support costs.

- Grants payable are payments made to third parties in furtherance of the charity's objects. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.
- Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.
- Rentals under operating leases are charged as incurred over the term of the lease.

#### Unrestricted Funds

Unrestricted funds are funds received which have no restrictions placed on their use and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

## Accounting Policies for the year ended 31 March 2022

### Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & fittings	- 20% on cost
Computers & equipment	- 33% on cost

Items of equipment are only capitalised where the purchase price exceeds £500.

### Investments

Investments are shown in the statement of financial position at closing market value. Surpluses or deficits on valuation are credited or charged to the SOFA.

### Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

The cost of stock is made up of the direct cost of printing and collating only.

### Pensions

Employees of the charity are entitled to join one of the 3 pension schemes mentioned below depending on their employment status. Future contributions to the Teachers Pension Scheme and the London Pension Funds Authority scheme are contingent on the outcome of periodic actuarial reviews undertaken by the schemes.

#### a) Teachers Pension Scheme

The Teachers' Pension Scheme (TPS) is an unfunded multi-employer defined benefits pension scheme governed by the Teachers' Pensions Regulations 2010 and, from 1 April 2014, the Teachers' Pension Scheme Regulations 2014. Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The latest actuarial valuation of the TPS was carried out as at 31 March 2016 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 5 March 2019. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge);
- total scheme liabilities for service to the effective date of £218.1 billion, and notional assets of £196.1 billion, giving a notional past service deficit of £22.0 billion; and
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations.

The new employer contribution rate was applicable from September 2019.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website at: <https://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx>.

The assets of the TPS are held in separate trustee-administered funds. Because of the nature of the scheme, the scheme's assets are not hypothecated to individual institutions and scheme-wide contribution rates are set. The charity is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. Therefore, as required by FRS 17 "Retirement benefits", the charity accounts for the scheme as if it was a defined contribution scheme. As a result, the amount charged to the statement of financial activities represents the contributions payable to the scheme in respect of the accounting period.

#### b) London Pensions Fund Authority (LPFA)

The LPFA was established in 1989 as a stand-alone public body, to take over the running of the former Greater London Council (GLC) Pension Fund following GLC abolition on 31st March 1986. LPFA is also responsible for the residual employer functions of the GLC, Inner London Education Authority (ILEA) (abolished on 31st March 1990) and the former London Residuary Body (LRB).

The last remaining employee in the pension scheme retired in January 2020. The pension scheme has now been closed. During 2020 a repayment was received based on the cessation valuation carried by the LPFA.

#### c) Defined Contribution stakeholder pension scheme

Under this scheme only the employer is required to contribute, currently at the rate of 14.8% (2021: 14.8%). Employee contributions are voluntary.

The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

## Notes to the Accounts

for the year ended 31 March 2022

### 1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charity.

### 2 Net incoming resources

*Net incoming resources are stated after charging:*

	2022	2021
	£	£
Auditors fees - audit services	3,500	3,500
Auditors fees - other services	3,100	3,100
Depreciation - owned assets	7,302	5,689
	<u>7,302</u>	<u>5,689</u>

### Trustees' emoluments

-	-
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Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

### FRC Ethical Standard - Provisions Available for Audits of Small Entities

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide advice relating to statutory and regulatory compliance.

3 Charitable activities	Unrestricted	Restricted	2022	2021
	£	£	Total	Total
Grants Charities - CJRS grant	-	-	-	32,631
EMC Publics income - EducDirect	468,854	-	468,854	358,949
Publications - EMC SALES	122	-	122	-
Publications - Downloads	19,360	-	19,360	10,673
Publications - Emagazine	133,297	-	133,297	135,767
Publications - Media Magazine	47,831	-	47,831	47,694
Courses	159,335	-	159,335	137,465
Conferences	37,458	-	37,458	6,500
Consultancy - EMC Staff	9,825	-	9,825	3,152
Consultancy - PGCE	109,475	-	109,475	95,245
Miscellaneous income	11,162	-	11,162	1,000
	<u>996,719</u>	<u>-</u>	<u>996,719</u>	<u>829,076</u>

  

4 Other trading activities	Unrestricted	Restricted	2022	2021
	£	£	Total	Total
Copyright income	10,400	-	10,400	8,039
Letting income	7,800	-	7,800	3,104
	<u>18,200</u>	<u>-</u>	<u>18,200</u>	<u>11,143</u>

  

5 Investments	Unrestricted	Restricted	2022	2021
	£	£	Total	Total
Investment income	27,698	-	27,698	27,120
COIF interest received	47	-	47	191
Other interest received	466	-	466	3,089
Natwest bank received	33	-	33	46
	<u>28,244</u>	<u>-</u>	<u>28,244</u>	<u>30,446</u>

## Notes to the Accounts

for the year ended 31 March 2022

6 Charitable activities	Unrestricted	Restricted	2022	2021
	£	£	Total £	Total £
Opening stock	114,203	-	114,203	125,836
Printing	35,356	-	35,356	63,774
Materials	1,980	-	1,980	391
Closing stock	(93,366)	-	(93,366)	(114,203)
	<u>58,173</u>	<u>-</u>	<u>58,173</u>	<u>75,798</u>
Sales order processing costs (ED)	118,872	-	118,872	106,388
Publications - Marketing	16,333	-	16,333	12,760
Authors fees for EMC Titles	26,597	-	26,597	4,207
PGCE Costs	1,977	-	1,977	2,141
Courses costs	8,236	-	8,236	8,828
Conferences costs	22,773	-	22,773	983
Consultants - ICT running costs	27,036	-	27,036	21,476
Emagazine	38,889	-	38,889	42,509
Mediamagazine	29,635	-	29,635	32,413
Staff salaries	483,827	-	483,827	469,384
Staff training	817	-	817	39
Office costs	13,531	-	13,531	13,073
Travel & subsistence expenses	318	-	318	28
Subscriptions & affiliation	3,490	-	3,490	1,702
Provision for bad debts	14,898	-	14,898	12,038
Rent payable	80,000	-	80,000	80,000
Rates & services	25,555	-	25,555	29,028
General expenses	180	-	180	159
Legal & professional	40	-	40	11,749
Payroll processing costs	690	-	690	690
Bank charges	9,206	-	9,206	10,000
Depreciation charge for the year	7,302	-	7,302	5,689
Auditor's remuneration	6,600	-	6,600	6,600
	<u>994,975</u>	<u>-</u>	<u>994,975</u>	<u>947,682</u>

7 Staff costs	2022	2021
	£	£
Staff salaries	376,812	365,735
Staff social security	33,317	32,498
Staff pensions	73,697	71,151
	<u>483,827</u>	<u>469,384</u>

Average number of employees during the year was:

13

12

Employees paid in excess of £60,000 during the current year and previous year:

1

1

The number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards were as follows:

Band	No of employees	
	2022	2021
£60,000 to £69,999	-	-
£70,000 to £79,999	1	1

The charity considers its key management personnel to be the trustees and the executive director. The total employment benefits (including employer pension contributions) of the key management personnel were £89,316 (2021: £88,274).

No remuneration was paid to any trustee or their associates for services as a trustee during the year ended 31 March 2022 nor to 31 March 2021.

## Notes to the Accounts

for the year ended 31 March 2022

8 Tangible fixed assets	Furniture & fittings £	Computers & equipment £	Total £
<b>Cost</b>			
As at 1 April 2021	42,458	188,562	231,020
Additions	-	11,308	11,308
Disposals		(2,503)	(2,503)
As at 31 March 2022	<u>42,458</u>	<u>197,367</u>	<u>239,825</u>
<b>Depreciation</b>			
As at 1 April 2021	42,458	183,896	226,354
Charge for the year	-	7,302	7,302
Disposals		(2,503)	(2,503)
As at 31 March 2022	<u>42,458</u>	<u>188,695</u>	<u>231,153</u>
<b>Net book value</b>			
As at 31 March 2022	<u>-</u>	<u>8,672</u>	<u>8,672</u>
As at 31 March 2021	<u>-</u>	<u>4,666</u>	<u>4,666</u>
<b>9 Investments</b>			
	UK listed equities £	COIF managed funds £	Total £
<b>Market value</b>			
As at 1 April 2021	2,134	928,505	930,639
Revaluations	(580)	80,133	79,553
As at 31 March 2022	<u>1,554</u>	<u>1,008,638</u>	<u>1,010,192</u>
<b>Historical value at at 31 March 2022</b>			
	<u>-</u>	<u>477,393</u>	<u>477,393</u>

<b>UK listed equities</b>	The charity holds 1,148 ordinary shares in Barclays PLC which it received on 26 October 2000 in exchange for its holdings in Woolwich Plc under the takeover of the Woolwich by Barclays PLC. The Woolwich shares were received when the building society converted to a bank.
<b>COIF managed funds</b>	These investments are held in funds managed by CCLA Investment Management Limited on behalf of COIF Charity Funds.

10 Stocks	2022 £	2021 £
Stock - publications	93,366	114,203
	<u>93,366</u>	<u>114,203</u>
<b>11 Debtors: amounts falling due within one year</b>		
	2022 £	2021 £
EMC Publication Education Direct	19,187	20,224
Emagazine debtors	2,988	4,516
Media Magazine debtors	978	1,875
Course debtors	3,041	3,597
Conferences debtors	2,872	1,270
Other debtors	1,400	20,170
Prepayments	22,843	11,711
	<u>53,309</u>	<u>63,363</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2022

12 Bank and cash in hand	2022	2021
	£	£
Bank current account	425,868	372,927
EMC Publications account	5,020	1,869
COIF Charity Deposit Fund	121,073	93,362
Bank of Cyprus UK account	85,000	85,000
Paypal account	-	12,236
	<u>636,961</u>	<u>565,394</u>

13 Creditors: amounts falling due within one year	2022	2021
	£	£
Trade creditors	5,736	3,304
Payroll taxes	(532)	(532)
Pensions payable	349	325
Net salaries control	(357)	(279)
Accruals	6,602	6,600
Receipts in advance	1,890	7,775
	<u>13,688</u>	<u>17,193</u>

14 The funds of the charity - current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,364,864	1,043,163	(994,975)	79,552	1,492,604
<i>Total unrestricted funds</i>	<u>1,661,072</u>	<u>1,043,163</u>	<u>(994,975)</u>	<u>79,552</u>	<u>1,788,812</u>
	<u>1,661,072</u>	<u>1,043,163</u>	<u>(994,975)</u>	<u>79,552</u>	<u>1,788,812</u>

15 The funds of the charity - prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	32,631	(32,631)	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,281,815	838,034	(915,051)	160,066	1,364,864
<i>Total unrestricted funds</i>	<u>1,578,023</u>	<u>838,034</u>	<u>(915,051)</u>	<u>160,066</u>	<u>1,661,072</u>
	<u>1,578,023</u>	<u>870,665</u>	<u>(947,682)</u>	<u>160,066</u>	<u>1,661,072</u>

16 Designated funds - current year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

17 Designated funds - prior year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
Pension fund	200,000	-	-	(200,000)	-
	<u>496,208</u>	<u>-</u>	<u>-</u>	<u>(200,000)</u>	<u>296,208</u>

### Building fund

The building fund has been set up to provide funds for the charity to move to new premises, either by purchase or leasing.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2022

	Opening balance	Incoming resources	Resources expended	Transfers & adjustments	Closing balance
	£	£	£	£	£
<b>18 Restricted funds - prior year</b>					
Coronavirus Job Retention Scheme (CJRS)	-	32,631	32,631	-	-
	<u>-</u>	<u>32,631</u>	<u>32,631</u>	<u>-</u>	<u>-</u>

### Coronavirus Job Retention Scheme (CJRS)

The CJRS was introduced to help employers who cannot maintain their current workforce because their operations are affected by the COVID-19 outbreak. The amount relates to the furlough claims made to HMRC during the year. All the amounts received from the claims have been paid to the employees who the claims relate to.

	General funds	Designated funds	Restricted funds	Endowment funds	Total
	£	£	£	£	£
<b>19 Net assets attributable to funds - current year</b>					
Tangible fixed assets	722,656	296,208	-	-	1,018,864
Current assets	783,636	-	-	-	783,636
Current liabilities	(13,688)	-	-	-	(13,688)
Net assets represented by funds	<u>1,492,604</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,788,812</u>

	General funds	Designated funds	Restricted funds	Endowment funds	Total
	£	£	£	£	£
<b>20 Net assets attributable to funds - prior year</b>					
Tangible fixed assets	639,097	296,208	-	-	935,305
Current assets	742,960	-	-	-	742,960
Current liabilities	(17,193)	-	-	-	(17,193)
Net assets represented by funds	<u>1,364,864</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,661,072</u>

### 21 Taxation

The company is a registered charity. Accordingly, it is exempt from taxation in respect of income and capital gains to the extent that these are applied to its charitable objects.

### 22 Post balance sheet events

There were no significant post balance sheet events.

### 23 Pension commitments

The charity contributes to both employee defined contribution (DC) stakeholder pension and employee defined benefit (DB) schemes. The assets of the schemes are held separately from those of the charity in independently administered funds.

Contributions to the schemes were as follows:

Name of Scheme	Type	2022		2021	
		Paid in year	Balance at year end	Paid in year	Balance at year end
		£	£	£	£
Teachers Pension Scheme (TPS)	DB	69,084	-	66,510	-
London Pension Funds Authority (LPFA)	DB	-	-	-	-
Other	DC	4,613	349	4,640	325
		<u>73,697</u>	<u>349</u>	<u>71,151</u>	<u>325</u>

The unpaid contributions outstanding at the year end were: £ 349 2022 £ 325 2021

### 24 Other financial commitments

At 31 March 2022, the charitable company had total commitments under non-cancellable operating leases over the remaining life of those leases of £167,171 (2021: £243,210).

## Notes to the Accounts

for the year ended 31 March 2022

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### 25 Transactions with trustees

There were no material transactions with the trustees during the year.

### 26 Contingent liabilities

The charity had no material contingent liabilities at 31 March 2022 nor at 31 March 2021.

### 27 Related parties

There were no disclosable related party transactions during the year.

### 28 Gifts in kind and volunteers

During the year the charity benefited from unpaid work performed by volunteers.

**THE ENGLISH AND MEDIA CENTRE**

England & Wales - Charity number 803031

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# Accounts

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**The English & Media Centre**

**(A Charity Company Limited by Guarantee, company number 2466244)**

**Audited Financial Statements**

**and**

**Trustees' Report**

**for the year ended 31 March 2021**

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# **The English & Media Centre**

(A Charity Company Limited by Guarantee, company number 2466244)

## **Index to the Financial Statements for the year ended 31 March 2021**

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Charity Information

for the year ended 31 March 2021

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<b>Status:</b>	The English & Media Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.	
<b>Charity name:</b>	The English & Media Centre	
<b>Company registration number:</b>	2466244 England & Wales	
<b>Charity registration number:</b>	803031	
<b>Registered office:</b>	18 Compton Terrace London N1 2UN	
<b>Operations address:</b>	18 Compton Terrace London N1 2UN	
<b>Trustees who held office during the year:</b>	J. R. Hickman E. J. Crump A. M. Turvey D. B. Sheppard K. Miah J. T. Brown R. Long A. E. Sarchet Dr S. E. Barrow L. Worsley	- Resigned 5 July 2021 - Resigned 30 March 2021 - Resigned 30 March 2021 - Appointed 8 October 2020
<b>Chairperson:</b>	L. Worsley	
<b>Secretary:</b>	A. McCallum	
<b>Executive Director:</b>	A. McCallum	
<b>Senior Statutory Auditor:</b>	<b>Anthony Armstrong FCA Armstrong &amp; Co</b> <i>Chartered Accountants &amp; Statutory Auditor</i> 4a Printing House Yard Hackney Road London E2 7PR	
<b>Bankers:</b>	<b>National Westminster Bank Plc</b> 166 Camden High Street London NW1 0NS  <b>CCLA Investment Management Ltd</b> COIF Charity Funds Senator House 85 Queen Victoria Street London EC4V 4ET	

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2021

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The Trustees of the The English & Media Centre present their report together with the financial statements for the year ended 31 March 2021.

### Principal activity

The principal activities of the charity in the year under review were those of the provision of in-service training in language, literature, and media to Secondary English teachers and the publication of classroom teaching materials.

### Trustees

The Trustees of the charity who held office during the year are disclosed on page 3.

### Structure, governance and management

#### Governing document

The English & Media Centre is a company limited by guarantee, incorporated on 2 February 1990. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

#### Risk mitigation

The board has examined the principal areas of the charity's operations and considered the major risks which may arise in each of these areas. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day to day operations.

#### The scope and nature of the work of the English & Media Centre

The English and Media Centre is an independent development centre supporting and serving secondary English and Media teachers and the wider English teaching community, through professional development courses, consultancy and classroom resources.

We aim to develop and disseminate best practice and innovative approaches to language, literature and media, in all their forms, including new literacies and technologies. We support teachers in helping their students to become confident, articulate, critical and creative readers and writers. Our work draws on our close connections with teachers, making them colleagues, not just customers.

Our approach combines creativity with rigour and we value our reputation for expertise and quality. We aim both to answer the practical needs of teachers and offer expert, informed advice.

As a not-for-profit voluntary sector organisation we are unique in being able to bring together publishing, CPD, projects and consultancy and to stand up for the very best in English and Media teaching.

#### The profile of the Centre in the school system

We continue to have a high profile among secondary English and Media teachers in the UK, with an increasing presence in debates and consultations at tertiary level. Our professional development courses are attended by over 1000 teachers a year, while our publications reach English and Media departments in over 4000 schools and FE colleges. Additionally, we act as consultants for department and school-focused work. We also run the subject-specialism part of a Media PGCE course for Goldsmiths College, London University, and an English PGCE for London Metropolitan University.

Teachers and students in the post-16 sector are supported by our magazines, websites and conferences. We continue to offer a lead in this area, which receives less funding and direct intervention from LA and DFE agencies than other secondary age groups.

Given the multiple readerships for each of our publications, it is reasonable to estimate that EMC publications are read and used by several hundred thousand students each year.

EMC acts as a hub for other organisations working in the field of English and Media Studies, and in related fields with links to literacy, language learning, literature, media and the arts. We continue to be invited to contribute to national discussions by various subject associations, exam boards, publishers, arts agencies and HE institutions.

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2021

### Review for the year

The entire 2020/21 financial year took place during a period of national lockdown restrictions, due to the global Covid-19 pandemic. This led to significant challenges for all aspects of EMC's work. Through quickly adapting, we maintained levels of income and developed new ways of working that should make us a stronger organisation in the future.

### Working practices

All members of the team began to work exclusively from home at the start of lockdown. Most members of the team continued to do so throughout the financial year and trustees have agreed to a transitional period after lockdown when members of staff are required to work in the office for a minimum of 50% of their contracted time.

Working from home was a success, in that we were able to maintain our levels of activity and communicate effectively with each other and with schools via email and Zoom. Laptops were provided for members of the team where needed.

Initially we took advantage of the government's furlough scheme for six members of the team. Length of furlough varied from person to person, depending on responsibilities. No member of staff was on furlough for more than three months and all members of the team worked to their full contracts from September 1st 2020.

Lockdown also revealed new opportunities to work closely with teachers. For example, we recruited 40 teachers to trial the stories in our new anthology, *Iridescent Adolescent*, and develop resources around them. Teachers were really committed and particularly valued working collaboratively with colleagues in other schools. The resources developed helped to inform our own free resources linked to the collection.

### Online CPD

We moved all of our CPD provision online, using the Zoom platform. Initially we scheduled a small number of short courses, priced at £10. Such was the demand that we soon scheduled a wide range of short courses, with a few full-day courses on offer with more limited numbers. We have also raised prices in line with demand.

We ran over 50 courses in the financial year. These were attended by about 8000 people, compared to the 800 or so we attracted to centre-based courses in previous years. This greatly increased our reach and contributed to an increased interest in our other activities during the course of the year.

Working online meant we were able to schedule courses we could never have run in the past. For example, linguist April Baker-Bell, based in the US, presented to several hundred people on her book, *Linguistic Justice* and we ran panels, also attracting hundreds of attendees, on 'Reflecting Realities in the English Classroom', 'Dialogic Learning' and 'The Power of Short Stories'.

We plan to continue offering online CPD beyond lockdown, while also reintroducing centre-based courses.

### Publications

At the start of lockdown we made available a downloadable pack of resources for KS3 study at home. Its success led us to produce and make available other free material. This included:

● KS3 Home Learning Pack	5735 downloads
● Home Learning Workbook: A Christmas Carol	1092 downloads
● Home Learning Workbook: Jekyll and Hyde	832 downloads
● Leap into Media: Inspirational Strategies for Y11 + Y12	1103 downloads
● Leaping into Language: from GCSE to AL Language Study	1934 downloads
● Making the Leap: from GCSE to AL Literature Study	2933 downloads
● Write On - remote learning package	406 downloads
● Just Write - remote learning package	805 downloads
● Revision for GCSE Language (all awarding bodies)	1330 downloads
● Revision for A Christmas Carol (all awarding bodies)	1147 downloads
● Revision for Jekyll and Hyde (all awarding bodies)	830 downloads

## Trustees' Report, incorporating the Director's Report for the year ended 31 March 2021

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These free resources have played a considerable part in increasing our profile and have led to plans to produce free resources alongside paid-for publications. Specifically, resources are being developed to go alongside our new story anthology, *Iridescent Adolescent*.

We had a relatively quiet year in terms of publishing, but still produced the following:

- Animal Farm: Full Text Study Edition
- Iridescent Adolescent: Diverse, Literary Short Stories
- Studying Atonement (download)

We have two other download publications in the final stages of development:

- EMC Studying a Novel: The Bone Sparrow
- EMC Curriculum as Conversation: Going on an Odyssey at KS3

We had a record year for sales of publications, with several of our publications now available to buy in multiple copies and continuing to sell well year-on-year. We were also boosted by renewed interest in our anthology, *Diverse Shorts*, stimulated by renewed calls to decolonise and diversify English curricula.

### Conferences

We were unable to run any conferences at Friends House due to lockdown restrictions. However, we developed a conference model for A Level language teachers, rather than students, and have plans to extend this to students as well.

### PGCE courses

Our Media PGCE course (with Goldsmiths) and our English one (with London Metropolitan) both recruited in record numbers. Largely this was because lockdown meant more people were considering a career in teaching; also the English course carried a substantial bursary. That said, it's also indicative of how well the two courses have been led by Claire Pollard and Emma Barker, both of whom received highly complimentary feedback from their external examiners.

### Magazines

*emagazine* continued to increase sales year-one-year. Perhaps due to students working from home during lockdown, the number of schools subscribing to the web package went up considerably and is now over 90% of total subscriptions.

*MediaMagazine* reversed a year-on-year decline for the first time in nine years. Figures rose to 2018 levels. As with *emagazine*, there were a record number of web package subscriptions.

### Initiatives, impact and partnerships

It was trickier than in previous years to maintain links with other organisations working in the field. Nonetheless, we continued to have strong working relationship with several organisations, including: NATE, MEA, CLPE, British Library, Forward Arts Foundation, First Story, OCR, Common English Forum and various university PGCE departments.

We also continued to offer free twilight sessions, online rather than in-house. For example, we hosted April Baker-Bell presenting on Black Linguistic Justice, and a panel consisting of Farah Serrouk, Jeffrey Boakye, Bennie Kara and Darren Chetty, speaking about 'Reflecting Realities in Secondary English'.

### EMC website + social media

The increased number of free resources on the website, plus the shift to online courses, resulted in a 200% increase in entries to our website. We gained over 2000 new followers on Twitter and increased our database of teacher contacts considerably.

### Staffing

There were no significant changes in staffing over the course of the year.

### EMC trustees' review

We undertook a substantial review of the function of the trustees over this period, drawing on the expertise of the Foundation for Social Improvement. This resulted in a new set of aims and mission statement for EMC, which will be made public when the redevelopment of the website is complete. As part of this, a review of the trustees was conducted, with new trustees to approach

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**Trustees' Report, incorporating the Director's Report  
for the year ended 31 March 2021**

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**Financial Review**

The results of the period and financial position of the charity are shown in the annexed financial statements.

The Statement of Financial Activities shows an increase in funds for the year of £83,049 and reserves of £1,661,072.

Extraordinary circumstances towards the end of the financial year meant that we have posted a bigger operating deficit than expected. The Covid-19 lockdown led to the cancellation of three full courses, plus the second Language conference. In addition, there was a significant slowing down of publications' sales during this period.

**Tangible fixed assets for use by the charity**

Fixed assets are set out in Note 8 to the accounts.

**Independent Auditors**

The statutory auditor, A D Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006.

Although not required, the trustees have determined that the charitable company be audited under the Companies Act 2006 for the year ended 31st March 2021 and for future years. The charity is not required to be audited under charities legislation for the year ended 31st March 2021.

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

The trustees acknowledge and confirm their responsibilities for preparing the financial statements and providing appropriate information to the auditors as detailed in the Statement of Trustees' Responsibilities set out on page 8.

These financial statements were approved by the Trustees on 15 November 2021 and signed on their behalf by:

*Laura Worsley*

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**L. Worsley**  
**Trustee**

## Statement of Trustees' Responsibilities for the year ended 31 March 2021

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### Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Statement as to disclosure of information to auditors

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

## Independent Auditors' Report to the Members of The English & Media Centre

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We have audited the financial statements of The English & Media Centre for the year ended 31 March 2021 which comprise the Statement of Financial Activities, Statement of Financial Position, Statement of Cash Flows and the Notes to the Accounts to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

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

### Basis for opinion

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

### Conclusions relating to going concern

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

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

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

### Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

## Independent Auditors' Report to the Members of The English & Media Centre

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

### Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page 8, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

### Our responsibilities for the audit of the financial statements

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

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

- We identified the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to the specific business environment in which they operate, the reporting requirements they are obliged to adhere to and other legal and regulatory requirements applicable to operating entities in general.

These include the Companies Act 2006, the Charities Act 2011, FRS 102, the Charities SORP, GDPR and COVID-19 support schemes legislation. The charitable company operates locally and is not significantly impacted by international law or regulations.

Taxation law and regulations applicable to charities also apply to the charitable company but it is not involved in any complex matters that increase the risk of non-compliance.

Each area of audit review includes in the audit documentation reference to potential non-compliance and awareness of potential non-compliance is embedded in our audit procedures.

- We assessed the risks of material misstatement in respect of fraud by enquiry of management, review of the charity's operations and direct review of significant and material transactions, including all non-standard or irregular journal adjustments. Our understanding of the organisation enables us to understand and identify transactions or areas that appear to present a risk of fraud. None were detected.

Our pre-audit questionnaire specifically makes enquires about fraud and this is supported by audit documentation. We also review Board minutes to identify any matters of concern or risk. None was identified.

- The audit was conducted by a very experienced auditor who has a good knowledge of the client and no other assistance or support was required.
- The charity is small, its activities are regular and consistent and are not complex and no special audit considerations apply, nor is external specialist assistance required.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

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# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Independent Auditors' Report to the Members of The English & Media Centre

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### Use of our report

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Anthony Armstrong*

**Anthony Armstrong FCA (Senior Statutory Auditor)**  
Armstrong & Co  
*Chartered Accountants & Statutory Auditor*  
15 November 2021

4a Printing House Yard  
Hackney Road  
London E2 7PR

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Activities

*incorporating the income and expenditure account*  
for the year ended 31 March 2021

	Notes	2021			2020
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
		£	£	£	£
<b>Income from:</b>					
Charitable activities	3	796,445	32,631	-	829,076
Other trading activities	4	11,143	-	-	11,143
Investments	5	30,446	-	-	30,446
<b>Total income</b>		<b>838,034</b>	<b>32,631</b>	<b>-</b>	<b>870,665</b>
<b>Expenditure on:</b>					
Charitable activities	6	915,051	32,631	-	947,682
<b>Total expenditure</b>		<b>915,051</b>	<b>32,631</b>	<b>-</b>	<b>947,682</b>
Total income less total expenditure		(77,017)	-	-	(77,017)
Net gains/(losses) on investments	9	160,066	-	-	160,066
<b>Net income/(expenditure)</b>		<b>83,049</b>	<b>-</b>	<b>-</b>	<b>83,049</b>
<b>Other recognised gains/(losses):</b>					
Actuarial gains/(losses) on defined benefit pension schemes		-	-	-	180,000
<b>Net movement in funds</b>		<b>83,049</b>	<b>-</b>	<b>-</b>	<b>87,253</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	14	1,578,023	-	-	1,578,023
<b>Total funds carried forward</b>	<b>14</b>	<b>1,661,072</b>	<b>-</b>	<b>-</b>	<b>1,578,023</b>

There are no gains and losses other than those noted above and therefore no separate statement of total recognised gains and losses has been prepared.

The accompanying accounting policies and notes form an integral part of these financial statements.

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Financial Position as at 31 March 2021

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	8		4,666		7,354
Investments	9		930,639		770,573
<b>Total fixed assets</b>			<u>935,305</u>		<u>777,927</u>
<b>Current assets:</b>					
Stocks	10	114,203		125,836	
Debtors	11	63,363		257,182	
Cash at bank and In hand	12	<u>565,394</u>		<u>431,371</u>	
<b>Total current assets</b>		<u>742,960</u>		<u>814,389</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>17,193</u>		<u>14,293</u>	
<b>Net current assets</b>			725,767		800,096
<b>Total net assets</b>			<u>1,661,072</u>		<u>1,578,023</u>
<b>The funds of the charity:</b>					
Unrestricted funds	14		1,661,072		1,578,023
<b>Total charity funds</b>	14		<u>1,661,072</u>		<u>1,578,023</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 section 1A.

These financial statements were approved by the Trustees on 15 November 2021 and signed on their behalf by:

*Laura Worsley*

L. Worsley  
Trustee

*The notes on pages 15 to 22 form part of these accounts.*

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Statement of Cash Flows for the year ended 31 March 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	1	106,578	(119,690)
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		30,446	31,807
Purchase of property, plant and equipment		(3,001)	(7,617)
Proceeds from sale of investments		-	150,000
<b>Net cash provided by investing activities</b>		<b>27,445</b>	<b>174,190</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>134,023</b>	<b>54,500</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<b>431,371</b>	<b>376,871</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<b>565,394</b>	<b>431,371</b>

### Notes to Cash Flow Statement

	2021 £	2020 £
<b>1 Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	83,049	(92,747)
<b>Adjustments for:</b>		
Depreciation charges	5,689	5,670
(Gains)/losses on revaluation of investments	(160,066)	13,363
Dividends, interest and rents from investments	(30,446)	(31,807)
Actuarial gains/(losses) on defined benefit pension schemes	-	180,000
(Increase)/decrease in stocks and work in progress	11,633	(4,559)
(Increase)/decrease in debtors	193,819	(180,690)
Increase/(decrease) in creditors	2,900	(8,921)
<b>Net cash provided by (used in) operating activities</b>	<b>106,578</b>	<b>(119,690)</b>
<b>2 Analysis of cash and cash equivalents</b>	<b>2021 £</b>	<b>2020 £</b>
Cash in hand	565,394	431,371
<b>Total cash and cash equivalents</b>	<b>565,394</b>	<b>431,371</b>

## Accounting Policies for the year ended 31 March 2021

### 1 Accounting policies

#### Basis of preparation

The financial statements have been prepared in accordance with:

- a) Applicable UK accounting standards, including the provisions of section 1A (Small Entities) of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".
- b) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102);
- c) The Charities Act 2011.
- d) The Companies Act 2006.

#### Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

#### Going concern

The charity's income is mainly derived from self-generated sources such as sales of teaching materials and training courses. The trustees consider that there are no material uncertainties about the demand for, and the charity's ability to continue to provide, these services, and accordingly, the accounts have been prepared on a going concern basis.

#### Income recognition

Voluntary income and donations (including legacies) are accounted for once the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured. Income from the recovery of tax on gift aided donations is accounted for once the tax reclaim has been applied for. Grant income is recognised on a receivable basis.

The income from trading activities includes rental income from the letting of premises temporarily surplus to requirement, and is accounted for when earned. It is shown gross, with the associated costs included in fundraising costs.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Income from property held for its rental returns is included in Investments when due.

#### Deferred income

Income received which is contractually or otherwise not expendable until a future period is deferred to the period in which it meets the criteria for income recognition.

#### Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations and property maintenance costs.

Charitable expenditure includes those costs expended in fulfilling the charity's principal objects, as outlined in the Report of the Trustees. These include grants payable, governance costs and an apportionment of support costs.

- Grants payable are payments made to third parties in furtherance of the charity's objects. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.
- Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.
- Rentals under operating leases are charged as incurred over the term of the lease.

#### Unrestricted Funds

Unrestricted funds are funds received which have no restrictions placed on their use and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

#### Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & fittings	- 20% on cost
Computers & equipment	- 33% on cost

Items of equipment are only capitalised where the purchase price exceeds £500.

## Accounting Policies for the year ended 31 March 2021

### Investments

Investments are shown in the statement of financial position at closing market value. Surpluses or deficits on valuation are credited or charged to the SOFA.

### Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

The cost of stock is made up of the direct cost of printing and collating only.

### Pensions

Employees of the charity are entitled to join one of the 3 pension schemes mentioned below depending on their employment status. Future contributions to the Teachers Pension Scheme and the London Pension Funds Authority scheme are contingent on the outcome of periodic actuarial reviews undertaken by the schemes.

#### a) Teachers Pension Scheme

The Teachers' Pension Scheme (TPS) is an unfunded multi-employer defined benefits pension scheme governed by the Teachers' Pensions Regulations 2010 and, from 1 April 2014, the Teachers' Pension Scheme Regulations 2014. Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge);
- total scheme liabilities for service to the effective date of £191,500 million, and notional assets of £176,600 million, giving a notional past service deficit of £14,900 million; and
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations.

The new employer contribution rate is applicable from 1 April 2015 and was implemented for the TPS from September 2015.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website at:  
<https://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx>.

The assets of the TPS are held in separate trustee-administered funds. Because of the nature of the scheme, the scheme's assets are not hypothecated to individual institutions and scheme-wide contribution rates are set. The charity is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. Therefore, as required by FRS 17 "Retirement benefits", the charity accounts for the scheme as if it was a defined contribution scheme. As a result, the amount charged to the statement of financial activities represents the contributions payable to the scheme in respect of the accounting period.

#### b) London Pensions Fund Authority (LPFA)

The LPFA was established in 1989 as a stand-alone public body, to take over the running of the former Greater London Council (GLC) Pension Fund following GLC abolition on 31st March 1986. LPFA is also responsible for the residual employer functions of the GLC, Inner London Education Authority (ILEA) (abolished on 31st March 1990) and the former London Residuary Body (LRB).

The last remaining employee in the pension scheme retired in January 2020. The pension scheme has now been closed. During 2020 a repayment was received based on the cessation valuation carried by the LPFA.

#### c) Defined Contribution stakeholder pension scheme

Under this scheme only the employer is required to contribute, currently at the rate of 14.8% (2020: 14.8%). Employee contributions are voluntary.

The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

## Notes to the Accounts for the year ended 31 March 2021

### 1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charity.

### 2 Net incoming resources

*Net incoming resources are stated after charging:*

	2021	2020
	£	£
Auditors fees - audit services	3,500	3,500
Auditors fees - other services	3,100	3,100
Depreciation - owned assets	5,689	5,670
	<u>          </u>	<u>          </u>

### Trustees' emoluments

<u>          </u>	<u>          </u>
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Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

### FRC Ethical Standard - Provisions Available for Audits of Small Entities

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to provide advice relating to statutory and regulatory compliance.

3 Charitable activities			2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Grants Charities - CJRS grant	-	32,631	32,631	-
EMC Publics income - EducDirect	358,949	-	358,949	287,491
Publications - EMC SALES	-	-	-	5,285
Publications - Downloads	10,673	-	10,673	28,388
Publications - Emagazine	135,767	-	135,767	129,690
Publications - Media Magazine	47,694	-	47,694	43,263
Courses	137,465	-	137,465	193,668
Conferences	6,500	-	6,500	66,795
Consultancy - EMC Staff	3,152	-	3,152	10,210
Consultancy - PGCE	95,245	-	95,245	65,449
Miscellaneous income	1,000	-	1,000	100
	<u>796,445</u>	<u>32,631</u>	<u>829,076</u>	<u>830,339</u>

4 Other trading activities			2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Copyright income	8,039	-	8,039	7,270
Letting income	3,104	-	3,104	540
	<u>11,143</u>	<u>-</u>	<u>11,143</u>	<u>7,810</u>

5 Investments			2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Investment income	27,120	-	27,120	29,031
COIF interest received	191	-	191	1,172
Other interest received	3,089	-	3,089	1,483
Natwest bank received	46	-	46	121
	<u>30,446</u>	<u>-</u>	<u>30,446</u>	<u>31,807</u>

## Notes to the Accounts for the year ended 31 March 2021

6 Charitable activities	Unrestricted	Restricted	2021	2020
			Total	Total
	£	£	£	£
Opening stock	125,836	-	125,836	121,277
Printing	63,774	-	63,774	36,686
Materials	391	-	391	133
Closing stock	(114,203)	-	(114,203)	(125,836)
	<u>75,798</u>	<u>-</u>	<u>75,798</u>	<u>32,260</u>
Sales order processing costs (ED)	106,388	-	106,388	66,629
Publications - Marketing	12,760	-	12,760	17,073
Authors fees for EMC Titles	4,207	-	4,207	10,017
PGCE Costs	2,141	-	2,141	2,626
Courses costs	8,828	-	8,828	33,446
Conferences costs	983	-	983	38,725
Consultants - ICT running costs	21,476	-	21,476	27,624
Emagazine	42,509	-	42,509	37,930
Mediamagazine	32,413	-	32,413	35,034
Staff salaries	436,753	32,631	469,384	478,682
Staff training	39	-	39	1,153
Temporary staff	-	-	-	2,142
Office costs	13,073	-	13,073	20,417
Travel & subsistence expenses	28	-	28	1,186
Subscriptions & affiliation	1,702	-	1,702	2,679
Provision for bad debts	12,038	-	12,038	3,839
Rent payable	80,000	-	80,000	80,000
Rates & services	29,028	-	29,028	40,467
General expenses	159	-	159	-
Legal & professional	11,749	-	11,749	-
Payroll processing costs	690	-	690	690
Bank charges	10,000	-	10,000	4,451
Depreciation charge for the year	5,689	-	5,689	5,670
Auditor's remuneration	6,600	-	6,600	6,600
	<u>915,051</u>	<u>32,631</u>	<u>947,682</u>	<u>949,340</u>

7 Staff costs	2021	2020
	£	£
Staff salaries	365,735	364,693
Staff social security	32,498	33,780
Staff pensions	71,151	80,209
	<u>469,384</u>	<u>478,682</u>

Average number of employees during the year was:

12	12
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Employees paid in excess of £60,000 during the current year and previous year:

1	1
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The number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards were as follows:

Band	No of employees	
	2021	2020
£60,000 to £69,999	-	1
£70,000 to £79,999	1	-

The charity considers its key management personnel to be the trustees and the executive director. The total employment benefits (including employer pension contributions) of the key management personnel were £88,274 (2020: £83,798).

No remuneration was paid to any trustee or their associates for services as a trustee during the year ended 31 March 2021 nor to 31 March 2020.

## Notes to the Accounts for the year ended 31 March 2021

8 Tangible fixed assets	Furniture & fittings £	Computers & equipment £	Total £
<b>Cost</b>			
As at 1 April 2020	42,458	185,561	228,019
Additions	-	3,001	3,001
As at 31 March 2021	42,458	188,562	231,020
<b>Depreciation</b>			
As at 1 April 2020	42,458	178,207	220,665
Charge for the year	-	5,689	5,689
As at 31 March 2021	42,458	183,896	226,354
<b>Net book value</b>			
As at 31 March 2021	-	4,666	4,666
As at 31 March 2020	-	7,354	7,354
		<b>UK listed equities</b>	<b>COIF managed funds</b>
<b>9 Investments</b>		£	£
<b>Market value</b>			Total £
As at 1 April 2020	1,080	769,493	770,573
Revaluations	1,054	159,012	160,066
As at 31 March 2021	2,134	928,505	930,639
<b>Historical value at at 31 March 2021</b>	-	477,393	477,393

<b>UK listed equities</b>	The charity holds 1,148 ordinary shares in Barclays PLC which it received on 26 October 2000 in exchange for its holdings in Woolwich Plc under the takeover of the Woolwich by Barclays PLC. The Woolwich shares were received when the building society converted to a bank.
<b>COIF managed funds</b>	These investments are held in funds managed by CCLA Investment Management Limited on behalf of COIF Charity Funds.

10 Stocks	2021 £	2020 £
Stock - publications	114,203	125,836
	114,203	125,836
<b>11 Debtors: amounts falling due within one year</b>	<b>2021</b> £	<b>2020</b> £
EMC Publication Education Direct	20,224	40,647
Emagazine debtors	4,516	919
Media Magazine debtors	1,875	580
Course debtors	3,597	6,510
Conferences debtors	1,270	2,198
Other debtors	20,170	11,269
Prepayments	11,711	8,377
Accrued income	-	186,682
	63,363	257,182

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2021

12 Bank and cash in hand	2021	2020
	£	£
Bank current account	372,927	104,802
EMC Publications account	1,869	518
COIF Charity Deposit Fund	93,362	166,051
Bank of Cyprus UK account	85,000	85,000
Santander deposit account	-	75,000
Paypal account	12,236	-
	<u>565,394</u>	<u>431,371</u>

13 Creditors: amounts falling due within one year	2021	2020
	£	£
Trade creditors	3,304	7,451
Payroll taxes	(532)	(539)
Pensions payable	325	355
Net salaries control	(279)	429
Accruals	6,600	6,597
Receipts in advance	7,775	-
	<u>17,193</u>	<u>14,293</u>

14 The funds of the charity - current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	32,631	(32,631)	-	-
<i>Unrestricted funds</i>					
Designated funds	296,208	-	-	-	296,208
General funds	1,281,815	838,034	(915,051)	160,066	1,364,864
<i>Total unrestricted funds</i>	<u>1,578,023</u>	<u>838,034</u>	<u>(915,051)</u>	<u>160,066</u>	<u>1,661,072</u>
	<u>1,578,023</u>	<u>870,665</u>	<u>(947,682)</u>	<u>160,066</u>	<u>1,661,072</u>

15 The funds of the charity - prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance
	£	£	£	£	£
<i>Restricted funds</i>					
Restricted income funds	-	-	-	-	-
<i>Unrestricted funds</i>					
Designated funds	496,208	-	-	(200,000)	296,208
General funds	994,562	869,956	(949,340)	366,637	1,281,815
<i>Total unrestricted funds</i>	<u>1,490,770</u>	<u>869,956</u>	<u>(949,340)</u>	<u>166,637</u>	<u>1,578,023</u>
	<u>1,490,770</u>	<u>869,956</u>	<u>(949,340)</u>	<u>166,637</u>	<u>1,578,023</u>

16 Designated funds - current year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>296,208</u>

# The English & Media Centre

(A Charity Company Limited by Guarantee, company number 2466244)

## Notes to the Accounts

for the year ended 31 March 2021

17 Designated funds - prior year	Opening balance	Resources arising	Resources utilised	Transfers & adjustments	Closing balance
	£	£	£	£	£
Building fund	296,208	-	-	-	296,208
Pension fund	200,000	-	-	(200,000)	-
	<u>496,208</u>	<u>-</u>	<u>-</u>	<u>(200,000)</u>	<u>296,208</u>

<b>Building fund</b>	The building fund has been set up to provide funds for the charity to move to new premises, either by purchase or leasing.
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18 Restricted funds - current year	Opening balance	Incoming resources	Resources expended	Transfers & adjustments	Closing balance
	£	£	£	£	£
Coronavirus Job Retention Scheme (CJRS)	-	32,631	32,631	-	-
	<u>-</u>	<u>32,631</u>	<u>32,631</u>	<u>-</u>	<u>-</u>

### Restricted funds (continued)

Projects financed by restricted funds are supported by unrestricted funding where necessary. This occurs where the funding is in arrears or the incidence of expenditure on the project occurs disproportionately at the beginning of the project compared to the income flows. Where restricted projects end the year with a deficit, this is met by after year-end restricted income or transfers from unrestricted funds.

<b>Coronavirus Job Retention Scheme (CJRS)</b>	The CJRS was introduced to help employers who cannot maintain their current workforce because their operations are affected by the COVID-19 outbreak. The amount relates to the furlough claims made to HMRC during the year. All the amounts received from the claims have been paid to the employees who the claims relate to.
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19 Net assets attributable to funds - current year	General funds	Designated funds	Restricted funds	Endowment funds	Total
		£	£	£	£
Tangible fixed assets	639,097	296,208	-	-	935,305
Current assets	742,960	-	-	-	742,960
Current liabilities	(17,193)	-	-	-	(17,193)
Net assets represented by funds	<u>1,364,864</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,661,072</u>

20 Net assets attributable to funds - prior year	General funds	Designated funds	Restricted funds	Endowment funds	Total
		£	£	£	£
Tangible fixed assets	481,719	296,208	-	-	777,927
Current assets	814,389	-	-	-	814,389
Current liabilities	(14,293)	-	-	-	(14,293)
Net assets represented by funds	<u>1,281,815</u>	<u>296,208</u>	<u>-</u>	<u>-</u>	<u>1,578,023</u>

### 21 Taxation

The company is a registered charity. Accordingly, it is exempt from taxation in respect of income and capital gains to the extent that these are applied to its charitable objects.

### 22 Post balance sheet events

There were no significant post balance sheet events.

**Notes to the Accounts  
for the year ended 31 March 2021****23 Pension commitments**

The charity contributes to both employee defined contribution (DC) stakeholder pension and employee defined benefit (DB) schemes. The assets of the schemes are held separately from those of the charity in independently administered funds.

Contributions to the schemes were as follows:

Name of Scheme	Type	2021		2020	
		Paid in year	Balance at year end	Paid in year	Balance at year end
		£	£	£	£
Teachers Pension Scheme (TPS)	DB	66,510	-	55,335	-
London Pension Funds Authority (LPFA)	DB	-	-	21,019	-
Other	DC	4,640	325	3,855	355
		<u>71,151</u>	<u>325</u>	<u>80,209</u>	<u>355</u>

The unpaid contributions outstanding at the year end were: £ 325 £ 355

**24 Other financial commitments**

At 31 March 2021, the charitable company had total commitments under non-cancellable operating leases over the remaining life of those leases of £243,210 (2020: £325,713).

**25 Transactions with trustees**

There were no material transactions with the trustees during the year.

**26 Contingent liabilities**

The charity had no material contingent liabilities at 31 March 2021 nor at 31 March 2020.

**27 Related parties**

There were no disclosable related party transactions during the year.

**28 Gifts in kind and volunteers**

During the year the charity benefited from unpaid work performed by volunteers.