

# Annual Report

Financial Year 1 February 2019 to 31 January 2020



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2020, for the approval of the ALT Annual General Meeting 2020, held online at 10am (BST) on 24 June 2020 due to the COVID-19 pandemic.

This Annual Report covers ALT's February 2019 to January 2020 financial year and is presented for approval by members at ALT's AGM 2020 and therefore we include some developments over the first quarter of the current financial year as well as the financial year to which the report's financial statements relate.

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## Reference and administrative details

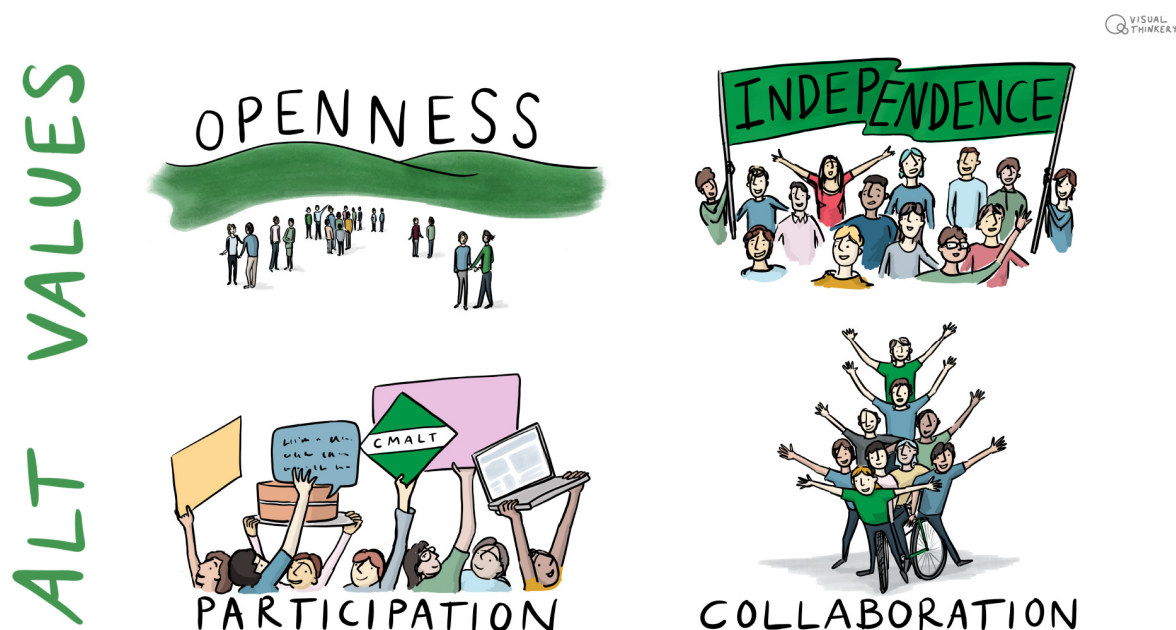
Registered charity name	Association for Learning Technology (ALT)
Charity registration number	1160039
Principal address	3 Bignell Park Barns, Chesterton, Oxon, OX26 1TD
Auditor	David Cadwallader & Co.
Banker	HSBC, 65 Cornmarket Street, Oxford OX1 3HY, UK

# Public benefit and our aims & activities

## Public benefit statement

The Association for Learning Technology (ALT) is the leading professional body for Learning Technology in the UK. We represent individual and organisational Members from all sectors including Further and Higher Education and industry. We provide recognition and accreditation for all with a professional interest in Learning Technology.

Our overall charitable objective is "to advance education through increasing, exploring and disseminating knowledge in the field of Learning Technology for the benefit of the general public". Our core activities are focused on membership services that help us achieve our strategic aims and generate the majority of ALT's income as an independent charity.



*ALT Values from the Strategy 2020-2025*

We work across the UK and internationally to:

1. Strengthen recognition and representation for Learning Technology professionals from all sectors;
2. Enhance professionalisation of Learning Technology nationally;
3. Increase the impact of Learning Technology for public benefit.

Our overall charitable objective is 'to advance education through increasing, exploring and disseminating knowledge in the field of Learning Technology for the benefit of the general public'.

## Core activities

Our core activities are focused on membership services that help us achieve our strategic aims and generate the majority of ALT's income as an independent charity.

<b>Aim 1: Strengthen recognition</b>	<b>Aim 2: Enhance professionalism</b>	<b>Aim 3: Increase impact for public benefit</b>
Annual Conference	Online Winter Conference	OER Conference
Learning Technologist and Research Project of the Year of the Year Awards	Recognition for CPD activities and peer review	Publications including Research in Learning Technology and the #altc blog
Annual Survey and Member consultations	CMALT accreditation framework incl. Senior and Associate CMALT	ALT Open Access Repository
National Network of Members Groups	Mapping the CMALT accreditation framework to other national frameworks	Special Interest Groups that are open to all
Strategic partnerships and collaboration in the UK and internationally	Members Assembly	Policy responses and briefings for policy makers
Advocacy and representing Members at a national scale	Members News Digest and Discussion List	Dissemination of research findings and projects
	Regular webinar series	

## What we value

Our values are inspired by our commitment to best represent and support our Members.

### We value openness

We provide an exemplar for how open practice can benefit an organisation and its members. Openness helps us influence policy makers, increase the impact of research for public benefit, build a shared vision for the future of professionalisation in Learning Technology and grow our community of Members.

### We value being independent

We are a trusted, independent voice representing the interests of our Membership. We do not receive any core funding from central agencies. Being independent from government and industry enables us to better represent Members, offer a critical perspective to influence policy development. The Board of Trustees oversees the use of our resources to respond directly to the priorities of our Members in a way that is efficient, transparent and fair.

## We value collaboration

We support our Members to collaborate, communicate and coordinate their practice and work, both within our national network of Members Groups and beyond. We encourage Members to learn from colleagues from different backgrounds and roles. To support these activities ALT has a small, distributed staff team, who support and manage all aspects of ALT's operations and report to the Board of Trustees.

## We value participation

We encourage Members to take an active part in our governance, volunteer as Editors of publications, help organise events, and work together in Member Groups and the Members Assembly. Members directly shape what we do and full Members elect Trustees and vote at the AGM. We provide professional recognition for peer reviewers and assessors.

## How we define Learning Technology

We define Learning Technology as the broad range of communication, information and related technologies that are used to support learning, teaching and assessment. We recognise the wider context of Learning Technology policy, theory and history as fundamental to its ethical, equitable and fair use.

## Reporting on our Impact

ALT reported to Members on the impact ALT has made over the past three years, in this Impact Report 2017-2020 (<https://www.alt.ac.uk/impact-report>).

The Report outlined particular achievements including:

- **ALT policy work** including supporting the Copyright campaign, UNESCO OER consultation, Open Policy Forum, Global Creative Commons Summit and publishing the Open Education Action Call for Policy Makers;
- **National Network of Members Groups** has been established with Groups now active in all parts of the UK;
- **New Members Assembly** meeting monthly to share strategic developments, provide peer support & network;
- **CMALT mappings** for the Jisc Digital Capabilities framework and Blended Learning Essentials curriculum were introduced;
- **Successful transition to a virtual organisation**, better serving Members across the UK;
- **Reducing our impact on the environment** via changes to our events, governance and operations.

## Future plans:

As part of ALT's Strategy 2020-2025 we set out specific strategic objectives for each year, responding directly to Members' feedback and priorities identified through the Annual Survey. These objectives are mainly new developments that we undertake in addition to our core activities.

### **Aim 1: strengthen recognition and representation for Learning Technology professionals from all sectors**

- Develop an ethical framework for professional practice in Learning Technology across sectors, for practitioners, researchers and leaders;
- Develop ALT's Membership Services to support greater engagement and collaboration with providers.

### **Aim 2: enhance professionalisation of Learning Technology nationally**

- Continue to provide guidance on accessibility through CPD activities and ALT's role working as with the Further Higher Education Digital Accessibility Working Group;
- Enhance the CMALT framework and practical support for Members gaining recognition through CMALT; especially Senior CMALT for leaders and managers.

### **Aim 3: increase the impact of Learning Technology for public benefit**

- Publish the data and findings from the ALT Annual Survey more widely, to enable Members to conduct their own analysis and use the survey within their own context;
- Improve dissemination of research and practice from ALT Members via ALT's activities and communication channels.

## **Strategic change in response to COVID-19**

In view of the COVID-19 pandemic, the Board of Trustees reviewed these objectives and prioritised support for the community during this crisis. ALT members were under exceptional pressure as institutions plan and implement social distancing measures within learning and teaching and the support put in place included expert webinars, weekly drop ins, a Member directory, extended deadlines for activities and a collection of resources, courses and advice.

In May 2020 the Board of Trustees approved a revised strategic plan for the year, prioritising support for Members, continued operation of core services and an adjusted financial and risk management strategy as ALT's Annual Conference can not take place this year.

## Report from the Chair of ALT

In the past year the Association has continued to grow in size and influence as the leading professional body for Learning Technology.

It has given me particular pleasure to launch ALT's first Impact Report celebrating our commitment to being an open organisation which reaches from our governance and leadership to marketing and communications.



Our commitment to openness reflects the need for greater criticality and transparency when it comes to using technology for learning, teaching and assessment. This is particularly relevant in these uncertain times.

This year's Annual Report has been updated to reflect the actions Trustees have taken governing the Association in this crisis. We have worked closely with our auditor to comply with all amended financial and reporting SORP COVID-19 regulations, managing the risks that we are facing as best we can.

We are all navigating through uncharted territory at the moment, but I have the utmost confidence that ALT will continue to serve its members and lead the development and recognition of learning technology for many years to come. In the short term this means changes to our activities, particularly our face to face meetings and conferences which for the foreseeable future will all be online. However, as ALT already has a track record in online event provision I am sure the Association will continue to lead the way running meaningful online events for our members and the wider community.

After three years of serving ALT as Chair of the Board of Trustees, Professor Helen O'Sullivan, Pro-Vice-Chancellor (Education), Keele University, has now been appointed as the next Chair of ALT. I know Helen will make an invaluable contribution to the leadership and development of the association and I am delighted that she will be my successor. I would like to thank the Trustees of ALT for their support for the past three years, and of course the ALT staff whose commitment and enthusiasm allow ALT to continually adapt and grow to serve the needs of our members.

Sheila MacNeill  
**Chair**



## Financial review and Honorary Treasurer's report

The financial year ending 31 January 2020 was one of stability and progress for ALT and our accounts reflect this.

However, since then, there has been a major financial impact caused by the COVID-19 pandemic, which means that my report also needs to reflect these events.



The Board of Trustees set in place a financial strategy for the year that set out to generate a small surplus overall. This year, we focused on our core services to Members, generating income from events, membership and accreditation activities. Thanks to the hard work from staff in collaboration with Members, this strategy was successfully implemented. The final accounts show a small deficit which is broadly in line with the forecast.

Looking ahead, in these turbulent times the Board is carefully managing ALT's reserves, which we have increased over the past three years. Trustees have previously set aside a designated reserve fund of £160k, which represents six months of essential expenditure, to secure ALT's operations for the short term in the case of an unforeseen financial emergency. The reserve is being partly utilised in the current situation to ensure ALT's continued operations for the benefit of its Members and the public good.

As ALT has been operating as a fully virtual organisation for several years now, we have strong virtual governance and audit processes in place and these have operated to ensure a smooth audit process. Our auditor has thereby been enabled to sign off their report on our financial statements.

I would like to express my appreciation for the hard work and professionalism of the ALT staff who ensure that day-to-day operations are carried out smoothly. This supports the operation of the committees and the projects which enable ALT to have its significant impact in the sector, as documented elsewhere in this report. The work is often "in the background" but no less essential for that.

Daniel Clark  
**Honorary Treasurer**



## The Trustees

The Trustees who served the charity during this financial year were as follows:

1. Daniel Clark (Honorary Treasurer from September 2015)
2. Sheila MacNeill (from September 2014, Vice-Chair from September 2016, Chair from September 2017)
3. Sarah Sherman (Chair of the Committee for Membership Development from September 2014)
4. Martin Weller (Vice-Chair from September 2015, Chair from September 2016, President from September 2017)
5. Lorna Campbell (from September 2016)
6. Bella Abrams (from February 2016)
7. Peter Bryan (from September 2017)
8. Elizabeth Charles (from September 2017, interim Vice-Chair from April 2019)
9. Nicola Whitton (from September 2017 to April 2019, Vice-Chair)
10. Sharon Flynn (from September 2019)
11. Natalie Lafferty (from September 2019)
12. Keith Smyth (from September 2019, Vice-Chair)

## Responsibilities of the Trustees

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

#### Auditor

A resolution to re-appoint David Cadwallader & Co as auditor for the ensuing year was proposed and agreed at the Annual General Meeting in 2020 with a view to review the appointment. Subsequently David Cadwallader & Co were re-appointed as auditors by Trustees in 2020.

Approved by and signed on behalf of the Trustees:

Daniel Clark (Honorary Treasurer)

Date:

# Independent Auditor's Report to the Trustees of the Association for Learning Technology

For the year ended 31 January 2020

## Opinion

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2020 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cashflows and the related notes, 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 charity's affairs as at 31 January 2020 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 Charities Act 2011.

## Basis of Opinion

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

## Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

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

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

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

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

## **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of accounts which give a true and fair view and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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

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 auditor's report.

## **Use of our report**

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

David Cadwallader & Co Limited  
Chartered Certified Accountants  
Statutory Auditor  
Suite 3 Bignell Park Barns  
Chesterton  
Bicester  
Oxfordshire  
OX26 1TD

Dated: .....

*David Cadwallader & Co Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.*

# Statement of financial activities including income and expenditure account

For the year ended 31 January 2020

	Notes	Unrestricted Funds	Restricted Funds	Total 2020	Total Unrestricted 2019
		£	£	£	£
<b>Income from</b>					
Donations	2	141,880	-	141,880	141,847
Investments	3	322	-	322	289
Charitable activities	4	<u>312,037</u>	<u>-</u>	<u>312,037</u>	<u>314,824</u>
<b>Total income</b>		<u>454,239</u>	<u>-</u>	<u>454,239</u>	<u>456,960</u>
 <b>Expenditure on</b>					
Raising Funds	5	722	-	722	2,367
Charitable activities	6-8	<u>456,812</u>	<u>-</u>	<u>456,812</u>	<u>445,815</u>
<b>Total expenditure</b>		<u>457,534</u>	<u>-</u>	<u>457,534</u>	<u>448,182</u>
 <b>Net income/(expenditure)</b>	9	(3,295)	-	(3,295)	8,778
 Fund balances at 1 February 2019		<u>227,413</u>	<u>-</u>	<u>227,413</u>	<u>218,635</u>
 <b>Fund balances at 31 January 2020</b>		<u>224,118</u>	<u>-</u>	<u>224,118</u>	<u>227,413</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# Balance Sheet

For the year ended 31 January 2020

	Notes	£	2020 £	£	2019 £
<b>Fixed Assets</b>					
Tangible Assets	12		4,349		6,296
<b>Current Assets</b>					
Debtors	13	59,107		24,961	
Cash at bank and in hand		<u>211,698</u>		<u>266,492</u>	
		<u>270,805</u>		<u>291,453</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(51,036)</u>		<u>(70,336)</u>	
<b>Net current assets</b>			<u>219,769</u>		<u>221,117</u>
<b>Total assets less current liabilities</b>			<u>224,118</u>		<u>227,413</u>
<b>Funds</b>					
Restricted Funds	16	-	-	-	-
Unrestricted Funds			<u>224,118</u>		<u>227,413</u>
			<u>224,118</u>		<u>227,413</u>

The accounts were approved by the members of the committee on .....  
and are signed on their behalf by:

.....  
Sheila MacNeill  
Chair



# Statement of Cash Flows

*For the year ended 31 January 2020*

	Notes	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	20	<u>(54,759)</u>	<u>51,083</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		322	289
Proceeds from the sale of property, plant and equipment		-	-
Purchase of property, plant and equipment		(357)	(1,536)
Proceeds from sale of investments		-	-
Purchase of investments		<u>-</u>	<u>-</u>
<b>Net cash provided by/(used in) investing activities</b>		<u>(35)</u>	<u>(1,247)</u>
<b>Net cash provided by/(used in) financing activities</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(54,794)</b>	<b>49,836</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>266,492</b>	<b>216,656</b>
<b>Change in cash and cash equivalents due to exchange rate movements</b>		<u>-</u>	<u>-</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	21	<b><u>211,698</u></b>	<b><u>266,492</u></b>

# Notes to the accounts

*For the year ended 31 January 2020*

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## 1 Accounting policies

### General Information and Basis of Accounting

Association for Learning Technology is a Charitable Incorporated Organisation registered in England and Wales. In the event of the charity being wound up, the members have no liability to contribute to the assets of the charity and no personal responsibility for settling its debts and liabilities. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are given on page 3-4 of these financial statements.

The financial statements have been prepared in accordance with 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)) and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Association for Learning Technology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### Going concern

The accounts have been prepared on a going concern basis, as in the opinion of the Trustees, the charity will continue on operation for the foreseeable future. In making their assessment the Trustees have considered the effect of the COVID-19 pandemic on the Charity's operations and income for 2020-21 and have adjusted their operational and strategic plan accordingly.

### Key sources of estimation uncertainty

The most significant areas of adjustments and key assumptions that affect items in the accounts relate to income recognition.

### Income

All income is included on the Statement of Financial Activities when the charity has entitlement to the funds, any performance attached to the item of income has been met, it is probable that the income will be received and the amount can be measured reliably.

Income, excluding membership fees, is recognised on receipt and as a restricted fund should the donor require such income to be used for a specified purpose. Membership fees are recognised from the date of invoicing unless otherwise specified.

### Investment Income

Investment income is recognised in the period in which the charity is entitled to receive such income.

### Expenditure

Expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered.

### Support Costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on a basis consistent with use of the resources.

## Continued

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### **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	33 1/3% straight line
Office Equipment	33 1/3% straight line
Software	33 1/3% straight line

### **Pensions**

The pension costs charged in the financial statements represent the contributions payable by the charity during the year.

### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation or constructive obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **Financial Instruments**

The Charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

*Continued*

**2 Income from Donations**

	<b>Unrestricted Funds</b>	<b>Total 2020</b>	<b>Total (Unrestricted) 2019</b>
	£	£	£
Membership fees	123,857	123,857	122,635
Other Donations	450	450	-
CMALT registration fees	<u>17,573</u>	<u>17,573</u>	<u>19,212</u>
	<u><b>141,880</b></u>	<u><b>141,880</b></u>	<u><b>141,847</b></u>

**3 Investment Income**

	<b>Unrestricted Funds</b>	<b>2020</b>	<b>2019</b>
		£	(unrestricted) £
Interest receivable		<u><b>322</b></u>	<u><b>289</b></u>

**4 Income from charitable activities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2020</b>	<b>Total (Unrestricted) 2019</b>
	£	£	£	£
Annual Conference	237,194	-	237,194	216,095
Publications	128	-	128	-
Events, except Annual Conference	71,629	-	71,629	38,779
Projects	3,086	-	3,086	59,950
Grants	-	-	-	-
	<u><b>312,037</b></u>	<u><b>-</b></u>	<u><b>312,037</b></u>	<u><b>314,824</b></u>

## Continued

### 5 Expenditure on raising funds

	Unrestricted Funds	Total 2020	Total (unrestricted) 2019
	£	£	£
CMALT - membership services	<u>722</u>	<u>722</u>	<u>2,367</u>

### 6 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total 2020	Total (Unrestricted) 2019
	£	£	£	£
Membership	117,654	-	117,654	69,648
CMALT	36,776	-	36,776	32,938
Annual Conference and events	273,109	-	273,109	293,480
Operations	14,950	-	14,950	11,978
Projects	383	-	383	26,876
Governance	<u>13,940</u>	<u>-</u>	<u>13,940</u>	<u>10,895</u>
	<u>456,812</u>	<u>-</u>	<u>456,812</u>	<u>445,815</u>

### 7 Expenditure on Charitable Activities by Activity Type

	Direct costs	Allocated Support costs	Total	Total (Unrestricted)
	2020	2020	2020	2019
	£	£	£	£
Membership	31,237	86,417	117,654	69,648
CMALT	-	36,776	36,776	32,938
Annual Conference and events	130,848	142,261	273,109	293,480
Operations	-	14,950	14,950	11,978
Projects	383	-	383	26,876
Governance	<u>-</u>	<u>13,940</u>	<u>13,940</u>	<u>10,895</u>
	<u>162,468</u>	<u>294,344</u>	<u>456,812</u>	<u>445,815</u>

## 8 Analysis of support and Governance Costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the key charitable activities undertaken (see note 7) in the year based on time spent. Refer to the table below for the analysis of support and governance costs. All costs are unrestricted.

	<b>Governance costs</b>	<b>Support costs</b>	<b>Total (unrestricted)</b>	<b>Total (unrestricted)</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
		£	£	£
Salaries and wages	-	199,245	199,245	199,403
Employer's NI	-	17,044	17,044	15,506
Staff pension contributions	-	18,435	18,435	20,220
Other staff costs	-	12,242	12,242	6,995
Rent	-	-	-	1,087
Professional and consultancy fees	-	-	-	-
Travelling and subsistence	3,215	7,539	10,754	7,135
Printing, stationery and advertising	-	1,936	1,936	5,037
Insurance	-	2,009	2,009	1,174
Subscriptions	-	-	-	-
Web, database and computer support	-	8,578	8,578	5,502
Bank and credit card charges	-	5,777	5,777	4,740
Depreciation	-	2,304	2,304	2,458
Loss on disposal of fixed assets	-	-	-	82
Bad debts written off	-	200	200	-
Miscellaneous expenses	-	403	403	395
Accommodation, hospitality, venue hire	-	3,289	3,289	802
Election expenditure	990	-	990	-
Phones and audio-conferencing	-	1,361	1,361	1,662
Advertising	-	-	-	-
Audit and Accountancy	9,735	-	9,735	6,575
Legal and professional	-	-	-	2,388
Equipment Hire and purchase	-	42	42	346
	<b><u>13,940</u></b>	<b><u>280,404</u></b>	<b><u>294,344</u></b>	<b><u>281,507</u></b>

**9 Net income/(expenditure) for the Year**

This is stated after charging:

	<b>2020</b>	2019
	<b>£</b>	£
Staff pension contributions	18,435	20,220
Depreciation	2,304	2,458
Auditors' remuneration - audit	6,660	6,575
Auditors' remuneration - other	<u>3,075</u>	<u>-</u>

**10 Employees****Number of Employees**

The average monthly number of employees during the year was:

	<b>2020</b>	2019
	<b>Number</b>	Number
Number of Administrative Staff	<u>2</u>	2
Number of Management Staff	<u>4</u>	4
	<u>6</u>	<u>6</u>

**Employment costs**

	<b>2020</b>	2019
	<b>£</b>	£
Wages and salaries	199,245	199,403
Social security costs	17,044	15,506
Other pension costs	<u>18,435</u>	<u>20,220</u>
	<u>234,724</u>	<u>235,129</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2019 - Nil).

**11 Trustees**

No trustee received any remuneration in the year (2019: £Nil).

Expenses totalling £3,214 were paid to 12 Trustees in the year (2019: £2,167 paid to 12 Trustees)



*Continued*

**12 Tangible Fixed Assets**

	Software	Computer equipment	Office equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 February 2019	2,011	58,528	-	60,539
Additions	-	357	-	357
Disposals	-	(1,657)	-	(1,657)
<b>As at 31 January 2020</b>	<u>2,011</u>	<u>57,228</u>	<u>-</u>	<u>59,239</u>
<b>Depreciation</b>				
At 1 February 2019	1,343	52,900	-	54,243
Charge for the year	470	1,834	-	2,304
On Disposals	-	(1,657)	-	(1,657)
<b>As at 31 January 2020</b>	<u>1,813</u>	<u>53,077</u>	<u>-</u>	<u>54,890</u>
<b>Net book value</b>				
<b>As at 31 January 2020</b>	<u>198</u>	<u>4,151</u>	<u>-</u>	<u>4,349</u>
<b>As at 31 January 2019</b>	<u>668</u>	<u>5,628</u>	<u>-</u>	<u>6,296</u>

<b>13 Debtors</b>	<b>2020</b>	2019
	£	£
Trade Debtors	7,265	16,217
Other Debtors	-	-
Prepayments and Accrued Income	<u>51,842</u>	<u>8,744</u>
	<u>59,107</u>	<u>24,961</u>

<b>14 Creditors: amounts falling due within one year</b>	<b>2020</b>	2019
	£	£
Trade creditors	8,554	2,591
Accruals and deferred income	37,721	48,922
Tax and Social Security	3,561	5,982
Other Creditors	<u>1,200</u>	<u>12,841</u>
	<u>51,036</u>	<u>70,336</u>

Deferred income relates to project work and delegate fees received in advance.

## Continued

### 15 Pensions

The pension cost of £18,435 represents contributions by the Charity into a defined contribution scheme (2019: £20,220).

### 16 Fund Transfers

£NIL (2019: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

### 17 Unrestricted Funds

	Movement in Funds				
	Combined Balance at 1 February 2019 £	Incoming Resources £	Outgoing Resources £	Transfers	Balance at 31 January 2020 £
Designated reserve fund	160,000	-	-	-	160,000
General Funds	67,413	454,239	(457,534)	-	64,118
	<u>227,413</u>	<u>454,239</u>	<u>(457,534)</u>	<u>-</u>	<u>224,118</u>

Designated reserve fund: these funds are held as a reserve to cover six months of ALT's operating costs in case of loss of charitable income.

The net deficit for the year of £3,285 includes £3,000 which the charity funded and spent on OER conference funded places (2019:£4,615). This represents the release of income previously recognised by the charity relating to the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee. The balance at 31 January 2020 was £13,685 (2019: £16,685).

Unspent unrestricted funds include £135 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group (2019: £135).

During the year the charity funded £nil (2019: £300) for CMALT Membership and £nil (2019: £1,500) for conference funded places from the Doug Gowan Memorial Fund.

## Continued

### 18 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 January 2020 are represented by:			
Tangible Fixed Assets	4,349	-	4,349
Current Assets	270,805	-	270,805
Creditors: Amounts falling due within one year	<u>(51,036)</u>	<u>-</u>	<u>(51,036)</u>
	<u>224,118</u>	<u>-</u>	<u>224,118</u>

### 19 Related Party Transactions

There have been no transactions with related parties during the period that require disclosure.

### 20 Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities

	2020 £	2019 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>(3,295)</b>	<b>8,778</b>
<b>Adjustments for:</b>		
Depreciation charges	2,304	2,458
Loss on disposal of fixed assets	-	82
Dividends, interest and rents from investments	(322)	(289)
Interest Paid		-
(Increase)/decrease in debtors	(34,146)	62,069
Increase/(decrease) in creditors	<u>(19,300)</u>	<u>(22,015)</u>
	<u><b>(54,759)</b></u>	<u><b>51,083</b></u>

### 21 Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in Hand	<u><b>211,698</b></u>	<u><b>266,492</b></u>

### 22 Analysis of changes in net debt

	At start of Year £	Cash-flows £	At end of year £
<b>Cash</b>	<u>266,492</u>	<u>(54,794)</u>	<u><b>211,698</b></u>
	<u>266,492</u>	<u>(54,794)</u>	<u><b>211,698</b></u>

# Management information

The following pages do not form part of the statutory statements which are the subject of the independent auditors' report.

## Detailed statements of financial activities

*For the year ended 31 January 2020*

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>Income</b>		
<b>Income from donations</b>		
Membership fees	123,857	122,635
CMALT certification fees	17,573	19,212
Donations	450	-
	<b>141,880</b>	<b>141,847</b>
<b>Investment income</b>		
Interest receivable	322	289
<b>Income from charitable activities</b>		
Annual Conference	237,194	216,095
Publications	128	-
Events, except Annual Conference	71,629	38,779
Projects	3,086	59,950
Grants	-	-
	<b>312,037</b>	<b>314,824</b>
<b>Total income</b>	<b>454,239</b>	<b>456,960</b>

## Continued

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>Expenditure on:</b>		
<b>Raising funds</b>		
CMALT - membership services	<b>722</b>	<b>2,367</b>
<b>Charitable activities- Direct Costs</b>		
Salaries and wages	-	-
Employer's NI	-	-
Staff pension contributions	-	-
Other Staff costs	<b>1,494</b>	340
Project expenditure	<b>25,622</b>	26,876
Accommodation & venue hire	<b>97,223</b>	84,591
Presenters & programme costs	-	-
Printing, postage & telephone	<b>2,709</b>	3,812
Equipment hire & exhibition set up cost	-	-
Bank charge		-
Insurance	<b>1,221</b>	724
IT, website & database cost	<b>7,806</b>	4,513
Equipment purchase	<b>372</b>	-
Awards & prizes	<b>3,000</b>	-
Advertising, design & art work	<b>5,153</b>	2,829
Travelling & subsistence	<b>17,176</b>	8,381
Miscellaneous expenses	<b>692</b>	32,242
	<b>162,468</b>	<b>164,308</b>

*Continued*

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>Support costs</b>		
Salaries and wages	<b>199,245</b>	199,403
Employer's NI	<b>17,044</b>	15,506
Staff pension contributions	<b>18,435</b>	20,220
Other Staff costs	<b>12,242</b>	6,995
Rent	-	1,087
Professional and consultancy fees	-	-
Travelling and subsistence	<b>10,754</b>	7,135
Printing, stationery and advertising	<b>1,936</b>	5,037
Insurance	<b>2,009</b>	1,174
Subscriptions	-	-
Web, database and computer support	<b>8,578</b>	5,502
Bank and credit card charges	<b>5,777</b>	4,740
Depreciation	<b>2,304</b>	2,458
Loss on disposal of fixed assets	-	82
Bad debts written off	<b>200</b>	-
Miscellaneous expenses	<b>403</b>	395
Accommodation, hospitality and venue hire	<b>3,289</b>	802
Elections expenditure	<b>990</b>	-
Phones and audio conferencing	<b>1,361</b>	1,662
Legal and professional	-	2,388
Audit and accountancy	<b>9,735</b>	6,575
Equipment hire and purchase	<b>42</b>	346
	<b><u>294,344</u></b>	<b><u>281,507</u></b>
 <b>Total expenditure</b>	 <b><u>457,534</u></b>	 <b><u>448,182</u></b>
 <b>Net (expenditure)/income</b>	 <b><u>(3,295)</u></b>	 <b><u>8,778</u></b>



## Appendix

### Structure, governance and management

#### Constitution

ALT's constitution is our governing document (equivalent to the articles of governance for a college or company). The constitution was adopted and approved by the Charity Commission in 2015 when ALT was established as a Charitable Incorporated Organisation. The [updated version](#) was approved by Members at the ALT Annual General Meeting on 12 September 2018 and will come into effect from 5 September 2019.

You can find out more and access previous versions of the constitutions via [this page](#).

#### Organisation

ALT is a charitable incorporated organisation. We are registered charity number 1160039 and we are governed in accordance with [our constitution](#) by a group of elected and appointed Trustees.

Under our constitution the trustees are known collectively as the [Board of Trustees](#), which meets approximately quarterly.

#### **Board of Trustees - chaired by the Chair of ALT**

*The Board of Trustees is advised by the ALT Assembly*

#### **ALT Assembly - chaired by the President of ALT**

*The Assembly is made up of individual active Members involved in all of ALT's activities such as events, publications, cpd and local networks*

#### **ALT Staff Team - led by the Chief Executive of ALT**

*The staff team works directly with Members on all of ALT's activities.  
Senior staff work closely with the Board of Trustees*

The Trustees set ALT's direction, and are responsible for ALT's strategy, and for the overall performance of the association. A sub-committee of the Board of Trustees known as the General Purposes Committee, holds online meetings monthly.

Each year, following our annual general meeting, we report to the Charity Commission on our activities and submit our audited accounts.

An important principle in ALT is that all committee memberships are time-limited. The maximum period of membership of any committee is generally six years, and most memberships have to be renewed after three years. Thus there is always turnover in committee memberships, and there is a steady supply of vacancies, so that there are regular opportunities for new people to get involved in the work of ALT.

1. The general duties as the Trustee of a charity like ALT are to:

- ensure that the organisation complies with its governing documents, charity and company law and other relevant legislation or regulations;
- ensure that the organisation pursues its objects as defined in its governing document;
- ensure that the organisation applies its resources exclusively in pursuance of its objects;
- give firm strategic direction to the organisation; setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the good name and ethos of the organisation;
- ensure the effective and efficient administration of the organisation;
- appoint the chief executive officer and monitor his/her performance.

2. Specific activities of Trustees in ALT include:

- attending meetings of the Board of Trustees (normally three per year);
  - participating in policy discussions and the production of consultation responses;
  - contributing to the drafting and monitoring of the three year ALT strategy;
  - chairing sub-committees of ALT or task groups which are set up from time to time.
  - helping to promote the Association's aims and values.
- In addition, the following roles have specific responsibilities:
- Vice-Chair: the Vice-Chair provides support to the Chair of ALT, representing ALT at events across sectors and the ALT Assembly.
  - Chair: the Chair chairs meetings of the Board of Trustees and works closely with senior staff, providing strategic input to ALT's strategy and development. The Chair represents ALT across sectors, including working with policy makers. The Chief Executive reports directly to the Chair of ALT.
  - Honorary Treasurer: the Honorary Treasurer works with the Chief Executive and ALT's independent auditors on the Annual Accounts and financial reporting to the Board of Trustees.
  - President: the President usually chairs the AGM, the judging panel for the Learning Technologist of the Year Awards and provides input to ALT's work with policy makers. The President of ALT also chairs formal meetings of the ALT Assembly.

3. Nominees for Trustee Positions should be aware of the following points:

- Trustees in ALT personally hold limited legal and financial responsibilities on behalf of the charitable incorporated organisation (CIO).
- Trustees are governed by English Law as it relates to Charity Trustees and work in line with the Charity Commission Guidelines (see <http://www.charity-commission.gov.uk/>)
- ALT's permanent staff employed by ALT as a CIO and the Chief Executive reports to the Board of Trustees.
- ALT provides indemnity insurance for its Trustees, in keeping with good practice for the management of charities.

Delegation of day-to-day management

Management of the Charity is delegated via the Chief Executive to the staff team, with all established staff, including the Chief Executive employed directly by ALT.

The functions of the staff team include:

- supporting the work of ALT's committees;

- managing the finances and the operations of the Association;
- managing membership recruitment and renewals;
- running ALT meetings and events, including the Association's annual international academic conference for learning technologists;
- promoting and representing the Association;
- producing ALT publications;
- managing ALT's Certified Membership Scheme.

#### Risk management

The Trustees have examined the major strategic and operational risks, which the charity is exposed to and confirm that systems have been established to enable regular reports to be produced in order that the necessary steps can be taken to mitigate such risks.

#### Membership

### Individual Members and Organisational Members

