

ASSOCIATION
FOR LEARNING
TECHNOLOGY



Association for Learning Technology Trustees' Report and Accounts for the year ended 31 January 2014

Charity Registration No. 1063519

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Trustees' Annual Report for the Financial Year 1 February 2014 to 31 January 2015

The trustees present their report and the financial statements of the charity for the year ended 31 January 2015, for the approval of the ALT Annual General Meeting on 9 September 2015 at the University of Manchester.

Reference and administrative details

Registered charity name	Association for Learning Technology (ALT)
Charity registration number	1063519
Principal address	Gipsy Lane, Headington, Oxford, OX3 0BP, UK
Auditor	Shaw Gibbs Limited, 264 Banbury Road, Oxford, OX2 7DY, UK
Banker	HSBC 65 Cornmarket Street Oxford OX1 3HY UK

The Trustees

The trustees who served the charity during the financial year 2014-2015 were as follows:

Haydn Blackey (Honorary Treasurer from September 2012)
Alastair Clark (from September 2011)
James Clay (Chair of the Committee for Further Education and Cross-sector Engagement) from September 2012)
Claire Donlan (President until September 2014)
Shirley Evans (Chair of the Committee for Membership Development until September 2014, Honorary Secretary from September 2014)
Doug Gowan (Vice-Chair until September 2014, Chair from September 2014)
Fiona Harvey (Vice-Chair from September 2014)
Diana Laurillard (Chair until September 2014, President from September 2014)
Matt Lingard (Chair of the Publications Committee from September 2013)
Sheila MacNeill (from September 2014)
Sarah Sherman (Chair of the Committee for Membership Development from September 2014)

Public benefit and activities

Public benefit statement

ALT's charitable object is "To advance education through increasing, exploring and disseminating knowledge in the field of learning technology for the benefit of the general public". In setting our objectives and planning our activities ALT's Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education.

The ALT 2014-2017 Strategy (<http://repository.alt.ac.uk/2330>) translates this single charitable object into six strategic aims:

1. **Intelligent use of learning technology** – promoting the intelligent use of learning technology, informed by pedagogy and evidence across learning contexts
2. **Research and practice** – strengthening learning technology research and practice through collaboration, sharing and networking, nationally and internationally
3. **Strategy and policy** – providing authoritative input to education leaders to help shape the development and use of learning technology
4. **Representing members** – listening to and representing our members as the authoritative voice on learning technology's central role in learning
5. **Leadership and professional development** – creating and supporting leadership and professional development in learning technology
6. **Communicating** – providing clear information for members, partners, agencies, politicians and the public about ALT's aims and activities

Activities

The charity's activities are concentrated as follows:

- the organisation of conferences including our three-day annual international conference;
- a range of one-day symposia, workshops and webinars;
- the production of policy consultation responses relating to learning technology;
- the provision of a professional development scheme known as CMALT;
- the production of publications, including our Journal Research in Learning Technology, a fortnightly emailed Digest, an online newsletter;
- support for communications between members through a range of email discussion and information lists;
- projects and programmes such as our involvement in the Changing the Learning Landscape programme
- the maintenance and development of Memoranda of Understanding (MOUs) with partner organisations, for example ILTA, NIACE, the Higher Education Academy, and the Australasian Society for Computers in Learning in Tertiary Education (ascilite);
- the organisation of awards, for example the ALT Learning Technologist of the Year Award.

Consultation responses and policy engagement

ALT in consultation with its members has produced responses to various policy developments, including:

- [ALT response](#) to HEFCE Business Plan 2015-2020: Questions for gathering feedback from the sector, December 2014;
- A summary discussion of the use of learning technologies in further education: [AoC/ALT position paper](#), September 2014;
- Contribution to the ETAG, report of findings from the [ALT survey on the effective use of Learning Technology in education](#), contributed by ALT in 2014 to the work of the Education Technology Action Group (ETAG);

Our consistent work in the production of consultation responses and active engagement with policy makers continues to enhance and maintain the profile and the reputation of the Association as well as to advance wider understanding of our field.

Future plans

ALT is planning to undertake a number of key developments over the coming year in order to further advance its charitable objectives, alongside existing activities such as those outlined above. These which will include:

1. New Annual Survey conducted in December 2014 and openly published in February 2015;
2. Extending our partnerships with stakeholders in the UK and internationally;
3. Developing support for member groups across the UK to strengthen representation of members across all sectors;
4. Developing ALT's CPD offering including the existing accreditation through CMALT;
5. Building on the first winter conference in 2014 to run events in partnership with members;
6. Widening the reach of Research in Learning Technology, ALT's peer-reviewed international journal.

This Annual Report covers ALT's February 2014 to January 2015 financial year, but is presented for approval by members at ALT's AGM in September 2015, seven months into the subsequent financial year. Therefore the next section of the Annual Report, which consists of brief reports from the Chair of ALT and from the Chairs of each of ALT's operational committees, covers some developments over the first the current financial year as well as the financial year to which the report's financial statements relate.

Report from the Chair of ALT and the Chairs of ALT's Operational Committees

Doug Gowan – Chair of Trustees

To succeed Diana Laurillard as chair of ALT has been a great pleasure and privilege. Diana brought to the role imagination, thoughtfulness and dedication, qualities she is now taking forward as president. It is also a pleasure to be working with Fiona Harvey, who will succeed me as chair in the autumn. Many thanks go to the excellent team of trustees who carry forward the work of ALT from week to week. We encourage all members to take an active part in whatever way they can.

The staff team have undergone a number of changes during the year and have coped excellently with a period of transition, including the stress of an office move. ALT can be proud of the dedication and skill of its staff.

This year saw the bedding in of ALT's new three year strategic plan. The concise and clear document containing the strategy was produced as a result of widespread consultation with members and partners, a process which gave the strategy firm roots. This was not a paper exercise - the strategy is applied in day-to-day discussions about ALT's priorities and where to concentrate our efforts. The six key points of the strategy are published here <http://repository.alt.ac.uk/2330/> .

A key change agreed by members at the 2014 Annual General Meeting was to change the legal status of ALT to become a Charitable Incorporated Organisation (CIO) under new provisions of charity law. The change means no alteration in the structure and internal democracy of ALT so members will notice little difference. The new legal status does however significantly improve the legal status of ALT, allowing us to enter into contracts in our own right and introducing limited liability. These points are vital as ALT continues to extend the range of its activities and its influence. We are now in the process of finalising the move to CIO status, which should be completed by the next Annual General Meeting.

As well as extending its national influence ALT is becoming more local. Member groups are now active in Scotland, Wales and some English regions. I welcome this process of bringing ALT closer to its members and am certain it will continue.

The real strength of ALT lies in the combined wisdom and spirit of cooperation among its members. We continue to find ways to improve how we involve members, seek their views and help them to work together. Membership is expanding as more people see the value of ALT membership and the future looks bright.

Doug Gowan
Chair

James Clay – Chair of the Committee for Further Education and cross-sector engagement

The main focus of the Committee for Further Education and cross-sector engagement this year was FELTAG, the Further Education Learning Technology Action Group and the responses to the published FELTAG recommendations. The committee were encouraged to note that the FELTAG report concludes that Learning Technology is key to the success of the sector going forward.

The committee was pleased that there had been involvement by ALT in the production of the report and felt that this would raise the profile of ALT with key stakeholders and the sector as a whole. The committee spent a lot of time discussing FELTAG and the potential impact it would have on the sector, and how ALT could support staff and managers in FE to take forward the FELTAG recommendations. It was also good to hear that ALT was also involved ETAG, the Education Technology Action Group, which covered a wider set of sectors.

The committee was involved in a significant engagement in the second run of ocTEL by participants from outside the Higher Education sector including 220+ from FE and 150+ participants from sectors other the HE/FE. Committee recognises that this broadened participation reflects that ALT's work is reaching across sectors.

There was also a Further Education, Adult Learning and Skills Day at the Annual Conference which took place on Tuesday 2 September. City & Guilds sponsored the day. There was increased participation from the sector on the day. There was an ETAG session that day and various other sessions/activities related to the theme. The committee also praised the media impact in FE Week and FE News has been very helpful to encourage wider engagement. There was significant FE involvement in Winter Conference in Edinburgh, CPD Rebooted - Creative Professional Development in Learning Technology. James Kieft spoke about Pass It On at Reading College and James Clay demonstrated Oculus Rift, VR technology that is been used in FE.

It was suggested that members of the Committee should support the Membership Development Committee in helping to recruit new members from the Further Education sector and this is an area which still requires further work and development.

The committee discussed ways to ensure that the FE audience is aware of RIGS and SIGS and how they can be used to support work in colleges. Sarah Williams was recognised for her work in promoting RIG and SIG activities to colleagues in FE. Discussions were had about creating an FELTAG SIG which is planned for 2015.

Sarah Sherman - Chair of the Committee for Membership Development

In September 2014, Shirley Evans stepped down as Chair having served a full term. ALT is enormously grateful for her hard work and dedication to the Committee. I took over the role, previously ALT's Honorary Secretary and Trustee, and was joined by Julie Voce as Vice-Chair; the Committee is at its full complement of 12 members. While an overview of ALT's membership figures for the past year is included in the appendix, we note that individual membership has continued to grow, while primarily mergers across different larger organisations have led to fewer organisations in membership overall.

A strong area of work for the committee this past year has been supporting the community. Julie Voce and Kerr Gardiner have kindly led on some excellent work examining the current portfolio of ALT groups. This work, which is ongoing highlighted the need for more consistent reporting of activity and for greater clarity between the Specialist Interest Groups (SIGs) and geographically-based member groups (formerly, Regional Interest Groups - RIGs). Of particular note is the Open Education SIG (which now encompasses the Inclusive Learning SIG), which is contributing greatly to the OER15 conference, taking place in Wales in April 2015.

The Annual Survey was conducted over two months between December 2014 and January 2015. Analysis of the survey responses indicated a number of areas ALT should continue to support and develop and revealed a number of emerging areas including that members may benefit from development opportunities ALT can provide. The survey provided strong evidence that ALT has an essential role in enabling members to develop research and practical skills.

CMALT registrations continue to rise to 321 with group registrations increasing in number; in fact, recent candidates in these local CMALT cohorts include the MDC chair and vice-chair. ALT has piloted the process for CMALT holders to update certification after 3 years, which is now ready for gradual implementation and we note our thanks here to the CMALT Development Group.

Priorities for the Committee for 2015-16 will include

- supporting the ALT Membership Development Manager with recruitment drive and activity.
- aiding the expansion of geographical member groups.
- considering how better to support ALT representatives based in institutions and organisations.
- Assisting ALT with the transition of the CMALT Development Group (CDG) into the CMALT Lead Assessors Group.

Matt Lingard - Chair of the Committee for Communication and Publications

The Communication & Publications Committee leads the development of ALT's communication and publication activity, which includes a journal, an online newsletter and various social media channels. ALT's open-access approach means that as well as serving our membership community our publications enable broader engagement and help raise our public profile.

The committee works closely with ALT's staff in particular the Publications & Web Manager, the Communications & Support Officer & the Chief Innovation, Technology and Community Officer. In September 2014 two committee members stood down, while Anne Hole, the newly appointed Newsletter Editor-in-Chief joined the committee giving the committee it's full complement of 12 members.

It has been another positive year for the Association's open-access journal, Research in Learning Technology. The journal published 4 issues including papers from the Annual Conference. The journal's audience has significantly increased since 2012, with for example less than 5000 user views in January 2012 increasing to 25000+ in January 2015.

Our online newsletter continued to publish weekly despite a shortage of editorial capacity for the first half of the year. In September we appointed a new Editor in Chief, Anne Hole from the University of Sussex and also 5 new deputy editors making six in total. This increased capacity is enabling the newsletter to source a greater number of articles from a wider set of contributors. Readership continues to grow.

We have developed and strengthen our visual identity across print and the web this year. This has included significant changes to the website including a new responsive design to make it more mobile friendly.

At our annual conference with introduced a new hashtag (#altc) as part of our strategic approach to our use of social media. The hashtag is being used throughout the year by our own @A_L_T account and the wider community (both members and non-members of the Association) to pull together tweets of interest.

Financial review and Honorary Treasurer's report

As one can see from a brief review of the accounts this financial year has been a challenging one for the Association. However it has also been one of transition which, I believe, puts the Association in a positive position for the future.

The most significant point to note is the bottom line figure which indicates the Association has made a loss of £76,000 however this figure needs to be understood in the context of the way the Association has accounted for income, which has, following good practice in the sector as far as possible, been recognised in the year that it has been received. Therefore this year's apparent loss needs to be linked to the use of the bequest from the Open Learning Partnership (OLP) which, though allocated as income two years ago is being expended in line with the Trustees' plans over a four year period. The use of the OLP bequest as an investment to enhance the Association's future work accounts for £32,500 of the expenditure in this year's accounts. In addition a further £15,000 of expenditure this year relates to projects for which the Association received income last year. Thus the unbudgeted shortfall between income and expenditure is £15,000, rather than the much higher figure. This £15,000 is directly linked to a significant decrease in externally funded projects coming on stream during this financial year.

It should be noted that it is an important achievement for the Association to have delivered a large number of projects successfully over the past three years. However the reduction in externally funded projects is a reality for the Association given that the sources of funding in HE and FE have faced significant reduction in recent years. This had been predicated and planned for by the Trustees, but the direct impact occurred earlier than had been hoped.

The Trustees had identified the challenging trend in external funding during the year and have taken this into account for the next financial year, so we have budgeted to ensure a substantial shift to covering core costs from core income, which for the association is membership income and events income. Thus the Association will no longer rely on external project income to cover core costs, though will continue to seek opportunities where they arise and bring benefit to members in line with the Association's strategy.

Thus this year's loss is due to the transition from a period of external funding as a key source for the Association to moving to a position where the Association is sustainable from within its own resources and not reliant on externally funded projects, which may still supplement the Association's provision, but will not be used to cover core costs of running the Association.

These accounts should be read in the light of the on-going impact the Association achieves for its members, as outlined in the reports from the Chair of the Association and its Committees. The Trustees and I are convinced that this long-term move to sustainability is appropriate and puts the Association in a positive position as it moves from its current status to become a Charitable Incorporated Organisation during the next financial year.

Haydn Blackey
Honorary Treasurer

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;
- make judgements and estimates that are reasonable and prudent;
- 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.

Auditor

A resolution to re-appoint Shaw Gibbs Limited as auditor for the ensuing year was proposed and agreed at the Annual General Meeting on 3/9/2014.

Approved by and signed on behalf of the trustees:

Haydn Blackey

19 June 2015

Haydn Blackey (Honorary Treasurer)

Date:

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

For the year ended 31 January 2015

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2015 set out on pages 14 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. 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.

Respective responsibilities of trustees and auditors

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. We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland).

Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charity's affairs as at 31 January 2015 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts;

or

- sufficient accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Shaw Gibbs Limited
Chartered Certified Accountants
Statutory Auditor
264 Banbury Road
Oxford
OX2 7DY

Dated: 3 August 2015
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Statement of financial activities including income and expenditure account

For the year ended 31 January 2015

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Incoming resources from generated funds					
Incoming resources from generated funds					
Voluntary income	2	125,983	-	125,983	148,467
Investment income	3	467	-	467	1,587
Incoming resources from charitable activities	4	303,809	19,030	322,839	519,799
Total incoming resources		<u>430,258</u>	<u>19,030</u>	<u>449,288</u>	<u>669,853</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	5	2,151		2,151	3,178
Charitable activities	6/7	234,110	59,289	293,399	392,725
Governance costs	8	17,411	-	17,411	12,094
Other resources expended	9	211,954	-	211,954	240,512
Total resources expended		<u>465,626</u>	<u>59,289</u>	<u>524,915</u>	<u>648,509</u>
Net (outgoing)/incoming resources for the year	10	(35,367)	(40,259)	(75,626)	21,344
Fund balances at 1 February 2014		<u>224,744</u>	<u>40,259</u>	<u>265,003</u>	<u>243,659</u>
Fund balances at 31 January 2015		<u>189,377</u>	=	<u>189,377</u>	<u>265,003</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 2015

	Notes	£	2015 £	£	2014 £
Fixed Assets					
Tangible Assets	13		11,940		9,127
Current Assets					
Debtors	14	64,938		100,014	
Cash at bank and in hand		164,184		189,577	
		<u>229,122</u>		<u>289,591</u>	
Creditors: amounts falling due within one year	15	<u>(51,685)</u>		<u>(33,715)</u>	
Net current assets			177,437		255,876
Total assets less current liabilities			<u>189,377</u>		<u>265,003</u>
Funds					
Restricted Funds	17		-		40,259
Unrestricted Funds			<u>189,377</u>		<u>224,774</u>
			<u>189,377</u>		<u>265,033</u>

The accounts were approved by the members of the committee on 19 June 2015
and are signed on their behalf by:

Doug Gowan

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Doug Gowan
Chair

Notes to the accounts

For the year ended 31 January 2015

1 Accounting policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Charities Act 2011.

Voluntary income

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.

Resources expended

Resources expended are accounted for on an accruals basis, inclusive of any VAT which cannot be recovered.

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.

2 Voluntary Income

	Unrestricted Funds	Total 2015	Total 2014
	£	£	£
Membership fees	114,598	114,598	139,454
CMALT certification fees	11,385	11,385	9,013
	<u>125,983</u>	<u>125,983</u>	<u>148,467</u>

Continued

3 Investment Income				
			2015	2014
			£	£
Interest receivable			<u>467</u>	<u>1,587</u>
4 Incoming resources from charitable activities				
	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
Annual Conference	228,735	-	228,735	212,229
Journal (Research in Learning Technology)	361	-	361	209
Events, except Annual Conference	1,690	-	1,690	18,621
Projects	73,023	-	73,023	288,740
Grants	-	19,030	19,030	-
	<u>303,809</u>	<u>19,030</u>	<u>322,839</u>	<u>519,799</u>
5 Cost of generating voluntary income				
		Unrestricted Funds	Total 2015	Total 2014
		£	£	£
CMALT - membership services		<u>2,151</u>	<u>2,151</u>	<u>3,178</u>
6 Costs of Charitable Activities by Fund Type				
	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
Annual Conference	116,997	-	116,997	121,185
Journal (Research in Learning Technology)	24,190	-	24,190	34,225
Newsletter (News Online)	-	-	-	-
Printed newsletter (discontinued)	-	-	-	298
Events, except Annual Conference	10,531	-	10,531	28,467
Projects	82,391	40,259	122,650	173,708
Grants	-	19,030	19,030	34,842
	<u>234,110</u>	<u>59,289</u>	<u>293,399</u>	<u>392,725</u>

Continued

7 Costs of Charitable Activities by Activity Type

	Allocated Costs	Total 2015	Total 2014
	£	£	£
Annual Conference	116,997	116,997	121,185
Journal (Research in Learning Technology)	24,190	24,190	34,225
Newsletter (News Online)	-	-	-
Printed newsletter (discontinued)	-	-	298
Events, except Annual Conference	10,531	10,531	28,467
Projects	181,939	181,939	173,708
Grants	19,030	19,030	34,842
	<u>352,688</u>	<u>352,688</u>	<u>392,725</u>

8 Governance costs

	Unrestricted Funds	Total 2015	Total 2014
	£	£	£
Audit and accountancy fees	11,729	11,729	4,200
Insurance	752	752	403
Professional and consultancy fees	1,212	1,212	4,110
Accommodation, hospitality and venue hire	2,610	2,610	1,171
Subsistence of Trustees' meetings	1,108	1,108	2,210
	<u>17,411</u>	<u>17,411</u>	<u>12,094</u>

Continued

9 Other Resources Expended

	Unrestricted Funds £	Total 2015 £	Total 2014 £
Salaries and wages	122,392	122,392	118,557
Employer's NI	10,237	10,237	9,669
Staff pension contributions	20,445	20,445	18,969
Rent	11,983	11,983	11,679
Professional and consultancy fees	9,951	9,951	11,748
Travelling and subsistence	9,845	9,845	8,047
Printing, stationary and advertising	264	264	308
Insurance	403	403	-
Subscriptions	2,132	2,132	1,716
Web, database and computer support	7,563	7,563	14,441
Bank and credit card charges	4,831	4,831	5,348
Depreciation	2,790	2,790	3,062
Bad debts written off	766	766	11,856
Miscellaneous expenses	2,403	2,403	3,466
Accommodation, hospitality, venue hire	27	27	2,470
Project expenditure	1,340	1,340	17,065
Phones and audio-conferencing	3,692	3,692	-
Advertising	890	890	2,111
	<u>211,954</u>	<u>211,954</u>	<u>240,512</u>

10 Net (Outgoing)/Incoming Resources for the Year

This is stated after charging:

	2015 £	2014 £
Staff pension contributions	20,445	18,969
Depreciation	2,705	3,062
Auditors' remuneration	<u>3,600</u>	<u>4,200</u>

Continued

11 Employees

Number of Employees

The average monthly number of employees during the year was:

	2015	2014
	Number	Number
Number of Administrative Staff	4	4
Number of Management Staff	3	3
	<u>7</u>	<u>7</u>

Employment costs

	2015	2014
	£	£
Wages and salaries	185,080	161,839
Social security costs	12,309	10,988
Other pension costs	28,657	21,553
	<u>226,046</u>	<u>194,380</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2014 - Nil).

12 Trustees

No trustee received any remuneration or expenses in the year (2014: £Nil).

Continued

13 Tangible Fixed Assets	Software	Computer equipment	Office equipment	Total
	£	£	£	£
Cost				
At 1 February 2014	-	51,891	2,432	54,323
Additions	600	1,943	3,059	5,602
As at 31 January 2015	600	53,834	5,491	59,925
Depreciation				
At 1 February 2014	-	42,764	2,432	45,196
Charge for the year & disposals	183	2,521	85	2,789
As at 31 January 2015	183	45,285	2,517	47,985
Net book value				
As at 31 January 2015	<u>417</u>	<u>8,549</u>	<u>2,974</u>	<u>11,940</u>
As at 31 January 2014	-	<u>9,127</u>	-	<u>9,127</u>
14 Debtors			2015	2014
			£	£
Trade Debtors			9,929	29,995
Other Debtors			47,237	47,063
Prepayments and Accrued Income			7,772	22,956
			<u>64,938</u>	<u>100,014</u>
Included in other debtors is a bond of £47,237 held by the Oxford Brooks University in accordance with the terms of the lease agreement.				
15 Creditors: amounts falling due within one year			2015	2014
			£	£
Trade creditors			28,226	22,822
Accruals and deferred income			23,459	10,893
			<u>51,685</u>	<u>33,715</u>

Continued

16 Pensions

The Association contributes to a defined contribution pension scheme. The pension cost of £28,657 (2014: £21,553) represents contributions payable by Oxford Brookes University to the relevant pension schemes and recharged to the Association. Contributions totalling £Nil (2014: £Nil) were payable to the fund at 31 January 2015.

17 Restricted Funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in Funds			
	Balance at 1 February 2014 £	Incoming Resources £	Outgoing Resources £	Balance at 31 January 2015 £
NIACE - Maths4us	40,259	-	(40,259)	-
MOOC Research Initiative	-	19,030	(19,030)	-
	<u>40,259</u>	<u>19,030</u>	<u>(59,289)</u>	=

18 Fund Transfers

£NIL (2014: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

Continued

19 Unrestricted Funds

	Movement in Funds			Balance at 31 February 2015
	Balance at 1 February 2014	Incoming Resources	Outgoing Resources	
	£	£	£	£
General Funds	<u>224,744</u>	<u>430,258</u>	<u>(465,626)</u>	<u>189,377</u>

Unspent unrestricted funds include £13,000 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group. Also included is the remaining balance of £32,500 of the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee.

Included in this year's expenditure is a partial investment (£30,000) of the bequest from the Open Learning Partnership as agreed by the Central Executive Committee, February 2014.

20 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fund balances at 31 January 2015 are represented by:			
Tangible Fixed Assets	11,940	-	11,940
Current Assets	229,122	-	229,122
Creditors: Amounts falling due within one year	(51,685)	-	(51,685)
	<u>189,377</u>	<u>=</u>	<u>189,377</u>

21 Related Party Transactions

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

22 Post Balance events

As approved by members of the Association at the AGM on 3 September 2014 the Association will transition to become a Charitable Incorporated Organisation (CIO) during the next financial year and approved the constitution for the new charity. The new CIO has been established on 20 January 2015, Registered Charity No. 1160039. At the next AGM on 9 September 2015 members will vote to transfer all assets and liabilities to the new charity.

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 2015

	Total 2015 £	Total 2014 £
Incoming resources		
Voluntary income		
Membership fees	114,598	139,454
CMALT certification fees	11,385	9,013
Donations	-	-
	<u>125,983</u>	<u>148,467</u>
Investment income		
Interest receivable	<u>467</u>	<u>1,587</u>
Incoming resources from charitable activities		
Annual Conference	228,735	212,229
Journal (Research in Learning Technology)	361	209
Events, except Annual Conference	1,690	18,621
Projects	73,023	288,740
Grants	19,030	-
	<u>322,839</u>	<u>519,799</u>
Total incoming resources	<u>449,288</u>	<u>669,853</u>

Continued

	Total 2015	Total 2014
Resources expended	£	£
Costs of generating voluntary income		
CMALT - membership services	<u><u>2,151</u></u>	<u><u>3,178</u></u>
Charitable activities		
Staff costs	83,526	37,399
Project expenditure	93,933	151,183
Accommodation & venue hire	94,241	111,597
Presenters & programme costs	3,000	31,351
Material	1,057	5,310
Printing, postage & telephone	2,032	2,540
Equipment hire & exhibition set up cost	2,125	7,712
Bank charge	-	-
Insurance	954	1,091
IT, website & database cost	378	28,803
Legal & professional	-	-
Advertising, design & art work	1,199	1,920
Travelling & subsistence	10,953	13,685
Miscellaneous expenses	-	134
	<u><u>293,398</u></u>	<u><u>392,725</u></u>
Governance costs		
Audit and accountancy fees	11,729	4,200
Insurance	752	403
Professional and consultancy fees	1,212	4,110
Accommodation, hospitality and venue hire	2,610	1,171
Subsistence of Trustees' meetings	1,108	2,210
Phones and audio-conferencing	-	-
	<u><u>17,411</u></u>	<u><u>12,094</u></u>

Continued

	Total	Total
	2015	2014
	£	£
Other resources expended		
Salaries and wages	122,392	118,557
Employer's NI	10,237	9,669
Staff pension contributions	20,445	18,969
Rent	11,983	11,679
Professional and consultancy fees	9,951	11,748
Travelling and subsistence	9,845	8,047
Printing, stationary and advertising	1,154	2,419
Insurance	403	-
Subscriptions	2,132	1,716
Web, database and computer support	7,563	14,441
Bank and credit card charges	4,831	5,348
Depreciation	2,790	3,062
Bad debts written off	766	11,856
Miscellaneous expenses	2,403	3,466
Accommodation, hospitality and venue hire	27	2,470
Project expenditure	1,340	17,065
Phones and audio conferencing	3,692	-
	211,954	240,512
Total resources expended	<u>524,914</u>	<u>648,509</u>
Net incoming resources	<u>(75,626)</u>	<u>21,344</u>

Structure, governance and management

Constitution

ALT is an unincorporated membership charity, registered number 1063519, governed by its constitution adopted 26 June 1997, subsequently amended 11 September 2000, 9 September 2002, 7 September 2005, and 5 September 2007.

Organisation

Two trustees are elected annually to serve for three years. The Vice-Chair (who is also a trustee) is elected annually, and serves a three year term, becoming Chair of ALT the second year and President in the third. Up to four trustees may be co-opted to fill any remaining roles on the committee. The maximum number of trustees to serve at any one time is thirteen.

Newly appointed or elected trustees are provided with an induction document; and individuals standing for election are required to confirm that they have read an outline of the trustee's role prior to standing.

The trustees oversee three operational committees in the following areas: Further Education and cross-sector engagement, communication and publications and membership development. Each committee is chaired by a trustee. Members of the sub-committees are recruited through open invitations to express an interest, and all sub-committee members are required to be individual members of the Charity. Each sub-committee is supported by one or more members of the staff. The Association's Journal, *Research in Learning Technology*, is published in partnership with Co-Action Publishing. The Editors of the journal are appointed by the trustees, and the journal is overseen by the Research in Learning Technology Editorial Board, which is chaired by the Chair of the Committee for Communication and Publications.

The trustees form ALT's Central Executive Committee, which meets four times per year, with relevant staff in attendance. Between meetings, trustees exercise control over ALT through a General Purposes Committee made up of the President, Chair, Vice-Chair, Honorary Treasurer, and the Chairs of the operational committees. The General Purposes Committee meets monthly, by teleconference. The minutes of each operational committee are reviewed regularly by the Central Executive Committee.

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 by Oxford Brookes University.

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.

For human resources and University-related purposes only, the Chief Executive reports to Oxford Brookes University's Pro Vice-Chancellor for Student Experience.

On all other matters, the Chief Executive reports to the Chair of the ALT Central Executive Committee.

The relationship between ALT and the University is governed by a hosting contract, and is overseen by a Liaison Committee comprising the University's Pro Vice-Chancellor for Student Experience and Head of e-Learning (or equivalent), ALT Senior Staff, and the Chair and Vice-Chair of ALT.

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.

Overview of membership for financial year 2014/15

Total number of members on 1st February of the relevant year					
	2011	2012	2013	2014	2015
Individuals	926	1210	1179	1256	1251
Organisations	234	224	223	202	160
Total	1160	1419	1402	1458	1411

Operational Committee Membership for the 2015/16 financial year

Committee for Further Education and cross-sector engagement

Chair: James Clay - Group Director of Learning Technologies for Activate Learning

Vice Chair: Sarah Williams - ILT Development Manager at Yale College;

Members:

Judy Bloxham - RSC NW eLearning Adviser

Gillian Dyer - Further Education Reputation Strategy Group Co-ordinator;

Jonathan Eaton - Research and Engagement Manager at Newcastle College;

Nigel Ecclesfield - Programme Manager at JISC Advance

Paul Hollins - Director of CETIS with responsibilities for FE, and Director of the Institute for Educational Cybernetics at the University of Bolton;

Nick Jeans - Senior Consultant in Learning Technology, Sero Consulting Ltd;

Sean McCready - Director of e-Learning, Newcastle College Group;

Joan Walker - Advisor: Learning & Teaching and Depute Manager for the Scottish JISC Regional Support Centre.

Committee for Membership Development

Chair: Ms Sarah Sherman - BLE Service Manager

Vice Chair: Ms Julie Voce - E-learning Services Manager at Imperial College London;

Members:

Prof John Traxler - Professor of Mobile Learning at the University of Wolverhampton;

Mr Alastair Clark - Senior Programme Director NIACE;

Dr Yetunde Folajimi - Computer Science Lecturer at University of Ibadan and President/CEO Initiative for Technology Empowered Education (i-TEE);

Mr Tom Franklin - Learning Technology consultant - Franklin Consulting.

Mr Kerr Gardiner - Head of Learning Technology and Media at the University of Glasgow;

Mr Fawei Geng – Learning Technologies Support Officer, Learning Technologies Group, University of Oxford;

Ms Sarah Horrigan - Associate Lecturer;

Dr Amanda Jeffries - Reader in Technology Enhanced Learning at the University of Hertfordshire;

Mr Simon Kear - Academic Developer Goldsmiths Learning Enhancement Unit;

Dr James McDowell - University Teaching Fellow, School of Computing and Engineering, University of Huddersfield

Mr Matthew Newcombe - Head of e-Learning, University of Exeter;

Committee for Communication and Publications

Chair: Matt Lingard - Head of Technology-Enhanced Learning at University of West London.

Vice Chair: Sandra Huskinson - Freelance Consultant Specialising in Educational Multimedia;

Members:

Sarah Cornelius – Lecturer, School of Education, University of Aberdeen (Newsletter Co-Editor);

Elaine Garcia - Head of Blended Learning and Digital Development at Plymouth College of Art;

Harry Greiner – Head of New Media, Innovation & Partnerships, City College Norwich;

Ulrich Tiedau – Lecturer, University College London (Web Publications Editor);
London;
Ros Walker - Learning Technologist at the University of Sheffield;
Kathy-ann Daniel-Gittens - Instructional Designer with the Center for Distributed Learning at
the University of Central Florida.
Anne Hole - Learning Technologist, University of Sussex, (Newsletter Editor in Chief)
Thomas Cochrane, Academic Advisor, Auckland University of Technology
Rachel Harris - Director, Inspire Research Ltd
Dr Steven Verjans - Lecturer at the Open University in The Netherlands (Co-Editor of the
ALT Journal)