

ASSOCIATION  
FOR LEARNING  
TECHNOLOGY



Association for Learning Technology  
Trustees' Report and Accounts  
for the period ended 31 January 2016

Charity Registration No. 1160039

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# Trustees' Annual Report for the Financial Year 1 February 2015 to 31 January 2016

The trustees present their report and the financial statements of the charity for the period ended 31 January 2016, for the approval of the ALT Annual General Meeting on 8 September 2016 at the University of Warwick. The financial statements cover the period from 1 February 2015 to 31 January 2016, following the transfer of assets from Charity number 1063519. Full details are disclosed in note 2 to the financial statements.

## Reference and administrative details

Registered charity name	Association for Learning Technology (ALT)
Charity registration number	1160039
Principal address	Gipsy Lane, Headington, Oxford, OX3 0BP, UK
Auditor	David Cadwallader & Co Limited, 3 Bignell Park Barns, Chesterton, Bicester, Oxfordshire, OX26 1TD, UK
Banker	HSBC 65 Cornmarket Street Oxford OX1 3HY UK

## The Trustees

The trustees who served the charity during the financial year 2015-2016 were as follows:

Haydn Blackey (Honorary Treasurer until September 2015)  
Alastair Clark (from September 2011)  
Daniel Clark (Honorary Treasurer from September 2015)  
James Clay (Chair of the Committee for Further Education and Cross-sector  
Engagement) from September 2012)  
Shirley Evans (Honorary Secretary from September 2014)  
Doug Gowan (Chair until September 2015, President from September 2015 until  
February 2016)  
Fiona Harvey (Vice-Chair until September 2015, Chair from September 2015)  
Diana Laurillard (President until September 2015)  
Matt Lingard (Chair of the Communications and Publications Committee until  
September 2015)  
Sheila MacNeill (from September 2014)  
Neil Morris (Chair of the Communications and Publications Committee from  
September 2015)  
Malcolm Ryan (from September 2014)  
Sarah Sherman (Chair of the Committee for Membership Development from  
September 2014)  
Martin Weller (Vice-Chair from September 2015)

# 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 inquiry into Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice, Department for Business, Innovation and Skills Select Committee, January 2016;
- ALT response to the Scottish Government consultation on the development of a Digital Learning and Teaching Strategy for Scotland, December 2015;
- ALT response to inquiry into assessing quality in Higher Education, Department for Business, Innovation and Skills Select Committee, October 2015;
- ALT response to inquiry into the Digital Economy, Department for Business, Innovation and Skills Select Committee, October 2015;

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

The Association will 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. Develop a new Strategy 2017-2020 in consultation with its membership and informed by the Annual Survey;
2. Support a growing number of Member Groups across the UK including establishing new groups for those areas which do not yet have one;
3. Fully implement enhancements to the CMALT accreditation framework including a new register of shared portfolios and a new portfolio submission/review process;
4. Continue to involve members in all events including ALT's Annual Conference, the Winter Online conference and the OER conference;
5. Promote research in Learning Technology and support the Open Access ALT journal;
6. Work with partners across sectors to provide input to policy development and consultations.

This Annual Report covers ALT's February 2015 to January 2016 financial year, but is presented for approval by members at ALT's AGM in September 2016, 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



### Fiona Harvey – Chair of Trustees

I would like to begin my report by paying tribute to Doug Gowan, President of ALT, who passed away in February. I succeeded Doug as Chair of the Association and his support for me and dedication to his role in ALT's governance was invaluable. While we feel his absence strongly in our community we will also come together to celebrate his contribution to our work at this year's Annual General Meeting.

Alongside my fellow Trustees I have been encouraged by the growing number of Members that we have welcomed this year, many of whom take an active part in what we do, running Members Groups across the UK, organising events such as the OER conferences and editing publications. We, as a membership body, share values and aims that shape what we do together. Learners across sectors are also taking a more active approach to defining the intelligent use of Learning Technology and we continue to see student/staff partnerships at the forefront of research and practice.

As set out in the start of this Annual Report, we continue to work hard to achieve the aims set out in our strategy. At the start of the year we published an Update for Members, <http://go.alt.ac.uk/ALT-StrategyUpdate-2015>, which charted the strong progress we have made and our priorities for this year, the final year of the current strategy. Consultation with members for the 2017-2020 strategy meanwhile is already underway and our now established Annual Survey will continue to inform the direction we take as an Association.

An important milestone that we are reaching with this Annual Report is the completion of the transition to CIO status which has been supported by the appointment of new auditors. ALT's new legal status will help ensure that we are in a more robust position for the future.

Trustees work closely with ALT's staff team, Anna, Jane, Maren, Martin, Thom and Tom, who support all aspects of ALT's activities. We are proud of the dedication and enthusiasm the team shows and the way in which they support member volunteers.

Empowering our members in their use of Learning Technology, making sure their voice is heard in policy and strategy consultations across the UK and championing our values of openness and collaboration is for me at the heart of why I became a Trustee. It has been a privilege to serve as Chair of ALT and I look forward to being part of ALT's future.

Fiona Harvey  
Chair



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

This year has again been one of challenges to the sectors that the committee represents and supports.

The threat of large cuts to funding as well as the introduction of Area Based Reviews in England has made this a challenging year for the FE Sector. Similarly across the skills sectors, trying to do more with less has been a real challenge. Other sectors have seen a reduction in the funding for training and development. The committee have discussed many of these key issues impacting on FE and Skills. They have discussed how they and ALT can support members in these different sectors to demonstrate and embed the use of digital technologies to enhance teaching, learning and assessment.

Within FE the impact of the FELTAG report continues to resonate and the creation of the FELTAG-SIG has enabled ALT to provide a forum for sharing, collaboration and discussion of the key learning technology issues that FELTAG brings to the table. With over a hundred and fifty members of the SIG, this is a large body of talent, experience and skills that is being used to share and discuss the FELTAG challenges.

We have also discussed Area Based Reviews that have started across England, and the support that ALT can provide both individual members, but also importantly organisational members to make the best use of learning technologies to meet the new challenges and organisational change and collaboration bring to teaching and learning.

The committee has also worked with the ALT staff, the other committees, members and Trustees to raise the profile of ALT within the sectors the committee represents and encourage individuals and organisations from those sectors to participate and engage with ALT. The committee has been pleased to see increased participation in the annual conference and events by the different sectors. The committee is also pleased to see such a range of events now happening across the year, such as online conferences and webinars, which are opening access to individuals in our sectors.

The committee members have worked hard to show case the excellent work of ALT members and the ALT staff as well as promoting the values of ALT.



## Sarah Sherman - Chair of the Committee for Membership Development

An area of focus for the Membership Development Committee (MDC) this year, which addresses the ALT strategic aim to represent members, has been to strengthen and extend the portfolio of ALT groups. Committee members assisted ALT staff on the development of a new policy, now in place, which clearly defines the terms of reference for ALT Special Interest Groups (SIGs) and geographical Member Groups. The Committee was delighted to approve proposals for a FELTAG SIG, the merger of Inclusive and Open Education SIG and a new ALT membership group for Northern Ireland.

The ALT membership figures for the past year, included in the Appendix, indicate that individual membership has continued to grow and is approaching 2000 members, while mergers across different larger organisations have led to fewer organisations in membership overall. The Committee supported a number of webinars led by ALT staff to welcome new members and promote the CMALT scheme

Meeting the ALT strategic aim to develop CPD opportunities, the number of CMALT awards continued to rise over the year, reaching 300 in November 2015; the number of CMALT cohorts, established within individual organisations, also grew - several led by members of the Committee. The Committee approved a proposal to enable all CMALT Lead Assessors to take an active role in furthering the development of the CMALT scheme and to transition to the new CMALT Development Group. The process for reviewing CMALT accreditation three years after certification, continues to be developed.

The ALT Members 2015 Survey was conducted to help map the ALT strategy to practice within the community in order to better meet and represent members' needs. The aim of the survey was to show how Learning Technology is used across sectors and to understand current and future practice. The findings of survey responses revealed that members place high value on the ALT aims of 'Intelligent use of learning technology' and 'Research and practice'. It also helped to indicate the importance of professional incentives and staff development, suggesting that CMALT is well placed to meet the sectors' needs in this area.

Priorities for the Committee for 2016-17 will include

- Continuing to support the ALT Membership Development Manager with recruitment drive and activity.
- Encouraging the creation of new Membership groups in regions of the UK.
- Considering how better to support ALT representatives based in organisations.
- Supporting CMALT candidates.
- Proposing additional ALT membership types



## Neil Morris - 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 blog 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. This year we celebrated 10 years of the ALT newsletter, now the #altc blog, which has strong community presence a growing readership, under the strong leadership of Editor-in-Chief Anne Hole from Sussex, and an enlarged team of editors. The blog now includes opportunities for contributors to receive an ALT open badge.

The journal, *Research in Learning Technology*, continue to be a popular submission route for learning technologists around the world, and this year we have appointed four new editors, to give a full complement of six editors from a diverse range of backgrounds.

We have also agreed and published our new strategy for the journal to continue its success and growth. A very positive development has been the development of a publication route from the Annual Conference to the Journal, which is proving popular with the membership.

We are also fortunate to be hosting a Special Issue of the Journal from the Playful Learning Conference. We continue to offer a large number of webinar and community call events to provide the membership with updates, news and interaction with colleagues from across the sector.



## Daniel Clark - Financial review and Honorary Treasurer's report

The current year has been my first as Honorary Treasurer and I would like to acknowledge the great work carried out by my predecessor, Haydn Blackey, to put ALT on a sound financial footing. Last year we reported an overall deficit of £76,000. This partly reflected timing issues and use of a bequest from the Open Learning Partnership, but also the impact of external funding being reduced. This had been foreseen and planned for by the Trustees, but the impact had been experienced sooner than expected. Our strategy has been to move as quickly as possible to a situation where the core activities of ALT are funded by the recurring sources of income, which are membership fees, CMALT certification fees and income from conferences. As the current year's financial report shows, we can report that we achieved this goal, showing a surplus for the year of just over £9,000.

This has been achieved by very careful control of expenditure to ensure that we make the best possible use of our members' resources to achieve maximum impact. Over the past year in particular Trustees have focused on achieving better financial sustainability by ensuring core revenue streams cover core operations for membership services and events. Contrary to some perceptions, ALT has a very small staff team and it continues "punch above its weight" through the contributions made by Trustees, committees and other members who contribute their time and expertise for the good of the learning technology community as a whole.

I would also like to acknowledge the work involved in our transition to a Charitable Incorporated Organisation (CIO). This process has been deliberately a "hidden" one, so that members did not see any disruption in the running of ALT, but it has put us on a sounder footing for the future. We have also appointed new auditors, David Cadwallader & Co, and their assistance in the year-end process has been invaluable.

## Reserves Policy

The Trustees review the level of reserves annually to ensure that the charity holds sufficient reserves to meet any running costs of the Charity in the event of potentially financially damaging circumstances. At present unrestricted reserves would cover 5.5 months of expenditure.

## 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 LLP as auditor for the ensuing year was proposed and agreed at the Annual General Meeting in 2015 with a view to review the appoint. Subsequently David Cadwallader & Co were appointed as auditors by Trustees in 2016.

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 2016

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2016 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. 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 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**

A description of the scope of an audit of financial statements is provided on the FRC's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm).

## **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 2016 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.

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

Dated: .....

# Statement of financial activities including income and expenditure account

For the year ended 31 January 2016

	Notes	Unrestricted Funds	Restricted Funds	Total 2016	Combined Total 2015
		£	£	£	£
<b>Income from</b>					
Donations	3	135,955	-	135,955	125,983
Investments	4	567	-	567	467
Charitable activities	5	<u>305,405</u>	-	<u>305,405</u>	<u>322,839</u>
<b>Total income</b>		<u>441,927</u>	-	<u>441,927</u>	<u>449,289</u>
<b>Expenditure on</b>					
Raising Funds	6	380	-	380	2,151
Charitable activities	7/8	174,077	-	174,077	293,399
Other expenditure	9	<u>258,341</u>	-	<u>258,341</u>	<u>229,365</u>
<b>Total expenditure</b>		<u>432,798</u>	-	<u>432,798</u>	<u>524,915</u>
<b>Net income/(expenditure)</b>	10	9,129	-	9,129	(75,626)
Fund balances at 1 February 2015		<u>189,377</u>	-	<u>189,377</u>	<u>265,003</u>
<b>Fund balances at 31 January 2016</b>		<u>198,506</u>	-	<u>198,506</u>	<u>189,377</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 2016

	Notes	£	2016 £	Combined 2015 £
<b>Fixed Assets</b>				
Tangible Assets	13		9,670	11,940
<b>Current Assets</b>				
Debtors	14	74,046		64,938
Cash at bank and in hand		<u>140,995</u>		<u>164,184</u>
		<u>215,041</u>		<u>229,122</u>
<b>Creditors: amounts falling due within one year</b>	15	<u>(26,205)</u>		<u>(51,685)</u>
<b>Net current assets</b>			<u>188,836</u>	<u>177,437</u>
<b>Total assets less current liabilities</b>			<u>198,506</u>	<u>189,377</u>
<b>Funds</b>				
Restricted Funds	17		-	-
Unrestricted Funds			<u>198,506</u>	<u>189,377</u>
			<u>198,506</u>	<u>189,377</u>

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

.....  
Fiona Harvey  
Chair

## Statement of Cash Flows

For the year ended 31 January 2016

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		2016 £	Combined 2015 £
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	21	(21,439)	(20,258)
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		567	467
Proceeds from the sale of property, plant and equipment		-	-
Purchase of property, plant and equipment		(2,317)	(5,602)
Proceeds from sale of investments		-	-
Purchase of investments		-	-
<b>Net cash provided by/(used in) investing activities</b>		<b>(1,750)</b>	<b>(5,135)</b>
<b>Net cash provided by/(used in) financing activities</b>		<b>—</b>	<b>—</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(23,189)</b>	<b>(25,393)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>164,184</b>	<b>189,577</b>
<b>Change in cash and cash equivalents due to exchange rate movements</b>		<b>—</b>	<b>—</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	22	<b><u>140,995</u></b>	<b><u>164,184</u></b>

# Notes to the accounts

*For the year ended 31 January 2016*

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## 1 Accounting policies

### **Basis of Accounting**

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.

### **Transition to FRS 102**

The Charity transitioned from previous UK GAAP to FRS 102 as at 1 February 2015, the previous accounts under Charity Registration number 1063519 having been prepared under UK GAAP.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 the Charities SORP FRS 102 the restatement of comparative items was required. No restatement was considered necessary.

### **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.

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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.

## **2 CIO Formation**

As approved by members of the Association at the AGM on 3 September 2014 the Association transitioned to become a Charitable Incorporated Organisation (CIO) during the financial year.

At the AGM on 9 September 2015 the members voted to transfer all assets and liabilities of Association for Learning Technology, 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) to the new CIO, Association for Learning Technology, Registered Charity No. 1160039.

*Continued*

**Analysis of principal SoFA components for the current reporting period:**

	Charity No 1063519 £	Charity No 1160039 £	Combined 2016 £
Total income	410,805	31,122	441,927
Total Expenditure	<u>(319,170)</u>	<u>(113,628)</u>	<u>(432,798)</u>
Net income/expenditure	91,635	(82,506)	9,129
Other gains/(losses)	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in Funds	<u>91,635</u>	<u>(82,506)</u>	<u>9,129</u>

**Analysis of principal SoFA components for the previous reporting period:**

	Charity No 1063519 £	Charity No 1160039 £	Combined 2015 £
Total income	449,289	-	449,289
Total Expenditure	<u>(524,915)</u>	<u>-</u>	<u>(524,915)</u>
Net income/expenditure	(75,626)	-	(75,626)
Other gains/(losses)	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in Funds	<u>(75,626)</u>	<u>-</u>	<u>(75,626)</u>

**Analysis of net assets at the date of the merger:**

	Charity No 1063519 £	Charity No 1160039 £	Combined 2016 £
<b>Net Assets</b>			
Represented by:			
Unrestricted Funds	281,012	-	281,012
Restricted Funds	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Funds</b>	<u>281,012</u>	<u>-</u>	<u>281,012</u>

*Continued*

**3 Income from Donations**

	<b>Unrestricted Funds £</b>	<b>Total 2016 £</b>	Combined Total (Unrestricted) 2015 £
Membership fees	117,477	117,477	114,598
CMALT certification fees	<u>18,478</u>	<u>18,478</u>	<u>11,385</u>
	<u><b>135,955</b></u>	<u><b>135,955</b></u>	<u><b>125,983</b></u>

**4 Investment Income**

	<b>Unrestricted Funds</b>	<b>2016 £</b>	Combined 2015 (unrestricted) £
Interest receivable	<u>567</u>	<u>567</u>	<u>467</u>

**5 Income from charitable activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>	Combined Total 2015 £
Annual Conference	238,886	-	238,886	228,735
Journal (Research in Learning Technology)	-	-	-	361
Events, except Annual Conference	-	-	-	1,690
Projects	66,145	-	66,145	73,023
Grants	<u>374</u>	<u>-</u>	<u>374</u>	<u>19,030</u>
	<u><b>305,405</b></u>	<u><b>-</b></u>	<u><b>305,405</b></u>	<u><b>322,839</b></u>

The 2015 total consists of unrestricted income of £303,809 and restricted expenditure of £19,030.

*Continued*

**6 Expenditure on raising funds**

	<b>Unrestricted Funds</b>	<b>Total 2016</b>	Combined Total (unrestricted) 2015
	£	£	£
CMALT - membership services	<u>380</u>	<u>380</u>	<u>2,151</u>

**7 Expenditure on Charitable Activities by Fund Type**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2016</b>	Combined Total 2015
	£	£	£	£
Annual Conference	110,692	-	110,692	116,998
Journal (Research in Learning Technology)	20,290	-	20,290	24,190
Newsletter (News Online)	-	-	-	-
Printed newsletter (discontinued)	-	-	-	-
Events, except Annual Conference	790	-	790	10,531
Projects	42,305	-	42,305	122,650
Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,030</u>
	<u>174,077</u>	<u>-</u>	<u>174,077</u>	<u>293,399</u>

The 2015 total consists of unrestricted expenditure of £234,110 and restricted expenditure of £59,289.

**8 Expenditure on Charitable Activities by Activity Type**

	<b>Allocated</b>	<b>Total</b>	Combined Total
	<b>Costs</b>	<b>2016</b>	2015
	£	£	£
Annual Conference	110,692	110,692	116,998
Journal (Research in Learning Technology)	20,290	20,290	24,190
Newsletter (News Online)	-	-	-
Printed newsletter (discontinued)	-	-	-
Events, except Annual Conference	790	790	10,531
Projects	42,305	42,305	122,650
Grants	<u>-</u>	<u>-</u>	<u>19,030</u>
	<u>174,077</u>	<u>174,077</u>	<u>293,399</u>

The 2015 total consists of unrestricted expenditure of £234,110 and restricted expenditure of £59,289.

*Continued*

**9 Other expenditure**

	<b>Unrestricted</b>	<b>Total</b>	Combined
	<b>Funds</b>	<b>2016</b>	Total
	<b>£</b>	<b>£</b>	(unrestricted)
			2015
			<b>£</b>
Salaries and wages	<b>160,633</b>	<b>160,633</b>	122,392
Employer's NI	<b>10,964</b>	<b>10,964</b>	10,237
Staff pension contributions	<b>25,156</b>	<b>25,156</b>	20,445
Rent	<b>12,170</b>	<b>12,170</b>	11,983
Professional and consultancy fees	<b>5,848</b>	<b>5,848</b>	11,163
Travelling and subsistence	<b>9,572</b>	<b>9,572</b>	10,953
Printing, stationary and advertising	<b>1,322</b>	<b>1,322</b>	264
Insurance	<b>(14)</b>	<b>(14)</b>	1,155
Subscriptions	<b>1,707</b>	<b>1,707</b>	2,132
Web, database and computer support	<b>6,282</b>	<b>6,282</b>	7,563
Bank and credit card charges	<b>3,367</b>	<b>3,367</b>	4,831
Depreciation	<b>4,587</b>	<b>4,587</b>	2,790
Bad debts written off	<b>(23)</b>	<b>(23)</b>	766
Miscellaneous expenses	<b>1,989</b>	<b>1,989</b>	2,403
Accommodation, hospitality, venue hire	<b>3,454</b>	<b>3,454</b>	2,637
Project expenditure	<b>-</b>	<b>-</b>	1,340
Phones and audio-conferencing	<b>2,453</b>	<b>2,453</b>	3,692
Advertising	<b>24</b>	<b>24</b>	890
Audit and Accountancy	<b>7,750</b>	<b>7,750</b>	11,729
Equipment Hire and purchase	<b><u>1,100</u></b>	<b><u>1,100</u></b>	-
	<b><u>258,341</u></b>	<b><u>258,341</u></b>	<b><u>229,365</u></b>

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

This is stated after charging:

	<b>2016</b>	2015
	<b>£</b>	<b>£</b>
Staff pension contributions	<b>25,156</b>	20,445
Depreciation	<b>4,587</b>	2,705
Auditors' remuneration	<b><u>5,750</u></b>	<b><u>3,600</u></b>

*Continued*

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**11 Employees**

The employees costs represent salaries paid by Oxford Brookes and recharged to the Association.

**Number of Employees**

The average monthly number of employees during the year was:

	<b>2016</b>	2015
	<b>Number</b>	Number
Number of Administrative Staff	<b>4</b>	4
Number of Management Staff	<b>2</b>	3
	<b><u>6</u></b>	<u>7</u>

**Employment costs**

	<b>2016</b>	2015
	£	£
Wages and salaries	<b>160,633</b>	185,080
Social security costs	<b>10,964</b>	12,309
Other pension costs	<b><u>25,156</u></b>	<u>28,657</u>
	<b><u>196,753</u></b>	<u>226,046</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2015 - Nil).

**12 Trustees**

No trustee received any remuneration in the year (2015: £Nil).

Expenses totalling £3,428 were paid to 12 Trustees in the year (2015: £1,305 paid to 12 Trustees)

*Continued*

13	Tangible Fixed Assets	Software	Computer equipment	Office equipment	Total
		£	£	£	£
	<b>Cost</b>				
	At 1 February 2015	600	53,834	5,491	59,925
	Additions	-	2,317	-	2,317
	Disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>As at 31 January 2016</b>	<u>600</u>	<u>56,151</u>	<u>5,491</u>	<u>62,242</u>
	<b>Depreciation</b>				
	At 1 February 2015	183	45,285	2,517	47,985
	Charge for the year	200	3,368	1,019	4,587
	On Disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>As at 31 January 2016</b>	<u>383</u>	<u>48,653</u>	<u>3,536</u>	<u>52,572</u>
	<b>Net book value</b>				
	<b>As at 31 January 2016</b>	<u>217</u>	<u>7,498</u>	<u>1,955</u>	<u>9,670</u>
	<b>As at 31 January 2015</b>	<u>417</u>	<u>8,549</u>	<u>2,974</u>	<u>11,940</u>

14	Debtors	2016	Combined 2015
		£	£
	Trade Debtors	25,256	9,929
	Other Debtors	47,539	47,237
	Prepayments and Accrued Income	<u>1,251</u>	<u>7,772</u>
		<u>74,046</u>	<u>64,938</u>

Included in other debtors is a bond of £Nil (2015: £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	2016	Combined 2015
		£	£
	Trade creditors	13,481	28,226
	Accruals and deferred income	11,694	23,459
	Other Creditors	<u>1,030</u>	<u>-</u>
		<u>26,205</u>	<u>51,685</u>

*Continued*

**16 Pensions**

The pension cost of £25,156 (2015: £28,657) represents contributions payable by Oxford Brookes University to the Local Government Pension Scheme and recharged to the Association. Contributions totalling £Nil (2015: £Nil) were payable to the fund at 31 January 2016. Although the scheme is a defined benefit scheme the Charity has no legal or constructive obligations to pay further contributions or to make direct benefit payments to employees if the fund does not hold sufficient assets.

**17 Fund Transfers**

£NIL (2015: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

**18 Unrestricted Funds**

	<b>Movement in Funds</b>			<b>Balance</b>
	<b>Combined</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>at 31</b>
	<b>Balance at 1</b>	<b>Resources</b>	<b>Resources</b>	<b>January</b>
	<b>February</b>			<b>2016</b>
	<b>2015</b>			<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Funds	<u>189,377</u>	<u>441,927</u>	<u>(432,798)</u>	<u>198,506</u>

Unspent unrestricted funds include £11,220 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group (2015: £13,000). Also included is the remaining balance of £22,500 of the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee (2015: £32,500).

Included in this year's expenditure is a partial investment (£10,000) of the bequest from the Open Learning Partnership as agreed by the Central Executive Committee, February 2014 and £1,780 spent on OER conference funded places.

*Continued*

**19 Analysis of Net Assets between Funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 January 2016 are represented by:			
Tangible Fixed Assets	9,670	-	9,670
Current Assets	215,041	-	215,041
Creditors: Amounts falling due within one year	<u>(26,205)</u>	<u>-</u>	<u>(26,205)</u>
	<u>198,506</u>	<u>-</u>	<u>198,506</u>

**20 Related Party Transactions**

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

**21 Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>9,129</b>	<b>(75,626)</b>
<b>Adjustments for:</b>		
Depreciation charges	<b>4,587</b>	2,789
Dividends, interest and rents from investments	<b>(567)</b>	(467)
Interest Paid	-	-
(Increase)/decrease in debtors	<b>(9,108)</b>	35,076
Increase/(decrease) in creditors	<b><u>(25,480)</u></b>	<u>17,970</u>
	<b><u>(21,439)</u></b>	<u>(20,258)</u>

**22 Analysis of cash and cash equivalents**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Cash in Hand	<b><u>140,995</u></b>	<u>164,184</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 2016*

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	<b>Total</b>	Combined
	<b>2016</b>	Total
<b>Income</b>	<b>£</b>	2015
		£
<b>Income from donations</b>		
Membership fees	117,477	114,598
CMALT certification fees	18,478	11,385
Donations	-	-
	<u>135,955</u>	<u>125,983</u>
<b>Investment income</b>		
Interest receivable	<u>567</u>	<u>467</u>
<b>Income from charitable activities</b>		
Annual Conference	238,886	228,735
Journal (Research in Learning Technology)	-	361
Events, except Annual Conference	-	1,690
Projects	66,145	73,023
Grants	374	19,030
	<u>305,405</u>	<u>322,839</u>
<b>Total income</b>	<u>441,927</u>	<u>449,289</u>

## ***Continued***

	<b>Total</b>	Combined
	<b>2016</b>	Total
<b>Expenditure on:</b>	<b>£</b>	<b>£</b>
<b>Raising funds</b>		
CMALT - membership services	<u><b>380</b></u>	<u>2,151</u>
<b>Charitable activities</b>		
Staff costs	-	83,526
Project expenditure	<b>42,304</b>	93,933
Accommodation & venue hire	<b>95,931</b>	94,241
Presenters & programme costs	-	3,000
Material	-	1,057
Printing, postage & telephone	<b>3,826</b>	2,032
Equipment hire & exhibition set up cost	-	2,125
Bank charge	-	-
Insurance	-	954
IT, website & database cost	<b>636</b>	378
Legal & professional	-	-
Advertising, design & art work	<b>2,138</b>	1,199
Travelling & subsistence	<b>4,061</b>	10,954
Miscellaneous expenses	<b>25,181</b>	-
	<u><b>174,077</b></u>	<u>293,399</u>

## ***Continued***

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	<b>Total</b>	Combined
	<b>2016</b>	Total
	£	2015
<b>Other</b>		£
Salaries and wages	<b>160,633</b>	122,392
Employer's NI	<b>10,964</b>	10,237
Staff pension contributions	<b>25,156</b>	20,445
Rent	<b>12,170</b>	11,983
Professional and consultancy fees	<b>5,848</b>	11,163
Travelling and subsistence	<b>9,572</b>	10,953
Printing, stationary and advertising	<b>1,322</b>	264
Insurance	<b>(14)</b>	1,155
Subscriptions	<b>1,707</b>	2,132
Web, database and computer support	<b>6,282</b>	7,563
Bank and credit card charges	<b>3,367</b>	4,831
Depreciation	<b>4,587</b>	2,790
Bad debts written off	<b>(23)</b>	766
Miscellaneous expenses	<b>1,989</b>	2,403
Accommodation, hospitality and venue hire	<b>3,454</b>	2,637
Project expenditure	-	1,340
Phones and audio conferencing	<b>2,453</b>	3,692
Advertising	<b>24</b>	890
Audit and accountancy	<b>7,750</b>	11,729
Equipment hire and purchase	<b><u>1,100</u></b>	-
	<b><u>258,341</u></b>	<b><u>229,365</u></b>
<b>Total expenditure</b>	<b><u>432,798</u></b>	<b><u>524,915</u></b>

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<b>Net income</b>	<b><u>9,129</u></b>	<b><u>(75,626)</u></b>
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## Structure, governance and management

### Constitution

Until 8 September 2015 ALT operated 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.

Since that date ALT has operated as a Charitable Incorporated Organisation (CIO), registered charity number 1160039, governed by its constitution adopted 2 September 2014.

The CIO was registered with the Charity Commission on 20 January 2015.

### 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. 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 licence to occupy, and is overseen by the University's Pro Vice-Chancellor for Student Experience, ALT's Chief Executive, 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.

### **Operational Committee Membership for the financial year 2015/16**

Committee for Further Education and cross-sector engagement

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

Vice Chair: Vacancy

Members:

Judy Bloxham - RSC NW eLearning Adviser

Rachel Challen - eLearning Manager, Loughborough College

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

Adam Elce - Information Advisor, North Nottinghamshire College of Further Education

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;

Liam Sammon - Commercial Director, JTL

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

Sarah Williams - ILT Development Manager at Yale College.

### **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;

Mr Tom Franklin - Learning Technology consultant - Franklin Consulting.

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

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 John Couperthwaite, Implementation Consultant, PebblePad

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

Mrs Jane Britton, Principal Teaching Fellow and Programme Director (Project Management), School of Management, University College London;

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

### **Committee for Communication and Publications**

Chair: Prof. Neil Morris - Director of Digital Learning, University of Leeds.

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

Members:

Lesley Diack - School of Pharmacy and Life Sciences at Robert Gordon University;

Kathy-ann Daniel-Gittens - Instructional Designer with the Center for Distributed Learning at the University of Central Florida;

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

Anne Hole - Learning Technologist at the University of Sussex, (#altc Blog Editor in Chief);

Katharine Jewitt - Digital Learning Fellow at Prospects College of Advanced Technology;

James Little - Pedagogical & Technology Thinker and Implementer at Evolve Online and Learning Technologist at the University of Sheffield;

Colin Loughlin - Learning Technologist at the University of Surrey;

Santanu Vasant - Educational Technologist in the Learning Enhancement and Development (LEaD) Centre at City University;

Ros Walker - Learning Technologist at the University of Sheffield;

### **Overview of membership for financial year 2015/16**

	2015/16	2014/15	2013/14	2012/13	2011/12
Individuals	1808	1264	1256	1179	1210
Organisations	153	160	202	223	224
<b>Total</b>	<b>1961</b>	<b>1424</b>	<b>1458</b>	<b>1402</b>	<b>1434</b>