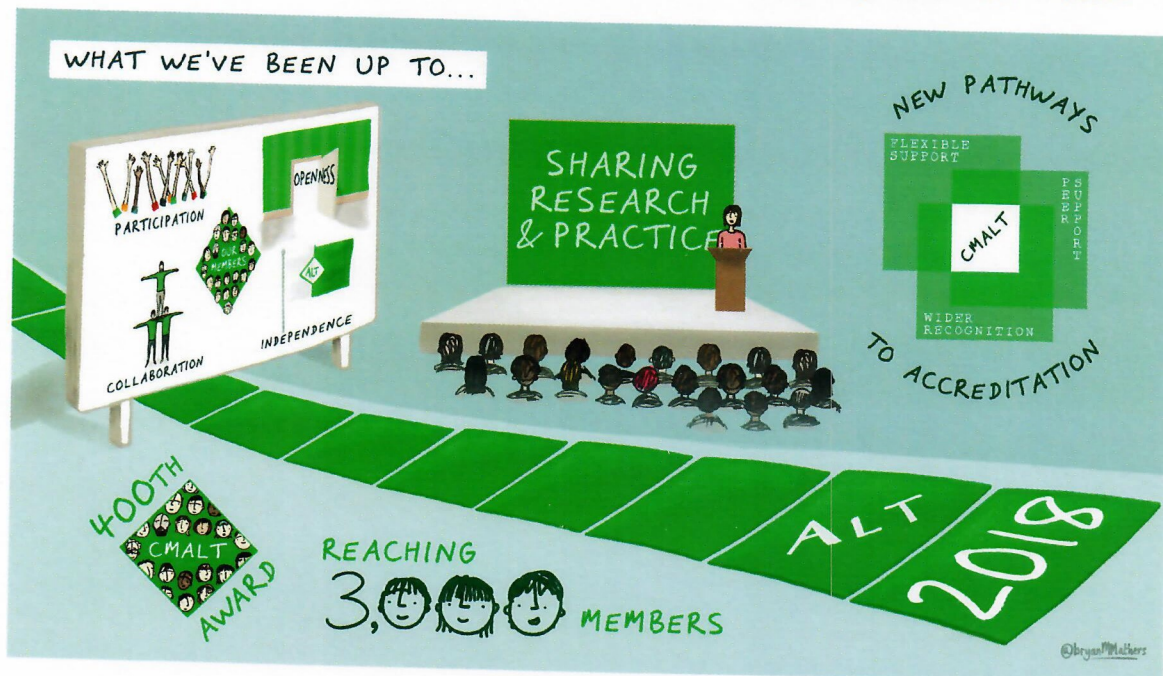




Annual Report

Financial Year 1 February 2017 to 31 January 2018

Charity Registration No. 1160039



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2018, for the approval of the ALT Annual General Meeting on 12 September 2018 at the University of Manchester, Manchester, UK.

This Annual Report covers ALT's February 2017 to January 2018 financial year, but is presented for approval by members at ALT's AGM in September 2018, seven months into the subsequent financial year. Therefore we include some developments over the first quarter of the current financial year as well as the financial year to which the report's financial statements relate.

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Reference and administrative details

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

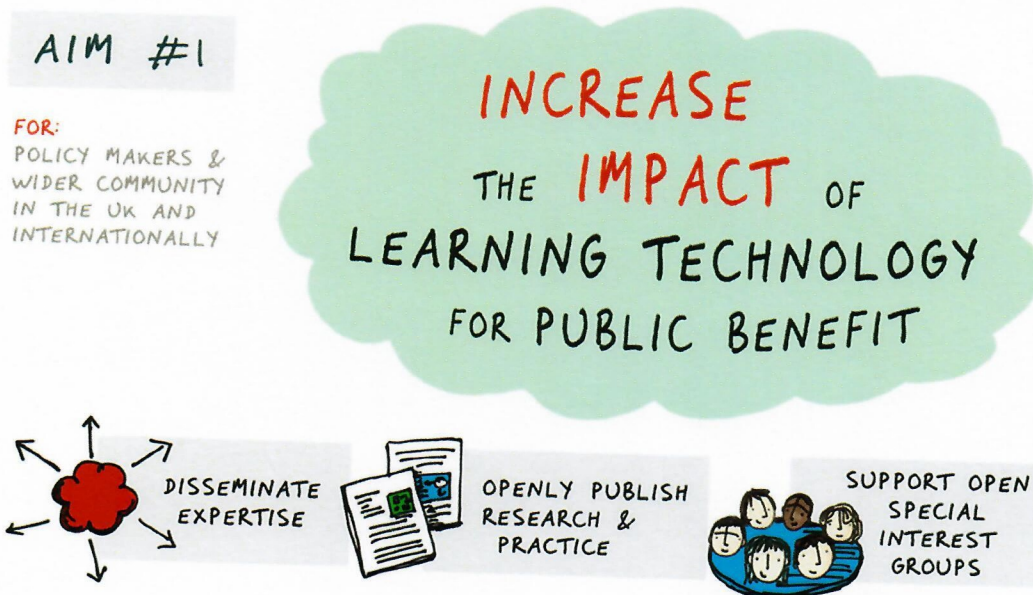
Public benefit and our aims & activities

Public benefit statement

The Association for Learning Technology (ALT) represents individual and organisational Members from all sectors and parts of the UK. Our Membership includes practitioners, researchers and policy makers with an interest in Learning Technology. Our community grows more diverse as Learning Technology has become recognised as a fundamental part of learning, teaching and assessment.

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

We have led professionalisation in Learning Technology since 1993.



Aim 1: Increase the impact of Learning Technology for Public Benefit

The ALT 2017-2020 Strategy (<http://repository.alt.ac.uk/2370/>) translates our single charitable object into three strategic aims:

Aim 1: Increase the impact of Learning Technology for public benefit

For policy makers and the wider community in the UK and internationally

- Continue to publish Open Access research and practice;
- Advocate for open practice and policy;
- Enable Members to disseminate their collective expertise to policy makers;
- Host and disseminate Creative Commons licensed Learning Technology resources licensed for sharing and reuse;

- Support Special Interest Groups that are open to all;
- Organise free and open online events showcasing the expertise of our community;
- Liaise with networks and organisations with similar aims and values.

Aim 2: Provide stronger recognition of and representation for Learning Technology professionals on a national level

For organisations like universities, colleges, schools, industry, private training and apprenticeship providers from across sectors

- Enhance the recognition of CMALT through alignment with national frameworks;
- Representing and responding on behalf of the Membership in policy consultations, organising policy boards and supporting Member Groups focused on policy in England, Northern Ireland, Scotland and Wales;
- National recognition through the Learning Technologist of the Year Awards, established for over 10 years;
- Provide strategic information to Members through collaboration with partners in the UK and internationally;
- Build stronger links to Learning Technology teacher training, degree and research programmes;
- Continue to support and enhance our network to facilitate discussion and knowledge exchange.

Aim 3: Lead the professionalisation of research and practice in Learning Technology

For professionals whose work entails Learning Technology in leadership, management, research, academic, technical or support roles

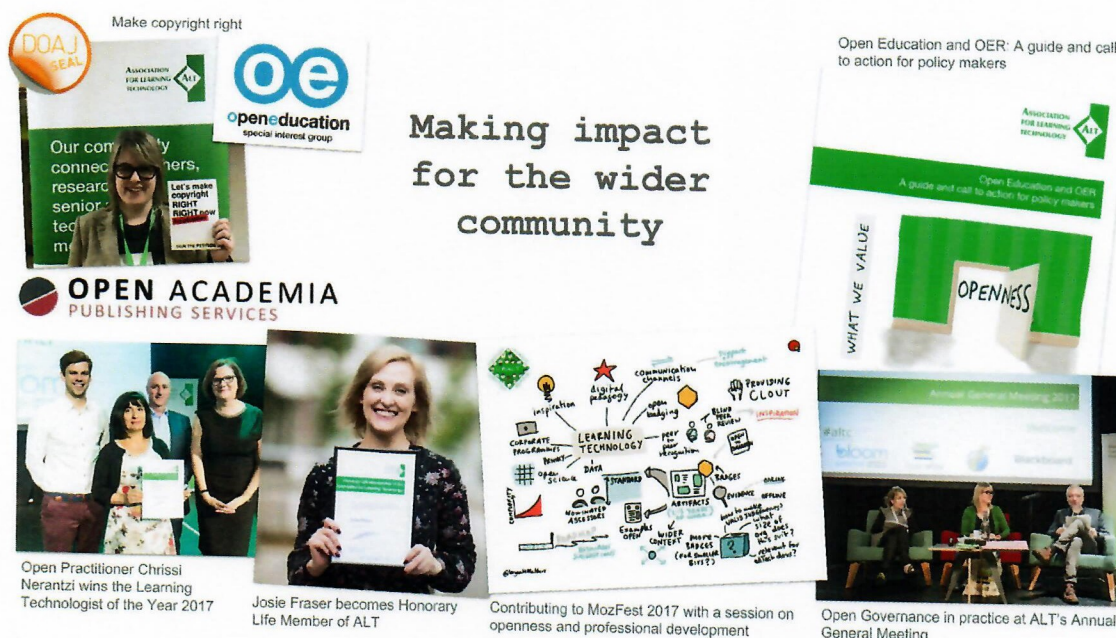
- Develop accreditation through the CMALT framework for senior as well as early career professionals;
- Support local Members Groups and mentoring schemes;
- Dissemination through national conferences with publication routes to Research in Learning Technology;
- Provide CPD activities including publications and research leading to Open Badges;
- Produce, share and remix openly licensed resources for learning, teaching and assessment using the ALT Open Access Repository;
- Provide regular news including job & events listings;
- Showcase practice & research at online events and webinars.

In consultation with our Members we have also contributed various policy developments, including:

- [ALT's response](#) to Higher Education Funding Council for England Consultation on the second Research Excellence Framework, 17 March 2017;
- #FELTAG 2017: [Embracing Digital Technology in Further Education](#), 17 October 2017;
- Open Education and OER - A guide and call to action for policy makers <https://repository.alt.ac.uk/2425/>, 12 Dec 2017,
- Community guide: how to engage with start ups <http://bit.ly/altcstartupguide>, 6 Feb 2018;

How we put our strategy into practice

Each year we report on back on how we put our strategy into practice and what is in store for the coming year. Below are examples of new developments together with input from Trustees sharing their perspectives on progress made:



Sharing milestones with participants of the OER18 Conference in Bristol, April 2018.

We work to increase the impact of Learning Technology for public benefit. Building on the thriving community of Special Interest Groups we support, we organise free and open online events showcasing the expertise of our community on topics such as Open Education and Learning Spaces. One way in which Special Interest Groups are active is shaping events such as the annual OER Conferences or the Playful Learning Conference.

One of the milestones we celebrated at *OER18* was ALT taking ownership of its Open Access journal *Research in Learning Technology*, which is now published by ALT in partnership with Open Academia. The journal has helped establish a body of evidence and research reaching back over 25 years and all articles are freely available via the journal website and also deposited in ALT's Open Access Repository.

A new Strategic Journal Working Group has been established to help steer the development of the journal now it is being published by ALT in partnership with Open Academia. Representatives from other scholarly bodies who are publishing in a similar model have agreed to join the group to share best practice and support each other. The group is chaired by Prof Neil Morris, who also chairs the Editorial Board, and we are delighted to welcome colleagues from ASCILITE, ILTA and the OLC alongside our Editors. Neil says 'The ALT community should be proud to have ownership of this journal, which is leading the sector in terms of its open access commitments. We now need to set the strategic direction for the journal over the next 5 years, and decide how we want to measure our success in terms of reach and impact. The working group will formulate this strategy and help ALT to decide which measures we will apply to the journal in the future.'



Winners of the 2017 Learning Technologist of the Year Awards in Liverpool, September 2017.

As the leading professional body for Learning Technology we aim to provide stronger recognition of and representation for professionals at a national level.

Alongside the established Learning Technologist of the Year Awards we have launched a new Learning Technology Research Project of the Year Award. Established in 2007, the Awards have established a benchmark for outstanding achievement in Learning Technology on a national scale and attract competitive entries from the UK and internationally. All entries are reviewed by an independent judging panel chaired by the President of ALT.

Professional practice in Learning Technology across sectors requires constant training and development. Included in our strategy is enhancing recognition of CMALT, our peer-based accreditation scheme, through alignment with other national frameworks.

Shirley Evans (Honorary Secretary of ALT) says:

I have been involved with the CMALT scheme for nearly 10 years and have seen it go from strength to strength. It is exciting to see the impact that it has on individuals and the learning technology community.

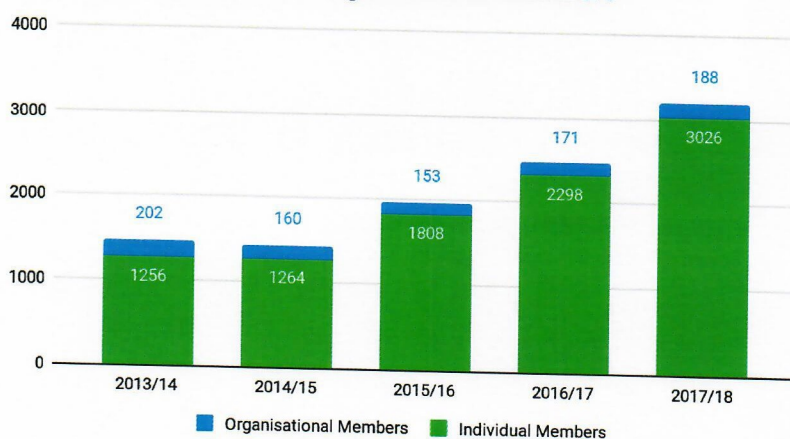


Left: CMALT accreditation celebration at the University of Edinburgh, 2017. Image © University of Edinburgh and used with kind permission. Right: Presenting two members of staff at Hong Kong Polytechnic University, Seth Neeley and Arinna Nga Ying Lee, with their CMALT Certificates at the BOLT Symposium, 2018. Image © Arinna Nga Ying Lee and used with kind permission.

Over the past year we have led a major consultation, Pathways to CMALT, with Members and the wider community. We want to expand the CMALT accreditation framework to provide new pathways to professional recognition for: Learning Technology professionals in the early stages of their career, for those for whom Learning Technology is only part of their role and also for senior professionals in management, leadership or research positions. Pathways to CMALT is the largest innovation project ALT has undertaken independently since the ground breaking ocTEL online programme. This year will see this exciting new project scaling up to include further mappings beyond the Jisc Digital Capabilities framework, the UKPSF and the Blended Learning curriculum. In addition, the Doug Gowan Memorial Fund continues to support individuals from the learning and skills sector to achieve CMALT accreditation. It has attracted a range of high quality and inspirational applications

helping to spread best practice in learning technology across and between sectors.

Individual Members and Organisational Members



As our strategy clearly states, we are greater than the sum of our parts. In 2017 we celebrated two membership milestones; the 400th CMALT Award and the growth of overall Membership to over 3000. This increase in numbers is making our voice in policy

development stronger than ever before.

The decision to keep our membership fees frozen for a third year has also paid off as increasing membership allows us to maintain and expand all of our activities. The more members we have, the more we can do for and with our community.

Sarah Sherman comments:

As chair of the ALT Membership Development Committee, I am very proud to see the Association achieve these fantastic milestones. The Committee members work hard with keen enthusiasm to support the ALT central team with membership endeavours.

ALT has shown exemplary strategic leadership in the area of open education and OER this year. In addition to organising another successful and inclusive OER conference, which featured a greater diversity of voices than ever, we also published a briefing paper for leaders and senior managers; *Open Education and OER – A guide and call to action for policy makers*. An article introducing the guide featured in WonkHE to coincide with international Open Education Week in March.

ALT Trustee Lorna M. Campbell, who presented one of the keynotes at this year's OER18 conference, comments:

It was a real honour to be invited to speak at OER18, and to have the opportunity to acknowledge the central role that ALT has played in supporting the open education community in the UK and ensuring that the OER conference has grown to become the diverse and inclusive international event it is today.

This year marks ALT's 25th year and also our 25th Annual Conference. Whilst it is important to celebrate our history, our Members' achievements and the progress we have made, this is also an opportunity to critically reflect on where we are and what we are heading toward. Which is why under the leadership of Trustees and the Conference Committee, our Annual Conference places a particular emphasis on critical, historical and political perspectives, research and analysis that questions the purpose or impact of technology used for learning, teaching or assessment.

Future plans: building on our achievements

For our future plans, we build on our achievements to put our values and strategic aims into action.

Report from the Chair of ALT

This Report presents an overview of strong, strategic progress for the Association. As my fellow Trustees have highlighted in the preceding pages, our community has worked hard to achieve our aims for Members and for public benefit, too.

Last year, the launch of the current strategy marked the culmination of months of consultation with Members, helping us to create a shared vision that forms the core of all of our work. The implementation of the new strategy also marked the beginning of a year of transformation as we worked to bring ALT's operations and governance in line with it. We have taken every opportunity to put our values into practice and I'd like to highlight some of the major achievements that reflect

I am delighted that in its 25th year, ALT has now become a fully virtual, distributed organisation employing our staff directly. This new phase in ALT's history will ensure that we have an a truly independent, effective, agile base of operations providing more direct support for our Members across the UK. I would like to thank all our staff, Maren, Martin, Jane, Tom and Emma Jane for their continued enthusiasm and commitment during the transition.

Participation is a core value of ALT and over this past year more Members have actively engaged with our activities than ever before, including the current committee for the Annual Conference with over 90 volunteers.

We continue to support openness in everything we do, from the platforms we use to deliver membership services to the policy developments we champion, This is strongly supported by Members through their engagement in the UK and internationally. Our open access publication partnership for our journal *Research in Learning Technology* is yet another example of our commitment to openness, and is another significant milestone to mark in our 25th year.

Working together across sectors and including a diverse range of Learning Technology professionals continues to be a challenge, but the benefits of sharing practice as exemplified on the Members' discussion list, the altc blog, Member and Special Interest Groups becomes even more important as external pressure on different sectors increase. The expertise and experience in our Membership continues to be ALTs greatest asset.

As our Accounts for this year show, ALT uses its charitable income prudently and effectively to ensure our staff and infrastructure are fit to support and enable our growing network of Members. Thanks to more Members joining and getting involved each year, we can grow our influence and activities, leading professionalisation in Learning Technology as we plan ahead for the next 25 years.



Sheila MacNeill

Chair

Financial review and Honorary Treasurer's report

In September, I will reach three years as Honorary Treasurer, and in that time there have been significant changes in the way ALT is organized. It has become a Charitable Incorporated Organisation (CIO), which means that the Trustees no longer bear personal liability for its debts, launched a new strategy, become a virtual organization and started employing its staff directly. This has meant saying goodbye to our successful partnership with Oxford Brookes University as we have matured into a fully independent organization.

These changes have deliberately been largely invisible to members, as we have continued to deliver on our strategy and objectives, but over time these changes will make ALT a stronger, more agile organization, able to be even more effective in its aims.

This greater independence requires a sound financial basis, and this has been a key goal of the Trustees for the last few years. In the year ended 31 January, we are pleased to have recorded a small surplus of £24,147, reflecting careful control of expenditure and ensuring the best possible value from all our activities.

Being a virtual, stand-alone organization does bring some increased risks, and in recognition of this, the Trustees have decided to transfer most of the surplus into a "designated reserve fund", which now holds £160k. This represents six months of ALT's normal operating expenditure, so that, in the case of an unforeseen financial emergency, the charity could continue to operate for this length of time. Establishing such a reserve is in line with best practice in the sector. It is the Trustees' intention that such funds are kept as a reserve for the foreseeable future, so designating it as such in our accounts gives transparency to our members and other stakeholders.

Financial stability underpins the remarkable impact that ALT has in the field of educational technology, and we have a sound base as we move forward with our new strategy and structure.



Daniel Clark
Honorary Treasurer

The Trustees

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

1. Alastair Clark (until September 2017)
2. Daniel Clark (Honorary Treasurer from September 2015)
3. James Clay (Chair of the Committee for Further Education and Cross-sector Engagement) from September 2012)
4. Shirley Evans (Honorary Secretary from September 2014)
5. Fiona Harvey (Vice-Chair until September 2015, Chair from September 2015, President from September 2016 until September 2017)
6. Matt Lingard (Chair of the Communications and Publications Committee until September 2015, the Trustee until September 2017)
7. Sheila MacNeill (from September 2014, Vice-Chair from September 2016, Chair from September 2017)
8. Neil Morris (Chair of the Communications and Publications Committee from September 2015)
9. Malcolm Ryan (until September 2017)
10. Sarah Sherman (Chair of the Committee for Membership Development from September 2014)
11. Martin Weller (Vice-Chair from September 2015, Chair from September 2016, President from September 2017)
12. Lorna Campbell (from September 2016)
13. Bella Abrams (from February 2016)
14. Peter Bryan (from September 2017)
15. Elizabeth Charles (from September 2017)
16. Nicola Whitton (from September 2017, Vice-Chair)

Responsibilities of the Trustees

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

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

- select suitable accounting policies and then apply them consistently;
- 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 1993. 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 David Cadwallader & Co as auditor for the ensuing year was proposed and agreed at the Annual General Meeting in 2017.

Approved by and signed on behalf of the Trustees:

A handwritten signature in black ink, appearing to be 'D. Clark', with a stylized flourish at the end.

Daniel Clark (Honorary Treasurer)

Date: 14 June 2018

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

For the year ended 31 January 2018

Opinion

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2018 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cashflows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 January 2018 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis of Opinion

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

Conclusions relating to going concern

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

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue

to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information given in the 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.

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

David Cadwallader & Co Limited

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

Dated: 25 June 2018

Statement of financial activities including income and expenditure account

For the year ended 31 January 2018

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total Unrestricted 2017
		£	£	£	£
Income from					
Donations	2	140,456	-	140,456	134,974
Investments	3	253	-	253	494
Charitable activities	4	<u>344,677</u>	-	<u>344,677</u>	<u>327,188</u>
Total income		<u>485,386</u>	-	<u>485,386</u>	<u>462,656</u>
Expenditure on					
Raising Funds	5	826	-	826	1,055
Charitable activities	6-8	<u>460,413</u>	-	<u>460,413</u>	<u>465,619</u>
Total expenditure		<u>461,239</u>	-	<u>461,239</u>	<u>466,674</u>
Net income/(expenditure)	9	24,147	-	24,147	(4,018)
Fund balances at 1 February 2017		<u>194,488</u>	-	<u>194,488</u>	<u>198,506</u>
Fund balances at 31 January 2018		<u>218,635</u>	-	<u>218,635</u>	<u>194,488</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 2018

	Notes	£	2018 £	£	2017 £
Fixed Assets					
Tangible Assets	12		7,300		6,845
Current Assets					
Debtors	13	87,030		128,743	
Cash at bank and in hand		<u>216,656</u>		<u>192,397</u>	
		<u>303,686</u>		<u>321,140</u>	
Creditors: amounts falling due within one year	14	<u>(92,351)</u>		<u>(133,497)</u>	
Net current assets			<u>211,335</u>		<u>187,643</u>
Total assets less current liabilities			<u>218,635</u>		<u>194,488</u>
Funds					
Restricted Funds	16		-		-
Unrestricted Funds			<u>218,635</u>		<u>194,488</u>
			<u>218,635</u>		<u>194,488</u>

The accounts were approved by the members of the committee on 16/1/18 and are signed on their behalf by:

Sheila MacNeill

Sheila MacNeill

Chair

Statement of Cash Flows

For the year ended 31 January 2018

	Notes	2018 £	2017 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	20	<u>26,883</u>	<u>52,719</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		253	494
Proceeds from the sale of property, plant and equipment		722	-
Purchase of property, plant and equipment		(3,599)	(1,811)
Proceeds from sale of investments		-	-
Purchase of investments		-	-
Net cash provided by/(used in) investing activities		<u>(2,624)</u>	<u>(1,317)</u>
Net cash provided by/(used in) financing activities		<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		24,259	51,402
Cash and cash equivalents at the beginning of the reporting period		192,397	140,995
Change in cash and cash equivalents due to exchange rate movements		<u>-</u>	<u>-</u>
Cash and cash equivalents at the end of the reporting period	21	<u>216,656</u>	<u>192,397</u>

Notes to the accounts

For the year ended 31 January 2018

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.

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.

Continued

Tangible fixed assets and depreciation

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

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

Pensions

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

Debtors

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

Cash at bank and in hand

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

Creditors and provisions

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

Financial Instruments

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

Continued

2 Income from Donations

	Unrestricted Funds £	Total 2018 £	Total (Unrestricted) 2017 £
Membership fees	118,233	118,233	114,862
Other Donations	10	10	-
CMALT certification fees	<u>22,213</u>	<u>22,213</u>	<u>20,112</u>
	<u>140,456</u>	<u>140,456</u>	<u>134,974</u>

3 Investment Income

	Unrestricted Funds £	2018 £	2017 (unrestricted) £
Interest receivable	<u>253</u>	<u>253</u>	<u>494</u>

4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total (Unrestricted) 2017 £
Annual Conference	269,236	-	269,236	252,316
Sponsorship	-	-	-	25
Events, except Annual Conference	-	-	-	-
Projects	75,441	-	75,441	74,847
Grants	-	-	-	-
	<u>344,677</u>	<u>-</u>	<u>344,677</u>	<u>327,188</u>

Continued

5 Expenditure on raising funds

	Unrestricted Funds	Total 2018	Total (unrestricted) 2017
	£	£	£
CMALT - membership services	<u>826</u>	<u>826</u>	<u>1,055</u>

6 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total 2018	Total (Unrestricted) 2017
	£	£	£	£
Membership	40,594	-	40,594	92,511
CMALT	7,436	-	7,436	23,199
Annual Conference and events	309,916	-	309,916	213,959
Operations	16,202	-	16,202	50,550
Projects	67,384	-	67,384	74,028
Governance	<u>18,881</u>	<u>-</u>	<u>18,881</u>	<u>11,372</u>
	<u>460,413</u>	<u>-</u>	<u>460,413</u>	<u>465,619</u>

7 Expenditure on Charitable Activities by Activity Type

	Direct costs	Allocated Support costs	Total	Total (Unrestricted)
	2018	2018	2018	2017
	£	£	£	£
Membership	18,288	57,474	75,762	92,511
CMALT	-	14,924	14,924	23,199
Annual Conference and events	102,685	135,918	238,603	213,959
Operations	-	44,859	44,859	50,550
Projects	67,384	-	67,384	74,028
Governance	<u>-</u>	<u>18,881</u>	<u>18,881</u>	<u>11,372</u>
	<u>188,357</u>	<u>272,056</u>	<u>460,413</u>	<u>465,619</u>

Continued

8 Analysis of support and Governance Costs

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

	Governance costs 2018	Support costs 2018	Total (unrestricted) 2018	Total (unrestricted) 2017
		£	£	£
Salaries and wages	-	162,561	162,561	147,345
Employer's NI	-	10,494	10,494	12,240
Staff pension contributions	-	19,311	19,311	22,569
Rent	-	12,568	12,568	12,323
Professional and consultancy fees	-	8,935	8,935	8,413
Travelling and subsistence	2,650	8,671	11,321	10,355
Printing, stationary and advertising	-	3,488	3,488	1,901
Insurance	-	1,124	1,124	2,014
Subscriptions	-	-	-	-
Web, database and computer support	-	9,877	9,877	6,216
Bank and credit card charges	-	4,791	4,791	4,985
Depreciation	-	2,422	2,422	4,636
Bad debts written off	-	1,992	1,992	-
Miscellaneous expenses	-	805	805	220
Accommodation, hospitality, venue hire	-	2,232	2,232	2,765
Election expenditure	930	-	930	900
Phones and audio-conferencing	-	3,901	3,901	2,568
Advertising	-	-	-	-
Audit and Accountancy	5,390	-	5,390	7,240
Legal and professional	8,911	-	8,911	-
Equipment Hire and purchase	-	1,003	1,003	1,133
	<u>17,881</u>	<u>254,175</u>	<u>272,056</u>	<u>247,823</u>

Continued

9 Net income/(expenditure) for the Year

This is stated after charging:

	2018	2017
	£	£
Staff pension contributions	21,590	25,867
Depreciation	2,422	4,636
Auditors' remuneration	<u>5,390</u>	<u>6,240</u>

10 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:

	2018	2017
	Number	Number
Number of Administrative Staff	2	4
Number of Management Staff	<u>4</u>	<u>2</u>
	<u>6</u>	<u>6</u>

Employment costs

	2018	2017
	£	£
Wages and salaries	184,590	168,894
Social security costs	11,186	13,883
Other pension costs	<u>21,590</u>	<u>25,687</u>
	<u>217,366</u>	<u>208,464</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2017 - Nil).

11 Trustees

No trustee received any remuneration in the year (2017: £Nil).

Expenses totalling £4,121 were paid to 16 Trustees in the year (2017: £4,629 paid to 13 Trustees)

Continued

12 Tangible Fixed Assets

	Software	Computer equipment	Office equipment	Total
	£	£	£	£
Cost				
At 1 February 2017	600	57,962	5,491	64,053
Additions	1,411	2,188	-	3,599
Disposals	-	(3,029)	(5,491)	(8,520)
As at 31 January 2018	<u>2,011</u>	<u>57,121</u>	-	<u>59,132</u>
Depreciation				
At 1 February 2017	583	52,069	4,556	57,208
Charge for the year	290	1,919	213	2,422
On Disposals	-	(3,029)	(4,769)	(7,798)
As at 31 January 2018	<u>873</u>	<u>50,959</u>	-	<u>51,832</u>
Net book value				
As at 31 January 2018	<u>1,138</u>	<u>6,162</u>	-	<u>7,300</u>
As at 31 January 2017	<u>17</u>	<u>5,893</u>	<u>935</u>	<u>6,845</u>

13 Debtors

	2018	2017
	£	£
Trade Debtors	22,219	24,481
Other Debtors	48,070	47,867
Prepayments and Accrued Income	<u>16,741</u>	<u>56,395</u>
	<u>87,030</u>	<u>128,743</u>

Included in other debtors is a bond of £48,070 (2017: £47,867) held by the Oxford Brooks University in accordance with the terms of the lease agreement.

14 Creditors: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	21,597	72,361
Accruals and deferred income	67,748	61,136
Other Creditors	<u>3,006</u>	-
	<u>92,351</u>	<u>133,497</u>

Continued

15 Pensions

The pension cost of £21,590 (2017: £25,867) represents contributions payable by Oxford Brookes University to the Local Government Pension Scheme and recharged to the Association. Contributions totalling £Nil (2017: £Nil) were payable to the fund at 31 January 2018. 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.

16 Fund Transfers

£NIL (2017: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

17 Unrestricted Funds

	Movement in Funds				
	Combined Balance at 1 February 2017 £	Incoming Resources £	Outgoing Resources £	Transfers	Balance at 31 January 2018 £
Designated reserve fund	139,803	-	-	20,197	160,000
General Funds	<u>54,685</u>	<u>485,386</u>	<u>(461,239)</u>	<u>(20,197)</u>	<u>58,635</u>
	<u>194,488</u>	<u>485,386</u>	<u>(461,239)</u>	<u>-</u>	<u>218,635</u>

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

Unspent unrestricted funds include £5,064 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group (2017: £7,444). Also included is the remaining balance of £21,300 of the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee (2017: £22,500).

During the year the charity funded £2,380 spent on OER conference funded places (2017: £3,776).

During the year the charity funded £150 for CMALT Membership funded from the Doug Gowan Memorial Fund (2017: £1,050).

Continued

18 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 January 2018 are represented by:			
Tangible Fixed Assets	7,300	-	7,300
Current Assets	303,686	-	303,686
Creditors: Amounts falling due within one year	<u>(92,351)</u>	<u>-</u>	<u>(92,351)</u>
	<u>218,635</u>	<u>-</u>	<u>218,635</u>

19 Related Party Transactions

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

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

	2018 £	2017 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	24,147	(4,018)
Adjustments for:		
Depreciation charges	2,422	4,636
Dividends, interest and rents from investments	(253)	(494)
Interest Paid	-	-
(Increase)/decrease in debtors	41,713	(54,697)
Increase/(decrease) in creditors	<u>(41,146)</u>	<u>107,292</u>
	<u>26,883</u>	<u>52,719</u>

21 Analysis of cash and cash equivalents

	2018 £	2017 £
Cash in Hand	<u>216,656</u>	<u>192,397</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 2018

	Total 2018 £	Total 2017 £
Income		
Income from donations		
Membership fees	118,233	114,862
CMALT certification fees	22,213	20,112
Donations	10	-
	<u>140,456</u>	<u>134,974</u>
Investment income		
Interest receivable	<u>253</u>	<u>494</u>
Income from charitable activities		
Annual Conference	269,236	252,316
Sponsorship	-	25
Events, except Annual Conference	-	-
Projects	75,441	74,847
Grants	-	-
	<u>344,677</u>	<u>327,188</u>
Total income	<u>485,386</u>	<u>462,656</u>

Continued

	Total	Total
	2018	2017
Expenditure on:	£	£
Raising funds		
CMALT - membership services	<u>826</u>	<u>1,055</u>
 Charitable activities- Direct Costs		
Salaries and wages	-	21,549
Employer's NI	-	1,643
Staff pension contributions	-	3,298
Project expenditure	67,384	47,538
Accommodation & venue hire	82,373	105,854
Presenters & programme costs	2,969	-
Printing, postage & telephone	2,219	1,955
Equipment hire & exhibition set up cost	-	-
Bank charge	-	-
Insurance	529	901
IT, website & database cost	980	1,410
Legal & professional	-	-
Advertising, design & art work	-	2,229
Travelling & subsistence	8,864	5,419
Miscellaneous expenses	23,039	26,000
	<u>188,357</u>	<u>217,796</u>

Continued

	Total	Total
	2018	2017
	£	£
Support costs		
Salaries and wages	162,561	147,345
Employer's NI	10,494	12,240
Staff pension contributions	19,311	22,569
Rent	12,568	12,323
Professional and consultancy fees	8,935	8,413
Travelling and subsistence	11,321	10,355
Printing, stationary and advertising	3,488	1,901
Insurance	1,124	2,014
Subscriptions	-	-
Web, database and computer support	9,877	6,216
Bank and credit card charges	4,791	4,985
Depreciation	2,422	4,636
Bad debts written off	1,992	-
Miscellaneous expenses	805	220
Accommodation, hospitality and venue hire	2,232	2,765
Elections expenditure	930	900
Phones and audio conferencing	3,901	2,568
Advertising	8,911	-
Audit and accountancy	5,390	7,240
Equipment hire and purchase	1,003	1,133
	<u>272,056</u>	<u>247,823</u>
Total expenditure	<u>461,239</u>	<u>466,674</u>
Net (expenditure)/income	<u>24,147</u>	<u>(4,018)</u>

Appendix

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.

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 until January 2017. 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. We note that this has changed since 1 February 2018, when ALT became an employer and took on employment of its staff directly.

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.

Until 1 February 2018, 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. We note that a new partnership between the university and ALT is now in place since the existing agreement ended in February 2018.

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 2017/18

Committee for Further Education and cross-sector engagement

Chair: Bella Abrams - Director of IT, Sheffield College Group

Vice Chair: Rachel Challen - Head of the Learning, Teaching and Support Unit, Nottingham Trent University

Members:

James Clay - Project Manager, Jisc;

Jonathan Eaton - Research and Engagement Manager at Newcastle College;

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

Paul Hollins - Professor at the University of Bolton and Partner at Cetis;
for Educational Cybernetics at the University of Bolton;
Hannah Mathias - E-Learning Manager, Cardiff and Vale College;
Patrick Pemsel - Trainer- Learning Technologies, Central Nottingham College;
Sean McCready - Director of e-Learning, Newcastle College Group;
Liam Sammon - Commercial Director, JTL
Victoria Wilson-Crane - Director of Student Learning (Centre for Learning Innovation and Quality), Kaplan International Pathways
Sarah Williams - ILT Development Manager at Yale College.

Committee for Membership Development

Chair: Sarah Sherman - BLE Service Manager

Vice Chair: Julie Voce - Head of Educational Technology, City, University of London;

Members:

Victoria Baxter - FE Tutor and Learning Technologist, City of Oxford College

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

John Couperthwaite - Solution Engineer, EMEA, Echo360

Matt Cornock - Online CPD Coordinator, University of York;

Lynne Downey - Head of Online Learning (Pedagogy), University College of Estate
Management

Susan Greig - Learning Technology Advisor, The University of Edinburgh;

Simon Kear - Head of Technology Enhanced Learning, Tavistock and Portman NHS
Foundation Trust;

James McDowell - Director of Teaching and Learning, University of Huddersfield;

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

Daniel Scott - E-Learning Developer, 5M Publishing;

John Traxler - Professor of Mobile Learning at the University of Wolverhampton.

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;

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

Amanda Jefferies - School of Computer Science, University of Hertfordshire (co-opted from
Editorial Board)

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;

Richard Price - Learning Technologist, NHS;

Clare Thomson - Education Technologist in Medical Education, Queens University Belfast;

Dario van Gammeren - Technology Enhanced Learning Projects Developer at Trinity Laban
Conservatoire of Music and Dance;

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