



# Annual Report

Financial Year 1 February 2021 to 31 January 2022



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2022, for the approval of the ALT Annual General Meeting 2022, held on 7 September 2022 during ALT's Annual Conference at the University of Manchester, Manchester, UK.

This Annual Report covers ALT's February 2021 to January 2022 financial year and is presented for approval by members at ALT's AGM 2022 and therefore we include some developments over the first quarter of the current financial year as well as the financial year to which the report's financial statements relate.

## 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

**We are the leading professional body for Learning Technology in the UK.** We support a collaborative community for individuals and organisations from all sectors including Further and Higher Education and industry and provide professional recognition and development. Membership is open to *all* with a professional interest in using digital technologies for learning, teaching and assessment.

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



*ALT Values from the Strategy 2020-2025*

We work across the UK and internationally to increase the positive impact of Learning Technology in education and training for public benefit.

Our aims are to:

- Increase access to Learning Technology expertise and professional development.
- Strengthen professional recognition for and representation of all Learning Technology roles across the communities we support.
- Provide pathways to accreditation for general practitioners, advanced professionals and leaders through our professional and ethical competencies framework.

## Core activities

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

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

## What we value

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

### We value openness

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

### We value being independent

We are a trusted, independent voice representing the interests of our Membership. We do not receive any core funding from central agencies. Being independent from government and industry enables us to better represent Members and offer a critical perspective to

influence policy development. The Board of Trustees oversees the use of our resources to respond directly to the priorities of our Members in a way that is efficient, transparent and fair.

## We value collaboration

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

## We value participation

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

## How we define Learning Technology

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

## Future plans

As part of ALT's Strategy 2020-2025 we set out specific strategic objectives for each year, responding directly to Members' feedback and priorities identified through the Annual Survey.

Whilst the charity has moved beyond the immediate crisis response, the Board of Trustees continues to carefully review the ongoing risks caused by the pandemic and adjust strategic priorities accordingly:

Our aim for the next 18 months is to continue to move the charity from crisis management mode to thrive once again ahead of celebrating our 30th Annual Conference in September 2023. We will continue to develop and diversify our activities and services so that we meet the needs of our growing community of stakeholders, including general digital practitioners, dedicated learning technology professionals and educational leaders across all education and training sectors.

Key activities include a return to in person events during 2022, whilst continuing to deliver online activities. We will work closely with Members to develop ALT's Framework for Ethical Learning Technology and continue to disseminate research and practice.

Working in partnership with ITN Productions we plan to build on our successful project The Future of Learning, which brought our work to a wider audience and focus our collaboration on Digital Transformation in 2022. We will also expand our partnership with Ufi - VocTech Trust for both strategic work and the specific AmplifyFE Project.



As I write this, ALT's hybrid Open Education Conference, OER 22, has just finished. Chaired by the Global OER Graduate Network, the international programme focused on open textbooks, open educational resources and open practice. As ever, ALT is leading the way in reimagining how successful conferences operate as we learn to live with covid and learning to adapt and thrive has been a key theme this year.



We continue to develop and promote the Ethical Framework and alongside other Trustees, I had the pleasure of sharing the framework with the sector at a number of conferences and events recently, including THE Digital Universities Week and Ahead by Bett.

I am also really proud of the work that ALT has done with the Ufi VocTech Trust in launching the AmplifyFE Community Space. This is a partnership project which works to connect and amplify communities of practice for digital learning, teaching and assessment. It works across the whole Further Education and Training sector in its widest terms engaging with vocational educators and those who support them.

This year's survey results highlighted some of the accelerated changes that we are seeing in the profession. Student engagement continues to be the primary driver for use of Learning Technology, and this has remained constant for the past six years. The sector has seen a significant growth in investment in permanent as well as fixed term posts in learning technology and a growing demand for learning technologists who are in positions of leadership. There is a growing community of digital practitioners and a growing range of learning technology roles and we are adapting our CPD and professional recognition to serve this growing community.

ALT's CEO Maren Deepwell and the whole team have again thrived in another challenging year. Maren and I were thrilled to welcome Kerry Pinny as ALT's Chief Operating Officer and the whole, very small, team worked collaboratively across a whole range of activities to achieve financial stability after the disruptive impact of the pandemic. The Board of Trustees continue to embody ALT's values of openness, independence, participation and collaboration. We had a successful strategy meeting in February and I want to express my thanks to all of the Trustees for their work this year and for all that they do to support the ALT membership and community. I am looking forward to the Annual Conference in September as, in the spirit of ALT's values, the event will be chaired collaboratively by the Trustees of ALT. See you there!

Professor Helen O'Sullivan  
**Chair**

## Financial review and Honorary Treasurer's report

During the financial year ended 31 January 2022, ALT has taken several successful measures to improve financial stability whilst continuing to operate in a challenging environment where the legacy of COVID-19 is felt. Of particular note, was the return of the annual ALT conference, which was run online for the first time, and a reduction in staff costs by 19%. These initiatives have contributed significantly to the overall final net surplus of £11k compared to a deficit of £91k in the year ended 31 January 2021. Achieving such a position in these circumstances, I believe is real testament to the strength of the ALT team in being proactive in adapting to their new operating environment.



Despite a return to profitability, it continued to be a challenging year financially. As we look at moving past the pandemic, challenges will remain into the next financial year and beyond. Whilst noting the success of the online conference, this unfortunately does not fully replace the income generation, from both attendee fees and sponsors, of the traditional conference. In addition, to grow and develop ALT to its full potential, re-investment will need to be made into the staffing contingent. Both of these will require careful financial management in order ensure ALT meets it full potential whilst also ensuring financial stability.

In line with last year, the Trustees commissioned an Independent Examination of the financial statements rather than a more rigorous full audit. A full audit is not required due to ALT being below the thresholds for this and it was agreed that considering this and ALT's strength of processes, a more strategic use of additional reviews will be made. This will continue to be reviewed by the Trustees in future years.

Finally, I would like to express my thanks to the ALT staff team for both their dedication to the day-to-day operations of running ALT and for their adaptability and resilience in responding to the continuing challenges over the last 12 months .

Dr Shonagh Douglas  
**Honorary Treasurer**

## The Trustees

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

1. Shonagh Douglas (Honorary Treasurer from June 2021)
2. Lorna Campbell (from September 2016)
3. Bella Abrams (from February 2016)
4. Peter Bryant (from September 2017)
5. Elizabeth Charles (from September 2017, interim Vice-Chair from April 2019 until September 2019)
6. Sharon Flynn (from September 2019)
7. Natalie Lafferty (from September 2019)
8. Keith Smyth (from September 2019, Vice-Chair)
9. Helen O'Sullivan (from June 2020, Chair)
10. David White (from June 2020, President)

## Responsibilities of the Trustees

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

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

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



Auditor

A resolution to re-appoint David Cadwallader & Co as auditor for the ensuing year was proposed and agreed at the Annual General Meeting in 2020 with a view to review the appointment. Subsequently David Cadwallader & Co were re-appointed as auditors by Trustees in 2022.

Approved by and signed on behalf of the Trustees:

A handwritten signature in black ink that reads "Shonagh Douglas". The signature is written in a cursive, flowing style.

Shonagh Douglas (Honorary Treasurer)

Date: 11/8/22

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

## For the year ended 31 January 2022

I report to the trustees on my examination of the financial statements of The Association for Learning Technology ('the charity') for the year ended 31 January 2022.

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

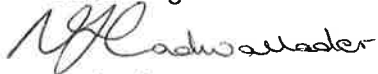
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Account and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination .

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



N J Cadwallader FCCA for and on behalf of

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

15 August 2022

# Statement of financial activities including income and expenditure account

## *For the year ended 31 January 2022*

---

	Notes	Unrestricted Funds	Restricted Funds	Total 2022	Total Unrestricted 2021
		£	£	£	£
<b>Income from</b>					
Donations	2	175,993	-	175,993	151,078
Investments	3	9	-	9	123
Charitable activities	4	<u>132,572</u>	<u>-</u>	<u>132,572</u>	<u>87,963</u>
<b>Total income</b>		<u>308,574</u>	<u>-</u>	<u>308,574</u>	<u>239,164</u>
<b>Expenditure on</b>					
Charitable activities	5-7	<u>297,984</u>	<u>-</u>	<u>297,984</u>	<u>330,334</u>
<b>Total expenditure</b>		<u>297,984</u>	<u>-</u>	<u>297,984</u>	<u>330,334</u>
<b>Net income/(expenditure)</b>	8	10,590		10,590	(91,170)
Fund balances at 1 February 2021		<u>132,948</u>	<u>-</u>	<u>132,948</u>	<u>224,118</u>
<b>Fund balances at 31 January 2022</b>		<u>143,538</u>	<u>-</u>	<u>143,538</u>	<u>132,948</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 2022

	Notes	£	2022 £	£	2021 £
<b>Fixed Assets</b>					
Tangible Assets	11		4,265		4,605
<b>Current Assets</b>					
Debtors	12	42,084		30,983	
Cash at bank and in hand		<u>112,522</u>		<u>121,404</u>	
		<u>154,606</u>		<u>152,387</u>	
<b>Creditors: amounts falling due within one year</b>	13	<b><u>(15,333)</u></b>		<b><u>(24,044)</u></b>	
<b>Net current assets</b>			<b><u>139,273</u></b>		<b><u>128,343</u></b>
<b>Total assets less current liabilities</b>			<b><u>143,538</u></b>		<b><u>132,948</u></b>
<b>Funds</b>					
Restricted Funds	15		-		-
Unrestricted Funds	16		<b><u>143,538</u></b>		<b><u>132,948</u></b>
			<b><u>143,538</u></b>		<b><u>132,948</u></b>

The accounts were approved by the members of the committee on 11/8/22 and are signed on their behalf by:



Helen O'Sullivan  
Chair

# Statement of Cash Flows

For the year ended 31 January 2022

---

		2022	2021
	Note	£	£
	s		
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	19	<u>(8,232)</u>	<u>(89,144)</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments	9		123
Purchase of property, plant and equipment		<u>(659)</u>	<u>(1,273)</u>
<b>Net cash provided by/(used in) investing activities</b>		<u>(650)</u>	<u>(1,150)</u>
<b>Net cash provided by/(used in) financing activities</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(8,882)</b>	<b>(90,294)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b><u>121,404</u></b>	<b><u>211,698</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>	20	<b><u>112,522</u></b>	<b><u>121,404</u></b>

---



# Notes to the accounts

## *For the year ended 31 January 2022*

### 1 Accounting policies

#### **General Information and Basis of Accounting**

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

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)) and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

#### **Going concern**

The accounts have been prepared on a going concern basis, as in the opinion of the Trustees, the charity will continue in operation for the foreseeable future.

#### **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 when the above criteria are met as a restricted fund should the donor require such income to be used for a specified purpose. Membership fees are recognised from the date of invoicing unless otherwise specified.

#### **Investment Income**

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

#### **Expenditure**

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

#### **Support Costs**

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

## *Continued*

---

### **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
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 2022 £	Total (Unrestricted) 2021 £
Membership fees	135,787	135,787	121,149
Other Donations	1,650	1,650	9,828
CMALT registration fees	<u>38,556</u>	<u>38,556</u>	<u>20,101</u>
	<b><u>175,993</u></b>	<b><u>175,993</u></b>	<b><u>151,078</u></b>

**3 Investment Income**

	Unrestricted Funds £	Total 2022 £	Total 2021 (unrestricted) £
Interest receivable	<u>9</u>	<u>9</u>	<u>123</u>

**4 Income from charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total (Unrestricted) 2021 £
Annual Conference	49,023	-	49,023	-
Publications	-	-	-	138
Commissions from ALT Shop	13	-	13	27
Events, except Annual Conference	33,036	-	33,036	42,535
Projects	50,000	-	50,000	45,263
Grants	<u>500</u>	<u>-</u>	<u>500</u>	<u>-</u>
	<b><u>132,572</u></b>	<b><u>-</u></b>	<b><u>132,572</u></b>	<b><u>87,963</u></b>

*Continued*

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

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2022 £</b>	<b>Total (unrestricted) 2021 £</b>
Membership	105,511	-	105,511	115,056
CMALT	44,773	-	44,773	28,725
Annual Conference and events	100,710	-	100,710	155,841
Operations	18,333	-	18,333	5,078
Projects	24,910	-	24,910	20,813
Governance	<u>3,747</u>	<u>-</u>	<u>3,747</u>	<u>4,821</u>
	<u>297,984</u>	<u>-</u>	<u>297,984</u>	<u>330,334</u>

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

	<b>Direct costs 2022 £</b>	<b>Allocated Support &amp; Governance costs 2022 £</b>	<b>Total 2022 £</b>	<b>Total (Unrestricted) 2021 £</b>
Membership	16,368	89,143	105,511	115,056
CMALT	975	43,798	44,773	28,725
Annual Conference and events	12,742	87,968	100,710	155,841
Operations	-	18,333	18,333	5,078
Projects	24,910	-	24,910	20,813
Governance	<u>-</u>	<u>3,747</u>	<u>3,747</u>	<u>4,821</u>
	<u>54,995</u>	<u>242,989</u>	<u>297,984</u>	<u>330,334</u>

*Continued*

**7 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 6) in the year based on time spent. Refer to the table below for the analysis of support and governance costs. All costs are unrestricted.

	<b>Governance costs</b>	<b>Support costs</b>	<b>Total (unrestricted)</b>	<b>Total (unrestricted)</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Salaries and wages	-	<b>169,737</b>	<b>169,737</b>	203,455
Employer's NI	-	<b>8,307</b>	<b>8,307</b>	13,299
Staff pension contributions	-	<b>17,297</b>	<b>17,297</b>	22,963
Other staff costs	<b>200</b>	<b>10,078</b>	<b>10,278</b>	8,873
Travelling and subsistence	-	<b>377</b>	<b>377</b>	826
Printing, stationary and advertising	<b>14</b>	<b>7,795</b>	<b>7,809</b>	1,321
Insurance	<b>443</b>	<b>814</b>	<b>1,257</b>	1,182
Subscriptions	-	<b>198</b>	<b>198</b>	194
Web, database and computer support	-	<b>17,775</b>	<b>17,775</b>	11,946
Bank and credit card charges	-	<b>4,212</b>	<b>4,212</b>	2,026
Depreciation	-	<b>999</b>	<b>999</b>	1,017
Bad debts written off/(recovered)	-	-	-	(154)
Miscellaneous expenses	-	-	-	(75)
Accommodation, hospitality, venue hire	-	<b>49</b>	<b>49</b>	84
Phones and audio-conferencing	-	<b>458</b>	<b>458</b>	33



Accountancy (including Independent Examiners fees)	<b>3,030</b>	<b>303</b>	<b>3,333</b>	4,264
Legal and professional	<b>60</b>	<b>288</b>	<b>348</b>	-
Equipment Hire and purchase	<b>-</b>	<b><u>555</u></b>	<b><u>555</u></b>	<b><u>534</u></b>
	<b><u>3,747</u></b>	<b><u>239,242</u></b>	<b><u>242,989</u></b>	<b><u>271,788</u></b>

*Continued*

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

This is stated after charging:

	<b>2022</b>	2021
	<b>£</b>	£
Staff pension contributions	<b>17,297</b>	22,963
Depreciation	<b>999</b>	1,017
Independent Examiners fees	<b>3,030</b>	2,220
Independent Examiner – other	<b><u>303</u></b>	<u>384</u>

**9 Employees**

**Number of Employees**

The average monthly number of employees during the year was:

	<b>2022</b>	2021
	<b>Number</b>	Number
Number of Administrative Staff	<u>2</u>	<u>2</u>
Number of Management Staff	<u>3</u>	<u>4</u>
	<u>5</u>	<u>6</u>

**Employment costs**

	<b>2022</b>	2021
	<b>£</b>	£
Wages and salaries	<b>169,737</b>	203,455
Social security costs	<b>8,307</b>	13,299
Other pension costs	<b><u>17,297</u></b>	<u>22,963</u>
	<b><u>195,341</u></b>	<u>239,717</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2021 - Nil).

**10 Trustees**

No trustee received any remuneration in the year (2021: £Nil).

Nil Expenses were paid to 12 Trustees in the year (2021: £88 paid to 12 Trustees)

*Continued*

**11 Tangible Fixed Assets**

	Software	Computer equipment	Total
	£	£	£
<b>Cost</b>			
At 1 February 2021	2,011	58,501	60,512
Additions	-	659	659
<b>As at 31 January 2022</b>	<b><u>2,011</u></b>	<b><u>59,160</u></b>	<b><u>61,171</u></b>
<b>Depreciation</b>			
At 1 February 2021	2,011	53,896	55,907
Charge for the year	-	999	999
<b>As at 31 January 2022</b>	<b><u>2,011</u></b>	<b><u>54,895</u></b>	<b><u>56,906</u></b>
<b>Net book value</b>			
<b>As at 31 January 2022</b>	<b><u>-</u></b>	<b><u>4,265</u></b>	<b><u>4,265</u></b>
<b>As at 31 January 2021</b>	<b><u>-</u></b>	<b><u>4,605</u></b>	<b><u>4,605</u></b>

**12 Debtors**

	2022	2021
	£	£
Trade Debtors	<b>24,284</b>	16,214
Other Debtors	-	-
Prepayments and Accrued Income	<b><u>17,800</u></b>	<u>14,769</u>
	<b><u>42,084</u></b>	<u>30,983</u>

**13 Creditors: amounts falling due  
within one year**

	2022	2021
	£	£
Trade creditors	<b>2,398</b>	5,126
Accruals and deferred income	<b>8,047</b>	14,316
Tax and Social Security	<b>2,538</b>	3,282
Other Creditors	<b><u>2,350</u></b>	<u>1,320</u>
	<b><u>15,333</u></b>	<u>24,044</u>

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

*Continued*

**14 Pensions**

The pension cost of £17,297 represents contributions by the Charity into a defined contribution scheme (2021: £22,963).

**15 Fund Transfers**

£NIL (2021: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project.

**16 Unrestricted Funds**

	Movement in Funds				Balance at 31 January 2022 £
	Combined Balance at 1 February 2021 £	Incoming Resources £	Outgoing Resource s £	Transfers	
Designated reserve fund	100,000	-	-	(10,000)	<b>90,000</b>
General Funds	<u>32,948</u>	<u>308,574</u>	<u>(297,984)</u>	<u>10,000</u>	<b><u>53,538</u></b>
	<u>132,948</u>	<u>308,574</u>	<u>(297,984)</u>	<u>-</u>	<b><u>143,538</u></b>

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 of which £2,784 (2021: £2,784) designated funds are held in reserve for the ELESIG group.

*Continued*

**17 Analysis of Net Assets between Funds**

	Unrestrict ed Funds £	Restrict ed Funds £	Total £
Fund balances at 31 January 2022 are represented by:			
Tangible Fixed Assets	4,265	-	4,265
Current Assets	154,606	-	154,606
Creditors: Amounts falling due within one year	<u>(15,333)</u>	<u>-</u>	<u>(15,333)</u>
	<u>143,538</u>	<u>-</u>	<u>143,538</u>

**18 Related Party Transactions**

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

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

	2022 £	2021 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>10,590</b>	<b>(91,170)</b>
<b>Adjustments for:</b>		
Depreciation charges	999	1,017
Loss on disposal of fixed assets	-	-
Dividends, interest and rents from investments	(9)	(123)
Interest Paid		
(Increase)/decrease in debtors	(11,101)	28,124
Increase/(decrease) in creditors	<u>(8,711)</u>	<u>(26,992)</u>
	<u>(8,232)</u>	<u>(89,144)</u>

**20 Analysis of cash and cash equivalents**

	2022 £	2021 £
Cash in Hand	<u>112,522</u>	<u>121,404</u>



## 21 Analysis of changes in net debt

	At start of Year £	Cash-flows £	At end of year £
Cash	<u>121,404</u>	<u>(8,882)</u>	<u>112,522</u>
	<u>121,404</u>	<u>(8,882)</u>	<u>112,522</u>

## Appendix

### Structure, governance and management

#### Constitution

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

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

#### Organisation

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

Under our constitution the trustees are known collectively as the Board of Trustees, which meets approximately quarterly.

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

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

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

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

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

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

The Trustees set ALT's direction, and are responsible for ALT's strategy, and for the overall performance of the association. A sub-committee of the Board of Trustees known as the

General Purposes Committee, holds online meetings monthly.

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

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

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

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

2. Specific activities of Trustees in ALT include:

- attending meetings of the Board of Trustees (normally three per year);
- participating in policy discussions and the production of consultation responses;
- contributing to the drafting and monitoring of the three year ALT strategy;
- chairing sub-committees of ALT or task groups which are set up from time to time.
- helping to promote the Association's aims and values.

In addition, the following roles have specific responsibilities:

- Vice-Chair: the Vice-Chair provides support to the Chair of ALT, representing ALT at events across sectors and the ALT Assembly.
- Chair: the Chair chairs meetings of the Board of Trustees and works closely with senior staff, providing strategic input to ALT's strategy and development. The Chair represents ALT across sectors, including working with policy makers. The Chief Executive reports directly to the Chair of ALT.
- Honorary Treasurer: the Honorary Treasurer works with the Chief Executive and ALT's independent auditors on the Annual Accounts and financial reporting to the Board of Trustees.
- President: the President usually chairs the AGM, the judging panel for the Learning Technologist of the Year Awards and provides input to ALT's work with policy makers. The President of ALT also chairs formal meetings of the ALT Assembly.

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

- Trustees in ALT personally hold limited legal and financial responsibilities on behalf of the charitable incorporated organisation (CIO).

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

#### Delegation of day-to-day management

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

The functions of the staff team include:

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

#### Risk management

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

#### Membership

## Individual and Organisational Members

