



Annual Report

Financial Year 1 February 2022 to 31 January 2023



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2023, for the approval of the ALT Annual General Meeting 2023, held on 6 September 2023 during ALT's Annual Conference at the University of Warwick, Warwick, UK.

This Annual Report covers ALT's February 2022 to January 2023 financial year and is presented for approval by members at ALT's AGM 2023 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

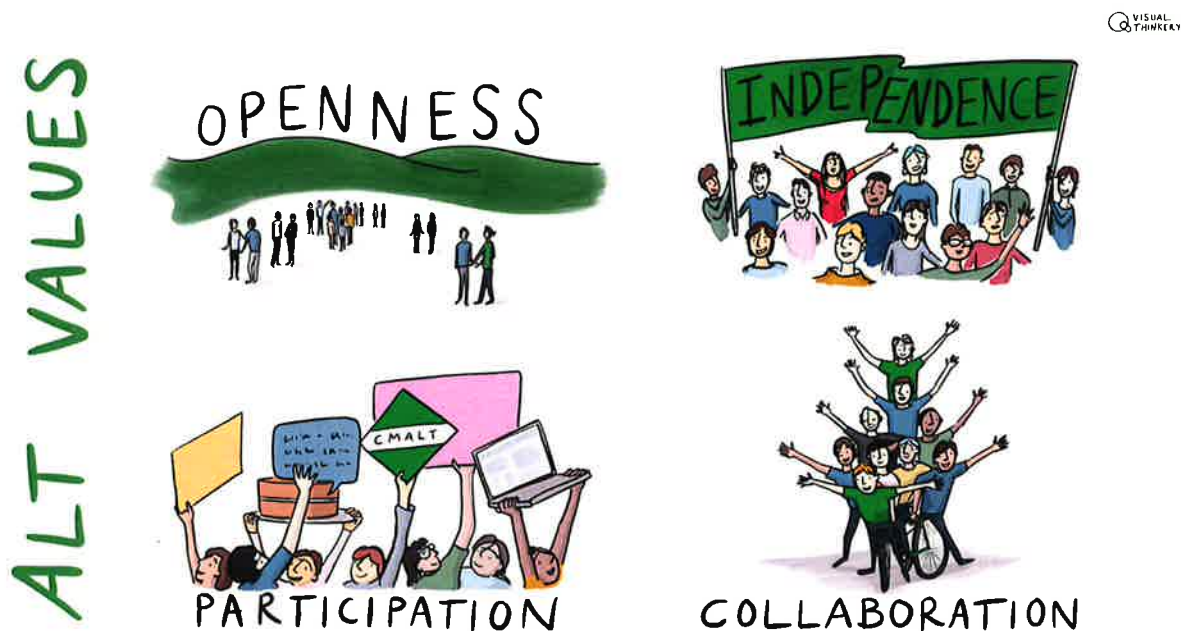
Registered charity name	Association for Learning Technology (ALT)
Charity registration number	1160039
Principal address	3 Bignell Park Barns, Chesterton, Oxon, OX26 1TD
Auditor	David Cadwallader & Co.
Banker	HSBC, 65 Cornmarket Street, Oxford OX1 3HY, UK

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.

Aim 1: Strengthen professional recognition	Aim 2: Enhance professionalism and accreditation	Aim 3: Increase impact for public benefit
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.

The charity continues to make good progress in post-COVID recovery and the Board of Trustees continues to carefully review the ongoing risks caused by the pandemic and adjust strategic priorities accordingly:

As we celebrate 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 the first apprenticeship standard endorsed by ALT, piloting CMALT in-house accreditation and our newly launched hybrid events programme. We will also expand our partnership with Ufi - VocTech Trust for both strategic work and the specific AmplifyFE Project.

This is a year of transition for ALT as we welcome our new CEO at this year's Annual General Meeting.

Report from the Chair of ALT

This year saw ALT further consolidate our strong post pandemic performance with significant positive activity in membership, events and accreditation. ALT has a small permanent team and they have again worked really hard to deliver this position. In February we held an in-person Board meeting where we reviewed the strategy and set specific objectives, responding directly to Members feedback and priorities identified through the Annual Survey.



A personal highlight was moderating a Panel discussion that ALT presented at the THE Digital Universities Conference held in April at Leeds University. Entitled “Co-creation and engagement: How can we make the learning experience more open, inclusive and equitable?” It brought together leading experts from the ALT community and prompted an interesting discussion. ALT has been invited to contribute to a wide range of sectoral developments this year including the review of Advance HE’s Professional Standards Framework, Jisc’s Digital Transformation Framework and Policy Connect’s Higher Education Commission on Blended Learning. In addition, we launched Digital Transformations, our latest programme with ITN Studios. There has been ongoing work on AmplifyFE Community Space and ALT’s endorsement of the Digital Learning Design Apprenticeship has been a real highlight. This work and many other things that members, staff and Trustees do throughout the year contribute to ALT’s growing influence in the sector and enable us to continue to fulfil our aim to support a collaborative community for individuals and organisations from all sectors including Further and Higher Education and industry and provide professional recognition and development.

This year we said a fond farewell to Trustees whose terms had ended - thank you to Bella Abrams and Lorna Campell. We welcomed two new Trustees David Hopkins and Puiyin Wong 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. This year has been a critical year in that we started the process of finding a new CEO for ALT after Maren Deepwell decided to move on after 11 fabulously successful years as the ALT helm. We will introduce the new CEO to the ALT community at the conference and the handover will take place at the AGM. There will be lots of opportunities (formal and informal) to thank Maren for her contribution to ALT during that time.

As well as marking this significant transition, we are looking forward to celebrating three decades since ALT was established at this year’s conference. This year’s conference theme, “Looking through the digital lens: 30 years of Leading People, Digital and Culture”, will celebrate our 30th anniversary and the phenomenal changes in the sector over this time. With co-chairs Santanu Vasant and Laurie Phipps and a strong conference committee I know that we will be challenged, informed, supported and entertained. See you there!

Professor Helen O’Sullivan

Chair

A handwritten signature in black ink, appearing to read 'Helen O'Sullivan', written over a horizontal line.

Financial review and Honorary Treasurer's report

The financial year ended 31 January 2023 has had both successes and challenges. A positive sign was the significant increase in income during the year, with the welcome return of the successful in-person annual conference a key contributor to this. However, as with many charities and businesses, this year has brought some major challenges in terms of rising costs. Despite the increase in income, these rising costs resulted in a small deficit for the year of £3,813. Both the ALT team and the Trustees are aware this will continue to be a challenge going forward and action is being taken to ensure the financial sustainability of the trust, both in terms of income generation and cost control.



A full audit was undertaken for the year ended 31 January 2023. Whilst this is not required due to ALT being below the prescribed threshold, the Trustees agreed this should be undertaken on a semi-regular basis to provide assurance to members that the accounts agree with the underlying records, and that these records are correct. This will continue to be reviewed by the Trustees in future years.

Finally, I would like to once again express my thanks to the dedicated team at ALT who both ensure the smooth daily operation of the trust and who continue to react so positively to challenges as they arise.

A handwritten signature in black ink, which appears to read 'Shonagh Douglas'. The signature is written in a cursive, flowing style.

Dr Shonagh Douglas
Honorary Treasurer

The Trustees

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

1. Peter Bryant (from September 2017)
2. Elizabeth Charles (from September 2017, interim Vice-Chair from April 2019 until September 2019)
3. Shonagh Douglas (Honorary Treasurer from June 2021)
4. Sharon Flynn (from September 2019)
5. David Hopkins (from September 2022)
6. Natalie Lafferty (from September 2019)
7. Helen O'Sullivan (from June 2020, Chair)
8. Keith Smyth (from September 2019, Vice-Chair)
9. David White (from June 2020, President)
10. Puiyin Wong (from September 2022)

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, appearing to read 'Shonagh Douglas', written in a cursive style.

Shonagh Douglas (Honorary Treasurer)

Date: 7/8/23

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

For the year ended 31 January 2023

Opinion

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2023 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cashflows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 January 2023 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.

Other Matter

The financial statements of Association for Learning Technology for the year ended 31 January 2022 were not audited.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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. The trustees are responsible for the other information contained within the annual report. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate accounting records; or
- the financial statements 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory frameworks that are applicable to the entity and determined that the most significant are those that relate to the Charities SORP, Charities Act 2011 and data protection laws (including UK General Data Protection Regulation (GDPR)).

We assessed the risks of material misstatement in respect of fraud by

- Making enquiries of management and those charged with Governance
- Reviewing fraud risk factors within discussion of related party relationships and transactions

Based on the results of our risk assessment we designed our audit procedures to identify non-compliance with such laws and regulations identified above. The Charity's policies and procedures for compliance with those laws and regulations was obtained and discussed with management.

We corroborated our enquiries through review of board meeting minutes and reports and by conversation with those charged with Governance. No contradictory evidence was identified.

We considered the risk of fraud through management override and, in response, we incorporated testing of manual journal entries throughout the year into our audit approach. Based on the results of our risk assessment we designed our audit procedures to identify and to address material misstatements in relation to fraud including a review of the accounting policies adopted by the Charity particularly in relation to the recognition of income.

We identified the greatest risk of material impact on the financial statements from irregularity, including fraud, to be within the recognition of income and have considered the extent to which the audit was considered capable of detecting irregularities. The Charity's internal control procedures have been designed to mitigate against this risk. We designed procedures which included, but were not limited to, selecting a sample of income during the year, agreeing back to the supporting documentation and ensuring it had been recognised correctly and agreeing financial statement disclosures to underlying supporting documentation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at:

<https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

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

David Cadwallader & Co Limited

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

Dated: *31 August 2023*

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

Statement of financial activities including income and expenditure account

For the year ended 31 January 2023

	Notes	Unrestrict ed Funds £	Restrict ed Funds £	Total 2023 £	Total Unrestricted 2022 £
Income from					
Donations	2	157,115	-	157,115	175,993
Investments	3	219	-	219	9
Charitable activities	4	<u>302,502</u>	<u>-</u>	<u>302,502</u>	<u>132,572</u>
Total income		<u>459,836</u>	<u>-</u>	<u>459,836</u>	<u>308,574</u>
Expenditure on					
Charitable activities	5-7	<u>463,649</u>	<u>-</u>	<u>463,649</u>	<u>297,984</u>
Total expenditure		<u>463,649</u>	<u>-</u>	<u>463,649</u>	<u>297,984</u>
Net income/(expenditure)	8	(3,813)	-	(3,813)	10,590
Fund balances at 1 February 2022		<u>143,538</u>	<u>-</u>	<u>143,538</u>	<u>132,948</u>
Fund balances at 31 January 2023		<u>139,725</u>	<u>-</u>	<u>139,725</u>	<u>143,538</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 2023

	Notes	£	2023 £	£	2022 £
Fixed Assets					
Tangible Assets	11		4,789		4,265
Current Assets					
Debtors	12	43,596		42,084	
Cash at bank and in hand		<u>123,916</u>		<u>112,522</u>	
		<u>167,512</u>		<u>154,606</u>	
Creditors: amounts falling due within one year	13	<u>32,576</u>		<u>15,333</u>	
Net current assets			<u>134,936</u>		<u>139,273</u>
Total assets less current liabilities			<u>139,725</u>		<u>143,538</u>
Funds					
Restricted Funds	15		-		-
Unrestricted Funds	16		<u>139,725</u>		<u>143,538</u>
			<u>139,725</u>		<u>143,538</u>

The accounts were approved by the members of the committee on 7/8/23
and are signed on their behalf by:



Helen O'Sullivan
Chair

Statement of Cash Flows

For the year ended 31 January 2023

		2023	2022
	Notes	£	£
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	19	<u>12,818</u>	<u>(8,232)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		219	9
Purchase of property, plant and equipment		<u>(1,643)</u>	<u>(659)</u>
Net cash provided by/(used in) investing activities		<u>(1,424)</u>	<u>(650)</u>
Net cash provided by/(used in) financing activities		-	-
Change in cash and cash equivalents in the reporting period		11,394	(8,882)
Cash and cash equivalents at the beginning of the reporting period		112,522	121,404
Cash and cash equivalents at the end of the reporting period	20	<u>123,916</u>	<u>112,522</u>

Notes to the accounts

For the year ended 31 January 2023

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.

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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
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.

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2 Income from Donations

	Unrestricted Funds £	Total 2023 £	Total (Unrestricted) 2022 £
Membership fees	126,300	126,300	135,787
Other Donations	-	-	1,650
CMALT registration fees	<u>30,815</u>	<u>30,815</u>	<u>38,556</u>
	<u>157,115</u>	<u>157,115</u>	<u>175,993</u>

3 Investment Income

	Unrestricted Funds £	Total 2023 £	Total 2022 (unrestricted) £
Interest receivable	<u>219</u>	<u>219</u>	<u>9</u>

4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total (Unrestricted) 2022 £
Annual Conference	170,714	-	170,714	49,023
Publications	134	-	134	-
Commissions from ALT Shop	39	-	39	13
Events, except Annual Conference	22,155	-	22,155	33,036
Projects	109,460	-	109,460	50,000
Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>500</u>
	<u>302,502</u>	<u>-</u>	<u>302,502</u>	<u>132,572</u>

Continued

5 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total (unrestricted) 2022 £
Membership	103,597	-	103,597	105,511
CMALT	41,342	-	41,342	44,773
Annual Conference and events	176,788	-	176,788	100,710
Operations	43,263	-	43,263	18,333
Projects	90,626	-	90,626	24,910
Governance	<u>8,033</u>	<u>-</u>	<u>8,033</u>	<u>3,747</u>
	<u>463,649</u>	<u>-</u>	<u>463,649</u>	<u>297,984</u>

6 Expenditure on Charitable Activities by Activity Type

	Direct costs 2023 £	Allocated Support & Governance costs 2023 £	Total 2023 £	Total (Unrestricted) 2022 £
Membership	17,475	86,122	103,597	105,511
CMALT	4,857	36,485	41,342	44,773
Annual Conference and events	2,116	174,672	176,788	100,710
Operations	25,171	18,092	43,263	18,333
Projects	60,210	30,416	90,626	24,910
Governance	<u>-</u>	<u>8,033</u>	<u>8,033</u>	<u>3,747</u>
	<u>109,829</u>	<u>353,820</u>	<u>463,649</u>	<u>297,984</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 on the next page for the analysis of support and governance costs. All costs are unrestricted.

	Governance costs	Support costs	Total (unrestricted)	Total (unrestricted)
	2023	2023	2023	2022
	£	£	£	£
Salaries and wages	-	186,745	186,745	169,737
Employer's NI	-	15,671	15,671	8,307
Staff pension contributions	-	24,844	24,844	17,297
Other staff costs	-	-	-	10,278
Professional and consultancy Fees	-	-	-	-
Travelling and subsistence	-	5,872	5,872	377
Printing, stationery and advertising	-	4,500	4,500	7,809
Insurance	443	1,204	1,647	1,257
Subscriptions	-	450	450	198
Web, database and computer support	-	18,345	18,345	17,775
Bank and credit card charges	-	-	-	4,212
Depreciation	-	-	-	999
Bad debts written off/(recovered)	-	-	-	-
Miscellaneous expenses	-	6,361	6,361	-
Accommodation, hospitality, venue hire	-	79,131	79,131	49
Election Expenditure	1,116	-	1,116	-
Phones and audio-conferencing	-	-	-	458
Accountancy (including Independent Examiners fees)	5,574	-	5,574	3,333

Legal and professional	900	-	900	348
Equipment Hire and purchase	-	<u>2,664</u>	<u>2,664</u>	<u>555</u>
	<u>8,033</u>	<u>345,787</u>	<u>353,820</u>	<u>242,989</u>

8 Net income/(expenditure) for the Year

This is stated after charging:

	2023	2022
	£	£
Staff pension contributions	24,844	17,297
Depreciation	1,119	999
Auditor Remuneration / Independent Examiners fees	6,000	3,030
Auditor Remuneration / Independent Examiner – other	<u>350</u>	<u>303</u>

9 Employees

Number of Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Number of Administrative Staff	<u>2</u>	<u>2</u>
Number of Management Staff	<u>5</u>	<u>3</u>
	<u>7</u>	<u>5</u>

Employment costs

	2023	2022
	£	£
Wages and salaries	225,876	169,737
Social security costs	17,683	8,307
Other pension costs	<u>24,844</u>	<u>17,297</u>
	<u>268,403</u>	<u>195,341</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2022 - Nil).

10 Trustees

No trustee received any remuneration in the year (2022: £Nil).

Expenses reimbursed of £603.08 were paid to 12 Trustees in the year (2022: Nil)

Continued

11 Tangible Fixed Assets

	Software	Computer equipment	Total
	£	£	£
Cost			
At 1 February 2022	2,011	59,160	61,171
Additions	683	960	1,643
As at 31 January 2023	<u>2,694</u>	<u>60,120</u>	<u>62,814</u>
Depreciation			
At 1 February 2022	2,011	54,895	56,906
Charge for the year	114	1,005	1,119
As at 31 January 2023	<u>2,125</u>	<u>55,900</u>	<u>58,025</u>
Net book value			
As at 31 January 2023	<u>569</u>	<u>4,220</u>	<u>4,789</u>
As at 31 January 2022	<u>-</u>	<u>4,265</u>	<u>4,265</u>

12 Debtors	2023	2022
	£	£
Trade Debtors	37,060	24,284
Other Debtors	-	-
Prepayments and Accrued Income	<u>6,536</u>	<u>17,800</u>
	<u>43,596</u>	<u>42,084</u>
13 Creditors: amounts falling due within one year	2023	2022
	£	£
Trade creditors	14,461	2,398
Accruals and deferred income	10,992	8,047
Tax and Social Security	4,963	2,538
Other Creditors	<u>2,160</u>	<u>2,350</u>
	<u>32,576</u>	<u>15,333</u>

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

Continued

14 Pensions

The pension cost of £24,844 represents contributions by the Charity into a defined contribution scheme (2022: £17,297).

15 Fund Transfers

£NIL (2022: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project.

16 Unrestricted Funds

	Movement in Funds				
	Combined Balance at 1 February 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31 January 2023 £
Designated reserve fund	90,000	-	-	-	90,000
General Funds	<u>53,538</u>	<u>459,836</u>	<u>(463,649)</u>	<u>-</u>	<u>49,725</u>
	<u>143,538</u>	<u>459,836</u>	<u>(463,649)</u>	<u>-</u>	<u>139,725</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 of which £2,784 (2022: £2,784) designated funds are held in reserve for the ELESIG group.

Continued

17 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 January 2023 are represented by:			
Tangible Fixed Assets	4,789	-	4,789
Current Assets	167,512	-	167,512
Creditors: Amounts falling due within one year	<u>(32,576)</u>	-	<u>(32,576)</u>
	<u>139,725</u>	-	<u>139,725</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

	2023 £	2022 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(3,813)	10,590
Adjustments for:		
Depreciation charges	1,119	999
Loss on disposal of fixed assets	-	-
Dividends, interest and rents from investments	(219)	(9)
(Increase)/decrease in debtors	(1,512)	(11,101)
Increase/(decrease) in creditors	<u>17,243</u>	<u>(8,711)</u>
Net Cash Flow from Operating Activities	<u>12,818</u>	<u>(8,232)</u>

20 Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in Hand	<u>123,916</u>	<u>112,522</u>

Continued

21 Analysis of changes in net debt

	At start of Year £	Cash-flows £	At end of year £
Cash	<u>112,522</u>	<u>11,394</u>	<u>123,916</u>
	<u>112,522</u>	<u>11,394</u>	<u>123,916</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 Members and Organisational Members

