

# Annual Report

Financial Year 1 February 2018 to 31 January 2019

Charity Registration No. 1160039



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2019, for the approval of the ALT Annual General Meeting on 4 September 2019 at the University of Edinburgh, Scotland, UK.

This Annual Report covers ALT's February 2018 to January 2019 financial year, but is presented for approval by members at ALT's AGM in September 2019, 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.

## Table of contents

### [Annual Report](#)

#### [Table of contents](#)

#### [Reference and administrative details](#)

#### [Public benefit and our aims & activities](#)

#### [Public benefit statement](#)

#### [How we put our strategy into practice](#)

#### [Future Plans](#)

#### [Report from the Chair of ALT](#)

#### [Financial review and Honorary Treasurer's report](#)

#### [The Trustees](#)

#### [Responsibilities of the Trustees](#)

#### [Auditor](#)

#### [Independent Auditor's Report to the Trustees of the Association for Learning Technology](#)

#### [For the year ended 31 January 2019](#)

### [Appendix](#)

#### [Structure, governance and management](#)

#### [Constitution](#)

#### [Organisation](#)

#### [Delegation of day-to-day management](#)

#### [Risk management](#)

## 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

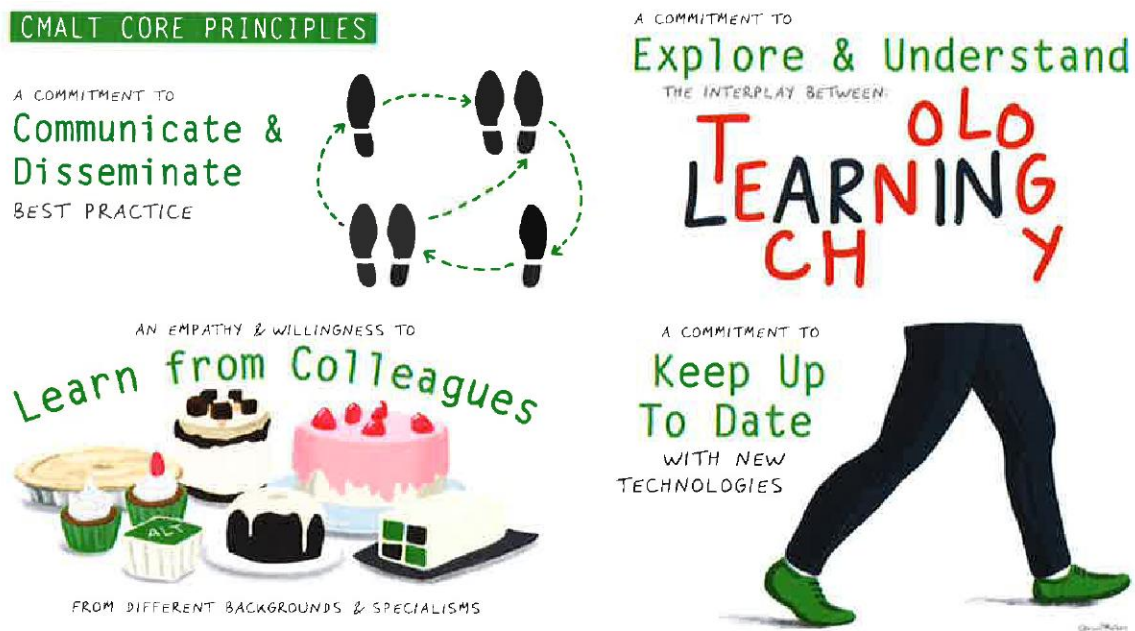
## Public benefit and our aims & activities

### 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.



*The CMALT Core Principles, an example of how ALT puts its strategy into practice.*

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 providing input to the new nation Edtech Strategy published by the Department for Education and specifically:

- [ALT Members respond](#) to Technology and Data Ethics Inquiry, 17 January 2018.
- [ALT Members respond](#) to UNESCO consultation on OER Recommendation text, 1 June 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:



*Example of sharing ALT's work for public benefit during Open Education Week.*

We work to increase the impact of Learning Technology for public benefit. Building on the thriving community of Special Interest Groups we support, and these groups organise some larger annual events including the OER Conferences or the Playful Learning Conference and take part in international initiatives such as Open Education Week and the Creative Commons Global Summit.

Building on ALT taking ownership of its Open Access journal Research in Learning Technology, which is now published by ALT in partnership with Open Academia, we have recruited a wider team of Editors and the journal published a record number of articles in 2018, including specials collection of articles on [Mobile Mixed Reality Enhanced Learning](#) and a [collection on playful learning](#).

The Strategic Journal Working Group has completed its work with input from colleagues from ASCILITE, ILTA and the OLC alongside our Editors, leading to important recommendations adopted by the Board of Trustees and now being implemented, including an innovative approach to providing professional recognition for peer reviewers and also expanding use of article level metrics. This is part of ALT's wider effort to increase the impact of the work we do.

## Members Groups across the UK



*The final ALT Members Group was launched this spring.*

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

As one of the key achievements of the past year, delivering our strategy for our Members, we are celebrating the establishment of the full national network of Members Groups in all parts of the UK.

Seeing our network of Members grow significantly over the past five years this is a significant milestone in the development of our community, empowering Members to work together, organise meetings and events, support each other in their professional development.

Alongside the full national network this past year also saw a new Members Assembly established. This overarching committee advising the Board of Trustees. The Assembly is chaired by the President and provide greater representation of Members and in particular Member groups. Over the next year, the existing groups and the Operational Committees will thus come together to form the new ALT Assembly, allowing for a greater degree of cohesion, collaboration and cross-fertilization across ALT's operations.





*Photo from the inaugural meeting of ALT's Assembly, 20 February 2019.*

Chaired by our President, Prof Martin Weller, the first full meeting of the Assembly took place on 20 February 2019.

Many Members also actively participated in this year's Annual General Meeting. Alongside voting on important governance decisions, Members also celebrated Prof Linda Creanor, who received Honorary Life Membership of ALT, Martin Hawksey, who became the first recipient of the Chair's Award and all Certified Members who achieved CMALT accreditation this year.

There are so many highlights from this year's, our 25th, Annual Conference, that we encourage you to revisit photos, blog posts and resources shared on the conference platform.

ALT closed the year with the Online Winter Conference, which has established itself over the past 5 years as an important highlight for all Members and which remains free to attend and open to all and also a webinar series on GDPR. Member organisations from industry including [Blackboard](#) and [Moodle](#) as well as individual experts such as DCU's Head of the Teaching Enhancement Unit, [Mark Glynn](#), have led a series of webinars on GDPR. Much of this work has been shared with other sector bodies such as [ELESIG Scotland](#) and also fed into ALT's [recent response](#) to the All-Party Parliamentary Group on Data Analytics inquiry into data and technology ethics.



## Future plans: building on our achievements

This is the third and final year of the current strategy and in addition this February marked the first anniversary since ALT began to operate as an independent, virtual organisation and employer. Whilst major restructuring and transition have been ongoing for most of the last 18 months, disruption to services for Members has been minimal. In keeping with ALT's commitment to openness, Members have been regularly updated throughout the process and ALT's senior staff have shared the journey informally in a [monthly series of blog posts](#) on open leadership. Having successfully weathered the transition, we now look forward to the benefits the more agile and distributed organisation structure will bring.

We have also completed the pilots for Associate and Senior [CMALT](#). These two new accreditation pathways for Learning Technology professionals will launch this year and both pathways will be supported by a growing body of community-sourced resources and a baseline of example portfolios that set a robust standard for professionals at different stages of their career and across a broader range of roles than before.

As the results of ALT's Annual Survey shows, there are clear priorities for ALT to focus on, including 'Content Management Systems and VLEs' which remain the top area of importance within current and future practice. 'Blended Learning' has overtaken 'Electronic assessment' in terms of ranked importance for current practice, but 'Electronic assessment' remains ranked second for future practice. 'Lecture capture tools' saw the greatest jump in importance in current practice. 'Assistive technologies' continues to see strong increases in the importance for current practice.

Looking ahead to future priorities 'Content Management Systems and VLEs' and 'Electronic assessment' remain the top two future priorities. When comparing responses to last year's survey 'ePortfolios' and 'Assistive technology' have seen the greatest increases in importance for future practice. Data from the Annual Survey has also been analysed to explore equality in Learning Technology from a gender perspective as part of ALT's wider work to lead professionalism in Learning Technology.

**Comparison of Ranking of Enablers/Drivers for the use of Learning Technology 2018**



## Report from the Chair of ALT

This Report is another milestone for ALT, as it is our first annual report as a fully independent, virtually distributed organisation. Our voice is growing and ALT is being recognised more and more both nationally and internationally at significant levels. Our strategy and values have been at the heart of all our work and continue to provide a clear and measurable focus for all our activities and outputs.



During the process of preparing this report, I have once again been reminded of just how much our community and our core staff team have achieved over the last 12 months. Once again I would like to thank all our staff, Maren, Martin, Jane, Emma-Jane, Tom and Jane for their dedication and hard work throughout the year.

This year has seen the enactment of our new governance structure, with our new members Assembly meeting for the first time in February and continuing with monthly virtual meetings. This Assembly is now acting as an overarching committee advising the Board of Trustees on the work of all our special interest and regional groups, which now cover the whole of the UK and Northern Ireland. It is already encouraging to see that the cohesion, collaboration and cross-fertilization across ALT's operations that we hoped for is already happening through the Assembly.

Our open access journal, Research in Learning Technology, continues to grow with a record number of articles being published over the past year and two special collections highlighting some truly innovative practice. We have said goodbye to some long standing members of our editorial team, who go with our thanks for all their contributions. However, I am excited about the new members to the editorial board who will continue to ensure the continued growth and quality of the journal. We are also developing ways to give recognition for our peer reviewers, which again shows our commitment to supporting and recognising the work of all our reviewers.

In terms of professional recognition, we have also successfully piloted our new CMALT framework over the past year. We now have three levels of certification from Associate through to Senior Level. Again these reflect the practice of our community and I am sure will provide a practical framework for members ongoing professional development.

ALT continues to operate within a stable financial position, and the Trustees continue to ensure that our financial management follows best practice in relation to our size and charitable status. Over the coming year we will be developing our new three year strategy and I look forward to working with all our members and wider community, to ensure that it provides the next level of development for the Association

Sheila MacNeill  
**Chair**



## Financial review and Honorary Treasurer's report



This year represents the first set of financial statements ALT has produced as a Charitable Incorporated Organisation (CIO), a virtual organization and a direct employer.

It has been an exciting year as we have operated more independently than ever before and as such it has been critical to ensure that our new processes are well designed and operate effectively. The staff have put a great deal of work into ensuring this is the case, working as needed with carefully selected advisors. I am pleased to say that the Trustees are satisfied that the transition has run smoothly and the new processes are working well. We are also seeing the benefits of the transition, for example being able to employ staff in different locations and greater agility in decision-making.

A key part of our operating approach is careful budgeting and use of resources to ensure that ALT is financially stable. This has been achieved in the current year with a small surplus of £8,778 of income over expenditure. While it is not our goal to generate a surplus each year, the addition to reserves does help to secure our longer-term stability. Total reserves now stand at £227,413. As discussed in last year's annual report, the Trustees have established a designated reserve fund of £160k, which represents six months of essential expenditure and is intended to secure ALT's operations for the short term in the case of an unforeseen financial emergency.

I would like to express my appreciation for the hard work and professionalism of the ALT staff who ensure that day-to-day operations are carried out smoothly. This supports the operation of the committees and the projects which enable ALT to have its significant impact in the sector, as documented elsewhere in this report. The work is often "in the background" but no less essential for that.

Daniel Clark

**Honorary Treasurer**



## The Trustees

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

1. Daniel Clark (Honorary Treasurer from September 2015)
2. James Clay (Chair of the Committee for Further Education and Cross-sector Engagement) from September 2012)
3. Shirley Evans (Honorary Secretary from September 2014)
4. Sheila MacNeill (from September 2014, Vice-Chair from September 2016, Chair from September 2017)
5. Neil Morris (Chair of the Communications and Publications Committee from September 2015)
6. Sarah Sherman (Chair of the Committee for Membership Development from September 2014)
7. Martin Weller (Vice-Chair from September 2015, Chair from September 2016, President from September 2017)
8. Lorna Campbell (from September 2016)
9. Bella Abrams (from February 2016)
10. Peter Bryant (from September 2017)
11. Elizabeth Charles (from September 2017, interim Vice-Chair from April 2019)
12. Nicola Whitton (from September 2017 to April 2019, 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;
- 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 2018.

Approved by and signed on behalf of the Trustees:

  
Daniel Clark (Honorary Treasurer)

27 July 2019  
Date:

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

For the year ended 31 January 2019

## Opinion

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2019 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 2019 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 financial statements is inconsistent in any material respect with the trustees' report; 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](http://www.frc.org.uk/auditorsresponsibilities). 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: *12 August 2019*

# Statement of financial activities including income and expenditure account

*For the year ended 31 January 2019*

	Notes	Unrestricted Funds	Restricted Funds	Total 2019	Total Unrestricted 2018
		£	£	£	£
<b>Income from</b>					
Donations	2	141,847	-	141,847	140,456
Investments	3	289	-	289	253
Charitable activities	4	<u>314,824</u>	<u>-</u>	<u>314,824</u>	<u>344,677</u>
<b>Total income</b>		<u>456,960</u>	<u>-</u>	<u>456,960</u>	<u>485,386</u>
 <b>Expenditure on</b>					
Raising Funds	5	2,367	-	2,367	826
Charitable activities	6-8	<u>445,815</u>	<u>-</u>	<u>445,815</u>	<u>460,413</u>
<b>Total expenditure</b>		<u>448,182</u>	<u>-</u>	<u>448,182</u>	<u>461,239</u>
 <b>Net income/(expenditure)</b>	9	8,778	-	8,778	24,147
 Fund balances at 1 February 2018		<u>218,635</u>	<u>-</u>	<u>218,635</u>	<u>194,488</u>
 <b>Fund balances at 31 January 2019</b>		<u>227,413</u>	<u>-</u>	<u>227,413</u>	<u>218,635</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.

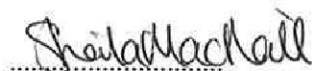


# Balance Sheet

For the year ended 31 January 2019

	Notes	£	2019 £	£	2018 £
<b>Fixed Assets</b>					
Tangible Assets	12		6,296		7,300
<b>Current Assets</b>					
Debtors	13	24,961		87,030	
Cash at bank and in hand		<u>266,492</u>		<u>216,656</u>	
		<u>291,453</u>		<u>303,686</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(70,336)</u>		<u>(92,351)</u>	
<b>Net current assets</b>			<u>221,117</u>		<u>211,335</u>
<b>Total assets less current liabilities</b>			<u>227,413</u>		<u>218,635</u>
<b>Funds</b>					
Restricted Funds	16		-		-
Unrestricted Funds			<u>227,413</u>		<u>218,635</u>
			<u>227,413</u>		<u>218,635</u>

The accounts were approved by the members of the committee on 19/7/19  
and are signed on their behalf by:



Sheila MacNeill  
Chair

# Statement of Cash Flows

For the year ended 31 January 2019

	Notes	2019 £	2018 £
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	20	<u>51,083</u>	<u>26,883</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		289	253
Proceeds from the sale of property, plant and equipment		-	722
Purchase of property, plant and equipment		(1,536)	(3,599)
Proceeds from sale of investments		-	-
Purchase of investments		<u>-</u>	<u>-</u>
<b>Net cash provided by/(used in) investing activities</b>		<u>(1,247)</u>	<u>(2,624)</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>49,836</b>	<b>24,259</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>216,656</b>	<b>192,397</b>
<b>Change in cash and cash equivalents due to exchange rate movements</b>		<u>-</u>	<u>-</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	21	<u><b>266,492</b></u>	<u><b>216,656</b></u>

# Notes to the accounts

*For the year ended 31 January 2019*

---

## 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.

### 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.

### 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
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**

	<b>Unrestricted Funds</b>	<b>Total 2019</b>	Total (Unrestricted) 2018
	£	£	£
Membership fees	122,635	122,635	118,233
Other Donations	-	-	10
CMALT registration fees	<u>19,212</u>	<u>19,212</u>	<u>22,213</u>
	<u>141,847</u>	<u>141,847</u>	<u>140,456</u>

**3 Investment Income**

	<b>Unrestricted Funds</b>	<b>2019</b>	2018 (unrestricted)
		£	£
Interest receivable	<u>289</u>	<u>289</u>	<u>253</u>

**4 Income from charitable activities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2019</b>	Total (Unrestricted) 2018
	£	£	£	£
Annual Conference	216,095	-	216,095	269,236
Sponsorship	-	-	-	-
Events, except Annual Conference	38,779	-	38,779	-
Projects	59,950	-	59,950	75,441
Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>314,824</u>	<u>-</u>	<u>314,824</u>	<u>344,677</u>

*Continued*

**5 Expenditure on raising funds**

	Unrestricted Funds	Total 2019	Total (unrestricted) 2018
	£	£	£
CMALT - membership services	<u>2,367</u>	<u>2,367</u>	<u>826</u>

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

	Unrestricted Funds	Restricted Funds	Total 2019	Total (Unrestricted) 2018
	£	£	£	£
Membership	69,648	-	69,648	75,762
CMALT	32,938	-	32,938	14,924
Annual Conference and events	293,480	-	293,480	238,603
Operations	11,978	-	11,978	44,859
Projects	26,876	-	26,876	67,384
Governance	<u>10,895</u>	<u>-</u>	<u>10,895</u>	<u>18,881</u>
	<u>445,815</u>	<u>-</u>	<u>445,815</u>	<u>460,413</u>

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

	Direct costs	Allocated Support costs	Total	Total (Unrestricted)
	2019	2019	2019	2018
	£	£	£	£
Membership	27,452	42,196	69,648	75,762
CMALT	-	32,938	32,938	14,924
Annual Conference and events	109,980	183,500	293,480	238,603
Operations	-	11,978	11,978	44,859
Projects	26,876	-	26,876	67,384
Governance	<u>-</u>	<u>10,895</u>	<u>10,895</u>	<u>18,881</u>
	<u>164,308</u>	<u>281,507</u>	<u>445,815</u>	<u>460,413</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.

	<b>Governance costs</b>	<b>Support costs</b>	<b>Total (unrestricted)</b>	<b>Total (unrestricted)</b>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
		£	£	£
Salaries and wages	-	199,403	199,403	162,561
Employer's NI	-	15,506	15,506	10,494
Staff pension contributions	-	20,220	20,220	19,311
Other staff costs	-	6,995	6,995	-
Rent	-	1,087	1,087	12,568
Professional and consultancy fees	-	-	-	8,935
Travelling and subsistence	1,932	5,203	7,135	11,321
Printing, stationary and advertising	-	5,037	5,037	3,488
Insurance	-	1,174	1,174	1,124
Subscriptions	-	-	-	-
Web, database and computer support	-	5,502	5,502	9,877
Bank and credit card charges	-	4,740	4,740	4,791
Depreciation	-	2,458	2,458	2,422
Loss on disposal of fixed assets	-	82	82	-
Bad debts written off	-	-	-	1,992
Miscellaneous expenses	-	395	395	805
Accommodation, hospitality, venue hire	-	802	802	2,232
Election expenditure	-	-	-	930
Phones and audio-conferencing	-	1,662	1,662	3,901
Advertising	-	-	-	-
Audit and Accountancy	6,575	-	6,575	5,390
Legal and professional	2,388	-	2,388	8,911
Equipment Hire and purchase	-	346	346	1,003
	<b>10,895</b>	<b>270,612</b>	<b>281,507</b>	<b>272,056</b>

## Continued

### 9 Net income/(expenditure) for the Year

This is stated after charging:

	2019	2018
	£	£
Staff pension contributions	20,220	21,590
Depreciation	2,458	2,422
Auditors' remuneration - audit	<u>6,575</u>	<u>5,390</u>

### 10 Employees

The employees costs in 2018 represent salaries paid by Oxford Brookes and recharged to the Association. From 1 February 2018 the staff were employed directly by the Charity.

#### Number of Employees

The average monthly number of employees during the year was:

	2019	2018
	Number	Number
Number of Administrative Staff	2	2
Number of Management Staff	<u>4</u>	<u>4</u>
	<u>6</u>	<u>6</u>

#### Employment costs

	2019	2018
	£	£
Wages and salaries	199,403	184,590
Social security costs	15,506	11,186
Other pension costs	<u>20,220</u>	<u>21,590</u>
	<u>235,129</u>	<u>217,366</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2018 - Nil).

### 11 Trustees

No trustee received any remuneration in the year (2018: £Nil).

Expenses totalling £2,167 were paid to 12 Trustees in the year (2018: £4,121 paid to 16 Trustees)

*Continued*

**12 Tangible Fixed Assets**

	Software	Computer equipment	Office equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 February 2018	2,011	57,121	-	59,132
Additions	-	1,536	-	1,536
Disposals	-	(129)	-	(129)
<b>As at 31 January 2019</b>	<u>2,011</u>	<u>58,528</u>	<u>-</u>	<u>60,539</u>
<b>Depreciation</b>				
At 1 February 2018	873	50,959	-	51,832
Charge for the year	470	1,988	-	2,458
On Disposals	-	(47)	-	(47)
<b>As at 31 January 2019</b>	<u>1,343</u>	<u>52,900</u>	<u>-</u>	<u>54,243</u>
<b>Net book value</b>				
<b>As at 31 January 2019</b>	<u>668</u>	<u>5,628</u>	<u>-</u>	<u>6,296</u>
<b>As at 31 January 2018</b>	<u>1,138</u>	<u>6,162</u>	<u>-</u>	<u>7,300</u>

<b>13 Debtors</b>	<b>2019</b>	<b>2018</b>
	£	£
Trade Debtors	16,217	22,219
Other Debtors	-	48,070
Prepayments and Accrued Income	8,744	16,741
	<u>24,961</u>	<u>87,030</u>

Included in other debtors is a bond of £Nil (2018: £48,070) held by the Oxford Brooks University in accordance with the terms of the lease agreement. The Bond was returned to ALT and is now held as part of the designated reserve fund.

<b>14 Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	£	£
Trade creditors	2,591	21,597
Accruals and deferred income	48,922	67,748
Tax and Social Security	5,982	-
Other Creditors	12,841	3,006
	<u>70,336</u>	<u>92,351</u>

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



## Continued

### 15 Pensions

The pension cost of £21,590 in 2018 represents contributions payable by Oxford Brookes University to the Local Government Pension Scheme and recharged to the Association. Contributions totalling £Nil were payable to the fund at 31 January 2019. 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. All employees had left the old pension scheme by 1 February 2018.

The pension cost of £20,220 in 2019 represents contributions by the Charity into a defined contribution scheme.

### 16 Fund Transfers

£NIL (2018: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

### 17 Unrestricted Funds

	Movement in Funds				
	Combined Balance at 1 February 2018	Incoming Resources	Outgoing Resources	Transfers	Balance at 31 January 2019
	£	£	£		£
Designated reserve fund	160,000	-	-	-	160,000
General Funds	<u>58,635</u>	<u>456,960</u>	<u>(448,182)</u>	<u>-</u>	<u>67,413</u>
	<u>218,635</u>	<u>456,960</u>	<u>(448,182)</u>	<u>-</u>	<u>227,413</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 £135 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group (2018: £5,064). Also included is the remaining balance of £16,685 of the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee (2018: £21,300).

During the year the charity funded £4,615 spent on OER conference funded places (2018:£2,380).

During the year the charity funded £300 for CMALT Membership and £1,500 for conference funded places from the Doug Gowan Memorial Fund (2018:£150).

*Continued*

**18 Analysis of Net Assets between Funds**

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 January 2019 are represented by:			
Tangible Fixed Assets	6,296	-	6,296
Current Assets	291,453	-	291,453
Creditors: Amounts falling due within one year	<u>(70,336)</u>	<u>-</u>	<u>(70,336)</u>
	<u>227,413</u>	<u>-</u>	<u>227,413</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**

	2019 £	2018 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>8,778</b>	<b>24,147</b>
<b>Adjustments for:</b>		
Depreciation charges	2,458	2,422
Loss on disposal of fixed assets	82	-
Dividends, interest and rents from investments	(289)	(253)
Interest Paid	-	-
(Increase)/decrease in debtors	62,069	41,713
Increase/(decrease) in creditors	<u>(22,015)</u>	<u>(41,146)</u>
	<u>51,083</u>	<u>26,883</u>

**21 Analysis of cash and cash equivalents**

	2019 £	2018 £
Cash in Hand	<u>266,492</u>	<u>216,656</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 2019*

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
<b>Income</b>		
<b>Income from donations</b>		
Membership fees	<b>122,635</b>	118,233
CMALT certification fees	<b>19,212</b>	22,213
Donations	-	10
	<b>141,847</b>	<b>140,456</b>
<b>Investment income</b>		
Interest receivable	<b>289</b>	253
<b>Income from charitable activities</b>		
Annual Conference	<b>216,095</b>	269,236
Sponsorship	-	-
Events, except Annual Conference	<b>38,779</b>	-
Projects	<b>59,950</b>	75,441
Grants	-	-
	<b>314,824</b>	<b>344,677</b>
<b>Total income</b>	<b>456,960</b>	<b>485,386</b>

*Continued*

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
<b>Expenditure on:</b>		
<b>Raising funds</b>		
CMALT - membership services	<b>2,367</b>	<b>826</b>
 <b>Charitable activities- Direct Costs</b>		
Salaries and wages	-	22,029
Employer's NI	-	692
Staff pension contributions	-	2,279
Other Staff costs	<b>340</b>	-
Project expenditure	<b>26,876</b>	42,384
Accommodation & venue hire	<b>84,591</b>	82,373
Presenters & programme costs	-	2,969
Printing, postage & telephone	<b>3,812</b>	2,219
Equipment hire & exhibition set up cost	-	-
Bank charge	-	-
Insurance	<b>724</b>	529
IT, website & database cost	<b>4,513</b>	980
Legal & professional	-	-
Advertising, design & art work	<b>2,829</b>	-
Travelling & subsistence	<b>8,381</b>	8,864
Miscellaneous expenses	<b>32,242</b>	23,039
	<b>164,308</b>	<b>188,357</b>

*Continued*

	<b>Total</b>	<b>Total</b>
	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Support costs</b>		
Salaries and wages	199,403	162,561
Employer's NI	15,506	10,494
Staff pension contributions	20,220	19,311
Other Staff costs	6,995	-
Rent	1,087	12,568
Professional and consultancy fees	-	8,935
Travelling and subsistence	7,135	11,321
Printing, stationary and advertising	5,037	3,488
Insurance	1,174	1,124
Subscriptions	-	-
Web, database and computer support	5,502	9,877
Bank and credit card charges	4,740	4,791
Depreciation	2,458	2,422
Loss on disposal of fixed assets	82	-
Bad debts written off	-	1,992
Miscellaneous expenses	395	805
Accommodation, hospitality and venue hire	802	2,232
Elections expenditure	-	930
Phones and audio conferencing	1,662	3,901
Advertising	2,388	8,911
Audit and accountancy	6,575	5,390
Equipment hire and purchase	346	1,003
	<b><u>281,507</u></b>	<b><u>272,056</u></b>
 <b>Total expenditure</b>	 <b><u>448,182</u></b>	 <b><u>461,239</u></b>
 <b>Net (expenditure)/income</b>	 <b><u>8,778</u></b>	 <b><u>24,147</u></b>



# 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 in 12 September 2018 and will come into effect from 5 September 2019.

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

### Organisation

ALT is charitable incorporated organisation. We are registered charity number 1160039 and we are governed in accordance with [our constitution](#) by a group of elected and coopted 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 meetings by telephone conference approximately 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.

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

