

**THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT**  
**FINANCIAL STATEMENTS**

**30 JUNE 2011**

**Company Registration Number: 2374570**  
**Charity Number: 328229**

WEDNESDAY



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# **THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT**

## **REPORT OF THE TRUSTEES**

**YEAR ENDED 30 JUNE 2011**

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The Trustees are pleased to present their report and the financial statements for the year ended 30 June 2011

### **Reference and Administrative Details**

#### ***Address of principal office of the charity***

WestPoint  
78 Queens Road  
Clifton  
Bristol  
BS1 8QU

#### ***Current trustees:***

Karen Velasco – Chair (appointed September 2011)  
Judith Christian Carter  
Adrian Snook  
David Apparicio  
Darren Hockley  
Jack Wills (Co-opted March 2012)  
Sandra Burnell (Co-opted March 2012)

#### ***Other trustees involved during the financial year ending June 2011***

Ian Morton (Appointed September 2011) (Resigned February 2012)  
Paul Matthews (Appointed September 2011) Resigned January 2012  
Phil Hawthorn (Resigned January 2012)  
Mike Crabbe (Resigned September 2011)  
Mike Long (Appointed September 2011) (Resigned February 2012)

### **Nature of the governing document and how the charity is constituted**

- Registered Charity
- Company limited by guarantee and not having share capital

The British Institute for Learning and Development is governed by the 'Constitution' which sets out terms for how the Institute is run and how Directors are appointed. Directors are appointed at the Annual General Meeting (AGM). The exact process for the appointment of Directors is laid out in section 24 of the Constitution.

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## REPORT OF THE TRUSTEES (*continued*)

YEAR ENDED 30 JUNE 2011

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### Objectives and activities

The objects for which the Company is established are.

- (a) To promote and advance effective education and training of persons employed or intending to be employed in Industry and Commerce and to do this principally by encouraging the use of appropriate forms of learning materials, techniques, technologies and methods.
- (b) To establish for those engaged in the provision and delivery of learning materials, techniques, technologies, methods and services a nationally recognised Institute
- (c) To provide a central contact point for the sharing and dissemination of information on development marketing and practice
- (d) Subject to the foregoing object, to extend such training to members of the public generally.

### Public Benefit

Membership of the BILD is available to individuals and organisations that practice their profession in the commercial vocational learning and development sector. In accordance with the objectives and activities it gives them a wide range of opportunities to develop, improve and prove their operational and personal skills, benchmark against others in the sector, influence strategic decisions and cooperate in developing improved methods of delivery of learning and development opportunities.

The BILD members receive Continuous Professional Development (CPD) in their careers as learning and development professionals through the services which the Institute provides. Membership benefits are designed to offer timely, relevant and quality information, ensuring all members are up to date with the latest developments and best practice within the industry. Member events are planned throughout the year to cover a wide range of professional matters in a variety of locations around the United Kingdom to improve accessibility. They provide useful opportunity for professional development. The content of each event is provided on the BILD website to give better access to those members who are unable to attend. The Annual Conference is open to members and non-members and is planned to address the more strategic issues affecting the profession.

In addition, BILD membership grades offer individuals a development path to follow as well as recognition for their achievements to date.

A small membership fee of approximately £130 + VAT per annum per person is charged to assist the Institute with covering the basic running costs of providing the support to its members.

# **THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT**

## **REPORT OF THE TRUSTEES (*continued*)**

**YEAR ENDED 30 JUNE 2011**

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A full list of benefits provided is below.

- A professional membership grade
- Networking opportunities through the BILD forum
- 6 free member events per year
- Access to web resources
- Membership directory listing
- A fortnightly membership newsletter
- Email alerts about events and contract opportunities
- Access to the Online BILD membership magazine
- A free copy of Learning Magazine
- Discounts on other BILD and non BILD events
- Discounts on various services
- Access to the BILD Quality Assurance model - Quality Mark
- Overseas contract opportunities
- Export support and advice
- Opportunity to take part in international events administered by the Institute
- A membership certificate and card
- Use of the BILD membership logo

The trustees have had regard to the guidance published by the Charity Commission on Public Benefit reporting and have referred to it when reviewing our aim and objectives and in planning our future activities.

### **Achievements and performance**

Given the difficult economic backdrop of the past 12 months the Institute maintained the membership and worked hard to ensure that our members are able to access the resources they need

However, I am also pleased to report that the BILD has also continued to gain a good number of members through its own efforts. And we are seeking new ways and partnership to help us achieve this

The BILD's vision remains 'to be the UK's preferred Institute for Learning and Development professionals and organizations' and, as we continue to progress, this is slowly being realised

In order to release that vision the BILD will

### **Recognise**

- Professional status of individual members' qualifications and experience through membership grades

### **Represent**

- Members' interests through the formulation of national policy and standards associated with learning and development
- The interests and reputation of British Learning and Development professionals nationally and globally

# **THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT**

## **REPORT OF THE TRUSTEES (*continued*)**

**YEAR ENDED 30 JUNE 2011**

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### **Respond**

- By providing
- A valued range of membership services.
- Opportunities for continuous professional development (CPD)
- Pathways to excellence for Learning and Development organisations

### **Membership Benefits and Services**

The Institute has continued to offer a range of benefits to members this year and in addition to the free Connect events, has also introduced free online webinars, which have proved popular, particularly for our international members. It is hoped that online events will now run once every 6-8 weeks.

2011 also saw another successful annual conference which was independently run by the BILD at the Open University at a discounted rate for members.

Once again, the Institute will be taking a group of BILD members to exhibit at the Online Education conference and exhibition in Berlin in December. Due to our Accredited Trade Organisation status, these companies will be able to apply for United Kingdom Trade and Investment grants of £1000 to assist them with the costs of exhibiting overseas.

### **Financial review – Treasurer's Report – BILD AGM September 2011**

The 2010/11 budget has been carefully put together to ensure that the Institute is in a solvent position at the year end, in order to achieve this the BILD has had to relocate to more cost effective offices and work with reduced resources. However this prudent attitude towards the budget means that we will be in a financially strong position at year end and from our financial base we can deliver on our vision and provide services to our members.

The Institute is on a sound financial footing and costs are well under control. The office processes are efficient and cash flow is adequate to meet our obligations throughout the year. As the Institute expands in the future the members will expect a wider range of services and a reserve needs to be built up over the next few years to enable us to invest in provision of those services.

Being in a solvent position it remains that another prudent budget will be set in 2011/12 to ensure that we remain solvent through this financial year.

### **Policy on reserves**

The policy relating to the level of unrestricted funds has been reviewed and been revised such that funds are to be sufficient for the ongoing administration of the company. Free reserves held should equate to 3 months running costs which, at the moment, is £40,806.

As with any start-up, a plateau has been achieved where the start-up costs have been addressed but, in the current economic climate, we must always be aware that we cannot rely on a constant income to continue to provide the services our members require and that we need to build up a reserve to allow us to develop additional services to see us through any additional expenditure that entails. Free reserves are currently in deficit by £189.

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# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## REPORT OF THE TRUSTEES (*continued*)

YEAR ENDED 30 JUNE 2011

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### Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of The British Institute for Learning and Development for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable UK 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 charitable company will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Registered office

Signed by order of the Trustees

WestPoint  
78 Queens Road  
Clifton  
Bristol  
BS1 8QU

  
Karen Velasco  
Chair

Approved by the Trustees on 30/3/ 2012.

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 30 JUNE 2011

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I report on the accounts of The British Institute for Learning and Development for the year ended 30 June 2011, which are set out on pages 7 to 13

### ***Respective responsibilities of trustees and examiner***

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the Charities Act 2011);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

### ***Basis of independent examiner's report***

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### ***Independent examiner's statement***

In connection with my examination, no matter has come to my attention

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - (a) to keep accounting records in accordance with s386 of the Companies Act 2006, and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice. Accounting and Reporting by Charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Ed Marsh ACA DChA  
Burton Sweet Chartered Accountants  
Pembroke House  
15 Pembroke Road  
Clifton  
Bristol BS8 3BA

30<sup>th</sup> March

2012

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 30 JUNE 2011

		Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	Note	£	£	£	£
<b>Incoming resources</b>					
<i>Incoming resources from charitable activities</i>	2	109,717	43,172	152,889	128,452
<b>Total incoming resources</b>		<u>109,717</u>	<u>43,172</u>	<u>152,889</u>	<u>128,452</u>
<b>Resources expended</b>					
<i>Charitable activities</i>	3	139,969	17,514	157,483	122,965
<i>Governance costs</i>	4	5,743	-	5,743	3,696
<b>Total resources expended</b>		<u>145,712</u>	<u>17,514</u>	<u>163,226</u>	<u>126,661</u>
<b>Net incoming/(outgoing) resources</b>					
<b>- net income/(expenditure) for the year</b>	5	(35,995)	25,658	(10,337)	1,791
<b>Gross transfers</b>		4,600	(4,600)	-	-
<b>Net movement in funds</b>		(31,395)	21,058	(10,337)	1,791
<b>Total funds at 1 July</b>		32,221	30,537	62,758	60,967
<b>Total funds at 30 June</b>	11	<u>826</u>	<u>51,595</u>	<u>52,421</u>	<u>62,758</u>

The Charity has no recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 13 form part of these financial statements



# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## BALANCE SHEET

AS AT 30 JUNE 2011

	Note	2011 £	2010 £
<b>Fixed assets</b>			
Tangible assets	8	1,015	612
<b>Current assets</b>			
Debtors	9	15,096	10,114
Cash at bank and in hand		53,926	61,860
		<u>69,022</u>	<u>71,974</u>
<b>Creditors: Amounts falling due within one year</b>	10	(17,616)	(9,828)
Net current assets		<u>51,406</u>	<u>62,146</u>
<b>Net assets</b>		<u>52,421</u>	<u>62,758</u>
<b>Funds</b>			
Restricted funds	12	51,595	30,537
Unrestricted funds	12	826	32,221
		<u>52,421</u>	<u>62,758</u>

The directors are satisfied that the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the trustees on ... 30/3 ... 2012 and are signed on their behalf by

  
Karen Velasco  
Chair

The notes on pages 9 to 13 form part of these financial statements

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2011

### 1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005
- b) Income from donations is included incoming resources when these are receivable, except as follows
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
  - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to us such income, the income is deferred until the pre-condition have been met.
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered
- d) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity
- e) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows
- Fixtures and Fittings - 15% reducing balance
  - Equipment - 15% reducing balance
- f) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- g) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees
- h) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

### 2 Incoming resources from charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£	£
ROLE Project	-	43,172	43,172	-
Profit on currency exchange	3,526	-	3,526	-
Sponsorship	3,700	-	3,700	7,000
Membership fees	75,285	-	75,285	93,590
Events entry fees	7,271	-	7,271	9,614
Sale of exhibition space	19,935	-	19,935	18,248
	<u>109,717</u>	<u>43,172</u>	<u>152,889</u>	<u>128,452</u>

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2011

### 3 Charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£	£
Salaries and social security costs	60,512	-	60,512	57,021
Direct costs	41,118	17,514	58,632	36,741
<u>Support costs</u>				
Rent and rates	14,987	-	14,987	13,223
Advertising and marketing	977	-	977	3,387
Computer and website costs	5,390	-	5,390	1,457
Telephone	158	-	158	21
Leasing costs	774	-	774	644
Printing, postage and stationery	6,631	-	6,631	5,260
Training	-	-	-	105
Depreciation	335	-	335	109
Legal and professional fees	4,326	-	4,326	2,605
Insurance	578	-	578	489
Travel, subsistence and meeting costs	1,404	-	1,404	320
Loss on currency exchange	-	-	-	7
Bank charges	897	-	897	947
Subscriptions	275	-	275	146
Recruitment costs	990	-	990	-
Bad debt	168	-	168	-
Miscellaneous	449	-	449	483
	<u>139,969</u>	<u>17,514</u>	<u>157,483</u>	<u>122,965</u>

### 4 Governance costs

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£	£
Independent examiner's fee:				
for current year independent examination	700		700	640
for current year accounts preparation	1,100		1,100	960
for prior year independent examination	40		40	220
for prior year accounts preparation	60		60	330
AGM and Governance costs	3,843	-	3,843	1,546
	<u>5,743</u>	<u>-</u>	<u>5,743</u>	<u>3,696</u>

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2011

### 5 Net incoming resources for the year

This is stated after charging:

	2011 £	2010 £
Depreciation	335	109
Trustee expenses (4 Trustees in 2011, 6 Trustees in 2010)	8,032	7,622
Trustee remuneration (see below)	9,665	2,300
Independent examiner's fee		
for current year independent examination	700	640
for current year preparation of statutory accounts	1,100	960
for prior year independent examination	40	220
for prior year preparation of statutory accounts	60	330

Trustee remuneration in 2011 related to payments totalling £7,550 (2010: £2,300) to K Velasco in respect of time spent on research work and £2,115 (2010: £NIL) to J Wills for consultancy work. This remuneration is allowed by and is in accordance with the Memorandum and Articles of Association.

### 6 Staff costs and numbers

The aggregate payroll costs were:

	2011 £	2010 £
Wages and salaries	55,041	51,880
Social security costs	5,471	5,141
	<u>60,512</u>	<u>57,021</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of full time

	2011 No.	2010 No.
Office staff	<u>2</u>	<u>2</u>

### 7 Taxation

The charity is exempt from corporation tax on its charitable activities.

# THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2011

### 8 Tangible fixed assets

	Fixtures & Fittings £	Office Equipment £	Total £
<b>Cost</b>			
At 1 July 2010	2,682	19,802	22,484
Additions	-	738	738
At 30 June 2011	<u>2,682</u>	<u>20,540</u>	<u>23,222</u>
<b>Depreciation</b>			
At 1 July 2010	2,457	19,415	21,872
Charge for the year	34	301	335
At 30 June 2011	<u>2,491</u>	<u>19,716</u>	<u>22,207</u>
<b>Net book value</b>			
At 30 June 2011	<u>191</u>	<u>824</u>	<u>1,015</u>
At 30 June 2010	<u>225</u>	<u>387</u>	<u>612</u>

### 9 Debtors

	2011 £	2010 £
Trade debtors	11,236	7,284
Other debtors	2,744	1,610
Prepayments	1,116	1,220
	<u>15,096</u>	<u>10,114</u>

### 10 Creditors: amounts falling due within one year

	2011 £	2010 £
Trade creditors	8,950	1,800
Accruals and deferred income	3,446	1,600
Taxes and Social Security	4,602	5,321
Other creditors	618	1,107
	<u>17,616</u>	<u>9,828</u>

**THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 JUNE 2011**

**11 Movement in funds**

	At 01-Jul 2010 £	Incoming resources £	Outgoing resources £	Transfers £	At 30-Jun 2011 £
<b>Restricted funds</b>					
ROLE Project	30,537	43,172	(17,514)	(4,600)	51,595
	<u>30,537</u>	<u>43,172</u>	<u>(17,514)</u>	<u>(4,600)</u>	<u>51,595</u>
<b>Unrestricted funds</b>					
General funds	32,221	109,717	(145,712)	4,600	826
	<u>32,221</u>	<u>109,717</u>	<u>(145,712)</u>	<u>4,600</u>	<u>826</u>
<b>Total funds</b>	<u>62,758</u>	<u>152,889</u>	<u>(163,226)</u>	<u>-</u>	<u>52,421</u>

**ROLE Project**

This is a research project that is EU funded. The total funding for this project is due over 4 years (2009 - 2012).

The transfer of funds represents the allocation of support costs for 2010 and 2011, at 20% of direct eligible costs incurred in relation to the ROLE project. This allocation of support costs is in line with the ROLE project grant agreement.

**12 Analysis of net assets between funds**

	Tangible Fixed assets £	Other Net assets £	Total £
<b>Restricted funds</b>			
ROLE project funding	-	51,595	51,595
	-	51,595	51,595
<b>Unrestricted funds</b>			
General funds	1,015	(189)	826
	<u>1,015</u>	<u>51,406</u>	<u>52,421</u>

**13 Company limited by guarantee**

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.