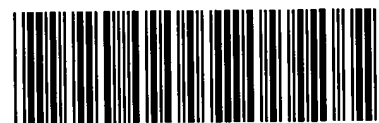


Company registration number: 2374570
Charity registration number: 328229

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2015

Mitchell Meredith Limited
Chartered Accountants
St David's House
48 Free Street
Brecon
Powys
LD3 7BN

WEDNESDAY



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10/08/2016
COMPANIES HOUSE

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
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BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	British Institute for Learning and Development
Charity registration number	328229
Company registration number	2374570
Registered office	Kemp House City Road London England EC1V 2NX
Trustees	D A Apparicio C Bailey (Resigned 3 December 2014) S Burnell (Resigned 24 July 2015) J A Christian Carter (Resigned 24 July 2015) K Lloyd I W Luxford (Resigned 16 July 2015) G M Palmer (Resigned 24 July 2015) T A Rashid A Stokes R A Hazel (Appointed 1 December 2015)
Secretary	R Wootten
Accountant	Mitchell Meredith Limited St David's House 48 Free Street Brecon Powys LD3 7BN

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

TRUSTEES' REPORT

The Trustees are pleased to present their report and the financial statements for the period ended 30 September.

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.

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 ranging from £80 (joining fee £40) to £140 (joining fee £40) per annum per person is charged to assist the Institute with covering the basic running costs of providing the support to its members.

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

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
TRUSTEES' REPORT

Membership directory listing
A Monthly membership newsletter
Email alerts about events and contract opportunities
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
Use of the BILD membership logo

The trustees have had regard to the guidance published by the Charity Commission on Public Benefit 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 36 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 is 'To achieve excellence and recognition in Learning and Development for individuals, organisations and the profession as a whole' and, Our strap line is "Be Excellent, Be Recognised" this shows a distinct clarity in what the BILD is here for, the benefit of our members.

To support the development and success of our members, the BILD will:

Recognise

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

Represent

- Members' interests through the formulation of policies and standards associated with the learning and development industry.
- The interests and reputation of Learning and Development professionals nationally and globally.

Respond

By providing:

- A valued range of membership services.
- Opportunities for continuous professional development (CPD).
- Leadership and support to drive excellence and professionalism in Learning and Development.

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
TRUSTEES' REPORT

Members Benefits and Services

The Institute has continued to offer a range of benefits to members this year and in addition to the free CPD events, has offered members a huge discount to exhibit at World of Learning, with Membership label pins to demonstrate membership.

Financial review – Treasurer's Report – BILD AGM December 2015

Although there is more confidence in the economic growth, another tight budget was set for the period in order to balance expenditure with income that would be generated from membership fees, whilst at the same time maintaining membership benefits. Membership numbers were closely monitored, with different incentives being used to encourage members not to let their membership lapse, including a discount for paying by direct debit and the introduction of PayPal to make it easier for them to renew. Expenditure was also carefully controlled, including keeping directors'/trustees' expenses to a minimum by holding some Board Meetings online.

The last three years have been quite difficult, financially, but the future is looking brighter since The BILD renewed its agreement with the Training Foundation and remain the awarding body for the TAP qualifications. This decision took place in July 2015 as a result of a budget review and whilst we'd seen some market recovery it was extremely unlikely that the BILD would break even.

This situation was reported to the Board and action was taken; a new agreement was reached with the Training Foundation and as such the Budget was reset with new figures. This shows a tremendous difference in the accounts and allow the BILD to grow and to forecast in to the future for the first time in 5 years.

From 1st October 2015 our membership fees were reduced by up to 70% as a result of our negotiations with the Training Foundation and placing TAP qualification as a minimum for new members. With this in mind we need to ensure that we gain enough revenue via our other activities to remain buoyant.

Being in a solvent position, it remains that another prudent budget will be set for 2015/16 to ensure that we remain solvent through this financial year.

Policy on reserves

With the ROLE Project finished we no longer need a formal policy on reserves. However, it is prudent to ensure that we have at least 3 months running costs available.

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.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:



R Wootten
Secretary

Date: 7/7/16

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees (who are also directors of British Institute for Learning and Development for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and the 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 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 judgements 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; and
- 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.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT**

I report on the accounts of the company for the year ended 30 September 2015, which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act ; and
- 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 Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M. L. Barnes
M L Barnes
Mitchell Meredith Limited
Chartered Accountants

Date: 7/7/16

These accounts are not
final until signed and
dated by
Mitchell Meredith

St David's House
48 Free Street
Brecon
Powys
LD3 7BN

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE
ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2015

		Unrestricted Funds	Total Funds 2015	Total Funds 2014
	Note	£	£	£
Incoming resources				
Incoming resources from charitable activities	2	48,434	48,434	100,309
Total incoming resources		<u>48,434</u>	<u>48,434</u>	<u>100,309</u>
Resources expended				
Charitable activities	3	72,296	72,296	68,991
Governance costs	3	2,180	2,180	4,758
Total resources expended		<u>74,476</u>	<u>74,476</u>	<u>73,749</u>
Net (expenditure)/income before transfers		(26,042)	(26,042)	26,560
Transfers				
Gross transfers between funds		-	-	-
Net movements in funds		(26,042)	(26,042)	26,560
Reconciliation of funds				
Total funds brought forward		<u>40,032</u>	<u>40,032</u>	<u>13,472</u>
Total funds carried forward		<u>13,990</u>	<u>13,990</u>	<u>40,032</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 9 to 14 form an integral part of these financial statements.

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
BALANCE SHEET AS AT 30 SEPTEMBER 2015

		2015		2014	
	Note	£	£	£	£
Fixed assets					
Tangible assets	8		1,706		808
Current assets					
Debtors	9	6,310		4,599	
Cash at bank and in hand		<u>12,889</u>		<u>39,390</u>	
		19,199		43,989	
Creditors: Amounts falling due within one year	10	<u>(6,915)</u>		<u>(4,765)</u>	
Net current assets			<u>12,284</u>		<u>39,224</u>
Net assets			<u>13,990</u>		<u>40,032</u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>13,990</u>		<u>40,032</u>
Total charity funds			<u>13,990</u>		<u>40,032</u>

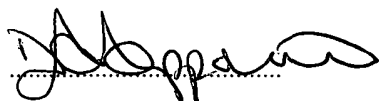
For the financial year ended 30 September 2015, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity 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.

Approved by the Board on 7/7/16 and signed on its behalf by:



The notes on pages 9 to 14 form an integral part of these financial statements.

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 13.

Incoming resources

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

..... *continued*

Fixed assets

Individual fixed assets costing £300 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment 15% reducing balance

Foreign currencies

Transactions in foreign currencies are translated into sterling at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the closing rates at the balance sheet date and the exchange differences are included in the statement of financial activities.

2 Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Charitable activity			
ROLE Project	-	-	32,070
Membership fees	48,434	48,434	63,479
Sale of exhibition space	-	-	4,375
Other income	-	-	385
	<u>48,434</u>	<u>48,434</u>	<u>100,309</u>

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

..... continued

3 Total resources expended

	Charitable activity	Governance	Total 2015	Total 2014
	£	£	£	£
Direct costs				
Direct costs	13,152	-	13,152	6,376
Wages and salaries	37,000	-	37,000	37,134
Staff NIC	1,997	-	1,997	2,022
(Profit)/loss on foreign currency	1	-	1	2,674
	<u>52,150</u>	<u>-</u>	<u>52,150</u>	<u>48,206</u>
Support costs				
Rent and rates	1,793	-	1,793	1,353
Insurance	698	-	698	668
Computer software and maintenance	799	-	799	2,339
Printing, postage and stationery	2,214	-	2,214	2,383
Sundry expenses	73	-	73	247
Telephone	294	-	294	400
AGM and Governance costs	-	-	-	772
Travel and subsistence	4,772	299	5,071	8,197
Advertising	6,034	-	6,034	5,077
Accountancy and Bookkeeping fees	2,225	1,881	4,106	2,817
Bad debts written off	139	-	139	-
Bank charges	673	-	673	934
Depreciation of plant and machinery	432	-	432	356
	<u>20,146</u>	<u>2,180</u>	<u>22,326</u>	<u>25,543</u>
	<u>72,296</u>	<u>2,180</u>	<u>74,476</u>	<u>73,749</u>

4 Trustees' remuneration and expenses

During the year 2 trustees were reimbursed for expenses incurred totalling £300

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

..... *continued*

5 Net (expenditure)/income

Net (expenditure)/income is stated after charging:

	2015	2014
	£	£
Foreign currency losses	1	2,674
Depreciation of owned assets	432	356
	<u>432</u>	<u>356</u>

6 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

	2015	2014
	No.	No.
Office staff	1	1
	<u>1</u>	<u>1</u>

The aggregate payroll costs of these persons were as follows:

	2015	2014
	£	£
Wages and salaries	37,000	37,134
Social security	1,997	2,022
	<u>38,997</u>	<u>39,156</u>

No employee received emoluments of more than £60,000 during the year (2014 - No. 0).

7 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

..... continued

8 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 October 2014	24,422
Additions	1,330
As at 30 September 2015	<u>25,752</u>
Depreciation	
As at 1 October 2014	23,614
Charge for the year	432
As at 30 September 2015	<u>24,046</u>
Net book value	
As at 30 September 2015	<u>1,706</u>
As at 30 September 2014	<u>808</u>

9 Debtors

	2015 £	2014 £
Trade debtors	1,240	1,543
Other debtors	3,093	1,446
Prepayments and accrued income	1,977	1,610
	<u>6,310</u>	<u>4,599</u>

10 Creditors: Amounts falling due within one year

	2015 £	2014 £
Trade creditors	4,292	2,201
Taxation and social security	723	744
Accruals and deferred income	1,900	1,820
	<u>6,915</u>	<u>4,765</u>

BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

..... continued

11 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

12 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

13 Analysis of funds

	At 1 October 2014	Incoming resources	Resources expended	At 30 September 2015
	£	£	£	£
General Funds				
Unrestricted income fund	40,032	48,434	(74,476)	13,990

The ROLE project was an EU funded project that is now complete.

14 Net assets by fund

	Unrestricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£
Tangible assets	1,706	1,706	808
Current assets	19,199	19,199	43,989
Creditors: Amounts falling due within one year	(6,915)	(6,915)	(4,765)
Net assets	<u>13,990</u>	<u>13,990</u>	<u>40,032</u>