Charity Registration No. 1062448 Company Registration No. 3364551 (England and Wales)

ACTIVE TRAINING AND EDUCATION
A COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2011

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ACTIVE TRAINING AND EDUCATION

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees Baroness Warnock of Weeke DBE

David J Fawbert OBE

Secretary Barry Walmsley

Charity number 1062448

Company number 3364551

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ACTIVE TRAINING AND EDUCATION A COMPANY LIMITED BY GUARANTEE

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ACTIVE TRAINING AND EDUCATION A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2011

The trustees present their report and accounts for the year ended 30 September 2011.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Public benefit

The trustees have considered the guidance provided by the Charity Commission, and are satisfied that the activities of the Company satisfy the requirements for them to be considered in the public benefit.

Structure, governance and management

Active Training and Education (ATE) is a charitable company limited by guarantee, incorporated on 2 May 1997 and registered as a charity on 16 May 1997.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The trustees, who are also the directors for the purpose of company law, are listed on page 1, and served throughout the year.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

The charitable company is administered by its governing council ("the Council"). Members of the Council are nominated representatives of the following bodies and organisations:

Association of Teachers and Lecturers
Church of England Board of Education
Local Government Association
National Association of Headteachers
National Association of School Masters/Union of Women Teachers
National Union of Teachers
National Confederation of Parent-Teacher Associations
Professional Association of Teachers
Secondary Heads Association
Society of Education Officers
Welsh Local Government Association

ACTIVE TRAINING AND EDUCATION, A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2011 (CONTINUED)

Structure, governance and management (continued)

Other suitable individuals may be co-opted as members by vote of the Council for an initial period of two years, renewable for further periods of two years by further votes of representation.

The Council may also invite other suitable bodies and associations, other than those listed, to appoint representatives to the council. Upon acceptance of the invitation, such bodies and associations shall have equal status to those listed, and their representatives shall become full members. Any member body or association may at any time change its representative.

The Council may invite government departments or other appropriate bodies to nominate assessors or observers to attend meetings of the Council but such persons will not be members of the Council or trustees.

The people nominated as representatives by the constituent bodies of the Council, and in particular the President and Chairman, are experienced in this kind of responsibility and in committee work, It is not therefore appropriate to lay on specific trustee training, though introductory packs of information are sent to new Council members.

ATE has worked with a number of organisations and individuals to deliver its programme. ATE has an ongoing relationship with 'Sing for Pleasure' to deliver singing weekends for school groups. A useful working relationship has been formed with Aquila Magazine to run a holiday targeted (though not solely) at their readership, and ATE is also developing links with Damara Language school to bring children into Superweeks from Spain and France. In addition, ATE works directly with a number of schools to provide residential weeks, weekends or inschool day activities.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

Objectives and activities

The general objectives of the charity remain to advance the education of children and young people attending educational establishments by the provision of education through activities such as residential holiday courses, term-time work with schools both in the classroom and in residential courses, and offering teachers and other education professionals training in the methods and practices of these education techniques.

The major operational objective for the coming year is to plan and implement a programme of activity which will consolidate the financial position of the Company following a series of poor trading years.

ACTIVE TRAINING AND EDUCATION. A COMPANY LIMITED BY GUARANTEE TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2011 (CONTINUED)

ATE staff and volunteers

Monitors are volunteers drawn mostly from sixth formers, university students, trainee teachers or social workers. They must attend a week long training course and then work in at least one seven-day holiday with a group of children.

Many monitors return year after year and contribute enormously to the organisation After a monitor has worked on three separate holidays and is at least 21 years old, he/she may be invited to further training as Assistant Director. After working in this new capacity on at least three occasions, they may be invited to attend yet another training course to work as a Director in charge of a complete Superweek.

Directors are reasonably remunerated, but Monitors and Assistant Directors receive only. It is a deliberate policy of ATE that the people working directly with the children should be doing so because they want to, and not because they need to earn money.

A large proportion of this staff body show a remarkable loyalty and commitment to ATE and its over-arching ethos. This is shown in large amounts of time given to attending residential 'in-service training', people who are willing to undertake often very difficult challenges for no monetary reward, and have raised quite large sums of money towards a new centre fund and the Action Adventure fund.

Financial review

After a number of years in which ATE has been unable cover its costs, 2011 showed a small surplus of £1,093 (2010 - £14,870 deficit). The unrestricted fund reserves at the year end were in deficit by £57,886 (2010 - £60,754 deficit). Consequently, The Council received a report from the Treasurer setting out the options for the Charity, and negotiations with the significant creditors to accept delayed payment of monies due enabled the Trustees to be satisfied that the Charity will be able to meet its financial obligations. After making significant increases in the price of Superweeks in 2011, Council decided to hold prices for 2012 at 2011 levels.

The trustees are confident that there will be sufficient working capital to meet ATE's obligations, as the projections that the trustees have prepared indicate that the planned programme should deliver enough revenue to cover costs.

At the year end the restricted fund reserves were £ 19,688 (2010 - £17,491).

ACTIVE TRAINING AND EDUCATION. A COMPANY LIMITED BY GUARANTEE TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2011 (CONTINUED)

Financial review (continued)

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The charity's strategy is designed to develop that level of reserves over the next few years.

Achlevements and performance

- ATE looked after 423 children on Superweeks last year with professionalism, imagination and care.
- ATE Superweeks provided an imaginative and creative programme for these children, which stimulated and inspired them to have fun, be creative and imaginative, and have a positive attitude.
- ATE Superweeks mixed children from widely varying backgrounds, and made a real effort to recruit and cater for a proportion of children from more disadvantaged backgrounds.
- ATE's success in these areas continues to be evidenced by exceptionally good feedback from children, parents and teachers. This feedback is in writing, and is recorded and analysed at the end of each operational year. It is further demonstrated by the fact that ATE's residential 'Superweeks' boast a return rate slightly in excess of 42%. ATE will continue to give a high priority to the marketing side of the operation to ensure that the prepared programme achieves its 'break even' point or better.
- ATE also provided a range of term-time activities for schools including residential weeks and weekends, and one-day visits into schools.

Despite a high return rate each year, it remains very difficult to attract new children to residential Superweeks. In 2011, a condensed programme increased percentage capacity and Superweeks ran at 85% full. A significant proportion of the children coming on Superweeks were doing so for the first time, but this rate had dropped from 2010 by just over 30%. Feedback from children and parents has been exceptionally positive and there are early indications that many intend to come again.

The Adventure Appeal fund, (introduced in 2008) continues to raise funds to sponsor children from financially disadvantaged families. Funds continue to be donated by the David and Helen Lowe Trust and from a number of small charities, including several Round Tables and Lions Clubs. In 2011 the appeal raised sufficient funds to sponsor 40 children on Superweeks.

ACTIVE TRAINING AND EDUCATION . A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2011 (CONTINUED)

Plans for the future

ATE aims to consolidate its financial position in 2012, and to end the year with a surplus which will continue the recovery of financial stability.

It aims to become involved in appropriate government programmes and school-based programmes which promote or develop the concept of educational value in residential experience.

It aims to become known as a centre of excellence for looking after children residentially, and a centre of expertise in providing activities for children's leisure time.

Specific objectives for 2012 are to:

- Deliver a programme of residential holidays which is based on forecasts projected from recent experience the market place and to price these holidays at a level which, if they are better than 85% full, will fully meet the overhead costs of the organisation.
- Further reduce overheads of Superweeks by using fewer centres and centres within closer geographical proximity.
- Plan, promote and deliver a programme of other activities (School Weeks, Superweekends etc) to support these residential holidays, and to generate additional income to develop an operating surplus for future development.
- Work successfully with other organisations such as Sing for Pleasure, Aquila Magazine and Damara Language Schools to make modest and achievable contributions to their programmes for 2012, thus generating further income and exploring possibilities for the future.
- Develop links with other outside bodies such as NCVO, local council and fostering schemes.
- Build on the enthusiasm and commitment of the over 200 volunteers who
 work with ATE during the holiday periods, and to increase the pool of
 experienced staff able to run holidays
- Recruit and train new volunteers sufficient to meet the future needs of the charity.
- Continue to develop the 'Action Adventure Appeal' which last year raised funds sufficient to sponsor 40 children on Superweeks, with a target of sponsoring 60 children in the coming year.
- Continue to hold regular meetings for office staff, volunteers and support staff to encourage them to feel a real ownership of ATE.
- Continue work on a national level to raise awareness of the unique benefits to be gained from residential experience and in particular from the kind of summer camps run by ATE.
- Maintain and develop the on-line presence for ATE using Facebook, Twitter and Blogs.

ACTIVE TRAINING AND EDUCATION. A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2011 (CONTINUED)

Disclosure of information to independent examiner

The trustees have confirmed that there is no information of which they are aware which is relevant to the financial statements, but of which the examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiner is aware of such information.

Trustees' responsibilities

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Independent examiner

Daniel Fairest has agreed to continue to act as the Company's independent examiner. A resolution proposing that Daniel Fairest be reappointed as independent examiner of the company will be put to the members.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board of trustees

Mr David J Fawbert OBE, trustee

Date:

ACTIVE TRAINING AND EDUCATION
A COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER' REPORT TO THE TRUSTEES OF ACTIVE TRAINING AND EDUCATION

I report on the accounts of the company for the year ended 30 September 2011.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. Although the charity's gross income did not exceed £250,000, the Council requested that an independent examination be commissioned. I am qualified to undertake the examination by being a qualified member of Chartered Institute of Management Accountants.

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 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 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 Charities

have not been met, or

Mull

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Daniel Pairest ACMA Worcester

Date.

ACTIVE TRAINING AND EDUCATION
A COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 30 SEPTEMBER 2011

		Unrestrict- ed funds	Restricted funds	Total 2011	Total 2010
		£	£	£	£
Incoming resources from generating funds					
Voluntary income	2	12,923	16,597	29,520	29,375
Sale of merchandise	3	2,624	-	2,624	2,472
Investment income - interest	_	4	-	4	4
		15,551	16,597	32,148	31,851
Activities in furtherance of the					
charity's objectives	4	165,078	-	165,078	214,161
Other incoming resources	-			-	255
Total Incoming resources		180,629	16,597	197,226	246,267
Resources expended Cost of generating funds -	•	1.505		1.505	1 (70
sale of merchandise Charitable activities – costs in furtherance of the charity's	3	1,535	-	1,535	1,672
objectives	5	180,198	14,400	194,598	`259,465
Total resources expended		181,733	14,400	196,133	261,137
Net expenditure for the year Fund balances at 1 October		(1,104)	2,197	1,093	(14,870)
2010		(57,886)	17,491	(40,395)	(25,525)
Fund balances at 1 October 2011		(58,990)	19,688	(39,302)	(40,395)

ACTIVE TRAINING AND EDUCATION A COMPANY LIMITED BY GUARANTEE BALANCE SHEET AS AT 30 SEPTEMBER 2011

		2011 £	2010 £
Fixed assets			
Tangible assets	13	534_	1,273
Current assets			
Stocks		1,288	1,305
Debtors	14	1,093	14,412
Cash		5,497	13,352
		7,878	29,069
Creditors: amounts falling due in less than			
one year	15	(27,490)	(52,351)
Net current liabilities		(19,612)	(23,282)
Total assets less current liabilities		(19,078)	(22,009)
Creditors: amounts falling due in more than			
one year	16	(20,224)	(18,386)
Net assets		(39,302)	(40,395)
Income funds			
Restricted funds	17	19,688	20,359
Unrestricted funds		(58,990)	(60,754)
		(39,302)	(40,395)

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2011, although an independent examination has been carried out under section 43 of the Charities Act 1993. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 3rd February 2012.

Mr David J Fawbert OBE

Trustee

Company Registration No. 3364551

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

Despite there being negative net assets at the year end the Trustees believe the charitable company to be a going concern for the foreseeable future and have offered the charitable company their continued support. The accounts have thus been prepared on a going concern basis. The foreseeable future considered by the Trustees in their going concern assessment was less than a year from the date of approval of the accounts.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

1.2 Incoming resources

Income is deferred where the charity is in receipt of funds in advance of providing the charitable activity to which the income relates, where there are clear preconditions for use of those funds.

Grants and donations are accounted for on a receivables basis. Grants received in respect of capital expenditure are deducted from the cost of the asset.

Investment income is accounted for on an accruals basis.

Other incoming resources are included in the Statement of Financial Activities on a receivable basis.

1.3 Resources expended

Grants are included as expenditure in the period for which the award is given.

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT. All expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be attributed to particular headings they have been allocated on a basis consistent with the use of the resources.

- 1 Accounting Policies (continued)
- 1.3 Resources expended (continued)

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment. The support costs are allocated wholly to charitable activities.

Governance comprises the costs which are directly attributable to the governance of the charity and the necessary legal procedures for compliance with statutory requirements.

1.4 Tangible fixed assets and depreciation

The charity does not have a specific value above which capital expenditure is capitalised. Tangible fixed assets capitalised are those deemed to be for long term use by the charity.

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:

Fixtures, fittings & equipment

25% on cost

1.5 Stock

Stock is valued at the lower of cost and net realisable value.

1.6 Foreign currency translation

Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the transaction.

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. All differences are included in net outgoing resources.

1.7 Accumulated funds

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charity's charitable objects.

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

2 Voluntary income

	Unrestricted	Restricted	Total	Total
	funds £	funds £	2011 £	2010 £
Donations and gifts	12,923	16,597	29,520	29,375
Unrestricted funds				
Donations from individue	als		7,923	4,627
David and Helen Lowe (Charitable Trust	_	5,000	
			12,923	4,627
Restricted funds				
Donations from Individu	als		4,079	3,383
David and Helen Lowe	Charitable Trust		10,000	15,000
Round Tables			1,270	5,115
Companies and other of Other donations from in			1,248	1,250
		- -	16,597	24,748
3 Sale of merchandise				
Sale of merchandise			2,624	2,472
Cost of merchandise		_	(1,535)	(1,672)
Surplus from sale of me	rchandise	_	1,089	800
4 Activities in furtherance	e of the charity's	objectives		
SuperWeeks			147,092	164,280
School Weeks			5,840	29,682
SuperWeekends			5,225	10,755
Sing for Pleasure	wookond-		2,041	6,015
Monitors' and directors' of their activities	weekenas		1,580 3,300	1,239
On ICI GUIVIIIES		-	165,078	2,190 214,161
		-	100,070	214,101

5 Total resources expended

	Staff	Deprec-	Other	Grant	Total	Total
		iation	costs	funding	2011	2010
	£	£	£	£	£	£
Merchandise	-	-	1,535	-	1,535	1,672
Activities	20,454	-	82,003		102,457	144,694
Funded	-	-	-	14,400	14,400	28,108
Support						
costs	53,558	739	23,711	-	77,740	87 <u>,84</u> 5
Total	74,012	739	107,249	14,400	194,598	261,078

6 Activities undertaken directly

	Total	Total
	2011	2010
	£	£
SuperWeeks	87,970	106,956
School Weeks	2,973	20,191
SuperWeekends	3,544	7,662
Sing for Pleasure	315	2,459
Monitors' and directors' weekends	7,471	7,174
Other activities	184	252
	102,457	144,694

7 Grants payable

Grants to individual children	14,400	28,108

All grants are used to pay for the charity's Superweek fees on behalf of the individual children. The children who receive such grants are all from families of limited income.

8 Financial Commitments

At 30 September 2011 the company had annual commitments under a non-cancellable operating lease of £7,047 per annum under a lease which expires on 30^{th} September 2012.

9 Support costs

Total	Total
2011	2010
£	£
Staff costs 53,558	57,210
Other staff costs 1,548	838
Depreciation 739	178
Rent 6,995	8,005
Printing, postage and stationery 5,818	9,512
Telephone and fax 895	847
Travelling 1,219	4,238
Advertising 1,736	636
Insurance 2,234	1,965
Utilities 1,823	761
Loan interest and bank charges 1,978	1,986
IT costs 914	138
Bad debts 225	(736)
Other expenses (1,942)	2,267
78,008	87,845

10 Employees

Number of employees

During the year the charity employed 3 administrative staff (2010 - 3). In addition the charity employed 51 temporary staff on a casual basis to run the charity's activities (2010 - 56).

Employment costs

	Total	Total
	2011	2010
	£	£
Wages and salaries	69,372	77,325
Social security costs	4,752	5,157
	74,124	82,482

There were no employees whose annual emoluments were £60,000 or more.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year or were reimbursed for travelling expenses.

12 Taxation

The charity's activities during the year were in accordance with its charitable objects and no corporation tax liability arises.

13 Tangible fixed assets

		Fixtures,
		fittings and
		equipment
		£
Cost		
At 1 October 2010		5,860
Additions		-
At 30 September 2011	-	5,860
7.11 00 00	-	
Depreciation		
At 1 October 2010		4,587
Charge for the year		739
At 30 September 2011	-	5,326
Al 30 September 2011		3,320
Net book value		
-		504
At 30 September 2011		534
At 30 September 2010		1,273
14 Debtors		
	Total	Total
	2011	2010
	£	£
Debtors	1,093	13,033
Prepayments and accrued income		2,076
	1,093	15,109
15 Creditors: amounts falling due within one year		
,		
Taxes and social security costs	3,947	5,254
Payments on account (current)	2,400	-
Other creditors	18,848	44,663
Accruals	2,295	6,571
	27,490	53,068
	2,1,70	00,000