

**Report of the Directors and  
Financial Statements for the Year Ended 31 May 2010  
for  
The Active Learning Centre  
(Limited by Guarantee)**

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for the Year Ended 31 May 2010**

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Charity Information  
for the Year Ended 31 May 2010

**DIRECTORS:**

K McNeil  
E Quinn  
L Jordan  
B Graham  
M Dailly  
R Hay  
S Dalgety (appointed 19/10/09)  
H Martin (appointed 19/10/09)  
G McDonald (appointed 19/10/09)

**SECRETARY:**

K Phillips

**REGISTERED OFFICE:**

11 Southpark Terrace  
Glasgow  
G12 8LG

**CHARITY NUMBER:**

SCO 022963

**REGISTERED NUMBER:**

147783 (Scotland)

**INDEPENDENT EXAMINER:**

Craig M Fotheringham CA  
The Kelvin Partnership  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

**The Active Learning Centre  
(Limited by Guarantee)**

**Report of the Directors  
for the Year Ended 31 May 2010**

The directors present their report with the financial statements of the Charity for the year ended 31 May 2010.

**Carrying out the aims and objectives of the association**

The Active Learning Centre (ALC) was established in 1993 to build democratic participation and implement human rights through capacity building, research and consultancy programmes with non-governmental organisations (NGOs) and representatives of government. The work of the centre pays particular attention to the social exclusion of women, believing that their predominance amongst the poor is an inevitable result of their lack of rights and representation. The main objective of the association as set out in the company articles is:

*"The advancement of education of the public, particularly women, concerning the development of democracy and the maintenance and observance of human rights"*

**Principle activity**

This year we have worked with women MPs to explore their impact on social and welfare policy, to strengthen their relationship with the community and support larger numbers entering parliament. We also partnered a number of organisations in Africa to strengthen community voice and train volunteers to give rights advice and education in communities.

**Company status**

The Active Learning Centre is a company limited by guarantee incorporated in Scotland (registration number 147783). The company secretary is currently Kate Phillips. The Active Learning Centre is also a recognised Scottish Charity, (charity reference number SC022963). The Centre is governed by its Memorandum and Articles of Association which sets out the method of appointing the Board of Directors.

**Board of Directors**

The Active Learning Centre is grateful to all of the board members who gave their time and expertise to the Active Learning Centre during the year :

**Mike Dailly**, Principal solicitor at Glasgow's Govan Law Centre, a free UK community legal service.

**Kathy McNeil**, Recently retired literacy specialist from the Department of Adult and Continuing Education (DACE), University of Glasgow.

**Bob Hay**, With many years of experience in the community learning and development field.

**Dr Geraldine McDonald**, Academic who has researched the oil industry in Angola and the environmental impact of gold mining.

**Susan Dalgety**, Journalist with twenty-five years experience in communications in Scotland and overseas.

**Esther Quinn**, Regional education officer for USDAW, Britain's trade union for workers in shops, factories and warehouses.

**Lynette Jordan**, Teacher and researcher in Community Development Practice in the Department of Adult and Continuing Education (DACE).

**Brenda Graham**, Former financial and office manager of the Active Learning Centre.

**Helen Martin**, Lecturer with expertise in building the capacity of community volunteers and activists.

**Report of the Directors  
for the Year Ended 31 May 2010**

**Use of a development fund for new activity and capacity building**

This year we commissioned Dr Catriona Burness to record a chapter of relevant Scottish history; the Constitutional Convention, call for 'fifty/fifty' women and men in the Scottish Parliament and the campaign to get women elected to that body. Danny Phillips and Susan Dalgety (their funding was spread over two financial years) were commissioned to record the way in which different life experiences and political networks of women MPs made a difference to their approaches to social welfare. Two publications resulting from the research were launched at a conference in March, attended by civil organisations, academics and elected members. The conference heard Professor Mukhopadhyay from Calcutta present achievements in India resulting from the reservation of one-third of places in local government to women. The conference also heard from Bertha Sefu of the 50:50 campaign Malawi, which brought a record number of women to parliament.

Melanie Reid chaired the conference, Catriona Burness and Anne Henderson of STUC helped to organise it, Johann Lamont, former Minister, Maria Fyfe, retired Labour MP, Elspeth Attwooll, retired MEP and Christine McKelvie MSP for the Scottish National Party all helped us to discuss our research.

**Board developments and capacity building**

During the year the Board has continued to strengthen procedures for the management of the centre. Regular written reports from staff allow the Board to make clear decisions and discuss and advise on problems arising from overseas work and tighter financial planning allows the board to maintain better financial control.

We acknowledge the voluntary work of our members, friends and overseas partners on whom many of our programmes depend. In particular we would like to mention; Mrs Hamideh Tavassoly who has supported initiatives in Iran, Bertha Sefu who helped to establish our partnership with MPs in Malawi.

**Activities and funding**

**Scottish Government Funds for Malawi**

New funds from the Scottish Government will allow us to continue our relationship with women MPs in the Malawi. Over 3 years we will support efforts to develop their constituencies and build relationships with communities. Danny Phillips initiated the project in May with Malawi partners, 50:50, MPs and ministry officials. This was followed in August by a workshop with 37 MPs conducted by Kate Phillips and Susan Dalgety.

**Supporting the campaign for women's representation in Mauritius**

In September 2009, the Active Learning Centre supported the campaign for increased women's representation in Mauritius by training trainers for members of WIN (Women in Networking) and developing the capacity of trainers to train 40 potential candidates.

**Women's political empowerment and poverty**

We completed a second year of research with partners in India and Malawi funded by the DFID DELPHE programme. Kate Phillips who designed the research programme to record the experience of women MPs and to use the insights gained to develop tools to build women MP's capacity to influence poverty policy.

**Rights advice in Ethiopia**

Gil Long led this DFID funded collaboration with the Institute of Human Rights in Addis Ababa University. New NGO legislation in Ethiopia, which now places limits on overseas funding for indigenous NGOs in the rights and democracy field, has made difficulties but careful negotiation has now ensured that the project continues to offer information and advice on legal rights to people in Addis Ababa, Awassa and Adama. Seventy paralegal volunteers were trained who helped 260 clients in the first three months of the life of the project.

**Nigeria: improving government, NGO relations**

In October two former Chevening Fellows led representatives from the Nigerian Delta Development Commission, officials from Ekiti State and NGO members to Scotland to visit parliamentary committees and debates, meet MSPs and hold discussions with representatives of the voluntary sector.

**Report of the Directors  
for the Year Ended 31 May 2010**

**Advocating gender equality in Malawi**

Geraldine McDonald has assisted Gil Long with this programme to deliver rights education to women in fourteen communities in Dedza and Mangochi. Campaign materials on key issues have been distributed to elected representatives, officials and gender NGOs. Campaigns on violence, girls' education, property rights and improving representation are scheduled for the autumn.

**Right advice and information in Malawi**

Funded by the Scottish Government and managed by Gil Long this project draws on similar principles to the project in Ethiopia. We began with a survey to inform the legal guidance and training materials. Advice Centres will be opened in Mangochi and Dedza and at a later date will expand outreach services into rural areas. Partners in Malawi include Human Rights Commission, Office of the Ombudsman, Legal Aid department of the Ministry of Justice and Malawi Law Commission.

**China: gender equality and the prevention**

The Active Learning Centre continues to act as gender and social development adviser to a project to improve China's response to HIV/AIDS. Work this year has included writing educational material, training staff, designing a study visit and supporting monitoring and evaluation of the gender strategy.

**Strengthening local democracy in Iran.**

We look forward to resuming work on the programme to share the techniques and strategies for community involvement in local service planning by holding two workshops and encouraging a series of mini-projects in Iran in the coming year.

**Strategy for reserves**

As expected we have eaten into our reserves this year. Our current projects have advance funding, allowing us to transfer earnings from projects to the centre account in a timely fashion. This reduces the size of reserves needed for forward funding.

One full-time member of staff has been part-time since April 2010, the second will become part-time from October 2010. This reduction in staffing will make a major contribution to balancing our income and expenditure. Should we need additional staffing for project work during the year we will draw on the group consultants associated with the centre.

The Active Learning Centre's work continues to carry higher than average health risks. Long journeys on poor roads, tropical diseases and living with poor public health standards are just a few of the risks associated with international development work. Since our staff will both be part-time from October 2010, reserves to cover liabilities for sick pay and for staff replacement are substantially reduced.

During this year we intend to suspend our development fund whilst we build up our reserves. Steps have also been taken to cut costs in the office by severing our photocopier and mobile phone contracts.

We continue to compete for funds in a very tight situation, with thousands applying and only tens of projects eventually being successful. The Centre has managed to win the return of funding for work in Iran and funding from the Scottish Executive for two new projects in Malawi. Efforts will continue in the coming year.

**General reserves**

After careful consideration we estimate that we will need to set aside the following sums to meet possible future risks.

- Cover for replacement staff in event of illness of a staff member, 3 months full pay, 3 months half-pay. £21,618
- Equipment replacement; £3,000

**Report of the Directors  
for the Year Ended 31 May 2010**

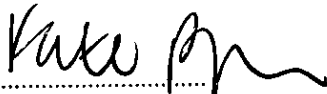
**Statement of risk**

The Centre faces two main risks. The first and probably most important risk is in becoming too reliant on one source of funding; there is a continuing need to maintain a broad mix of funding. We are working in increasingly risky situations, funds can dry up quite suddenly as aid priorities change or the in country political situation spirals out of control, preventing hard won projects being carried out, as we see in Iran and have worked to prevent in Ethiopia. The need to constantly re-apply for funds against tough worldwide competition leads to greater amounts of time spent on this task.

The Centre has had some success in spreading risk this year by seeking and gaining project funds and consultancy work from a range of organisations. We have been building a funding relationship with the Foreign and Commonwealth Office but find that they are now under pressure to cut grants and projects. We were successful in gaining new funds from DFID and have continued our successful funding relationship with the Scottish Executive. We continue to apply to other foundations for sources of income and hope that in future we will develop new partners through successful applications.

The second main risk has been our dependence on a small core of staff. We continue to build the capacity and experience of our Board, consultants and members to involve themselves in some of the tasks which have previously been carried out by members of staff and hope that in the longer term this process of skills transfer will continue.

**ON BEHALF OF THE BOARD:**



K Phillips - SECRETARY

Dated: 18 October 2010

**Independent Examiners' Report to the Trustees on the Unaudited Financial Statements of  
The Active Learning Centre**

I report on the financial statements of The Active Learning Centre for the year ended 31 May 2010 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

**Respective responsibilities of trustees and examiners**

The charity's trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 2006. The charitable company's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements are required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiners' report**

My examination was carried out in accordance with Regulations 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 I do not express an audit opinion on the view given by the financial statements.

**Independent examiners' statement**

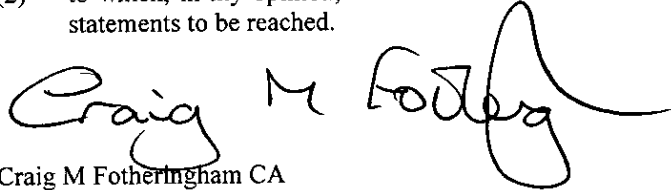
In the course of my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act, Regulation 4 of the 2006 Accounts Regulations, and Section 386 of the Companies Act 2006

to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations and the Companies Act 2006 have not been met, or

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



Craig M Fotheringham CA  
The Kelvin Partnership  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
GLASGOW  
G12 8HN

Dated: 18 October 2010



**The Active Learning Centre  
(Limited by Guarantee)**

**Income and Expenditure Account  
incorporating Statement of Financial Activities  
for the year ended 31 May 2010**

		Restricted	Unrestricted	31.05.10 Total	31.05.09 Total
	Notes	£	£	£	£
<b>Incoming Resources</b>					
Activities to further the Charity's Objectives: Income from projects and consultancy fees, grant income	2	308,256	24,984	333,240	347,028
Investment Income and Interest		<u>110</u>	<u>81</u>	<u>191</u>	<u>3,773</u>
<b>Total Incoming Resources</b>		<b><u>308,366</u></b>	<b><u>25,065</u></b>	<b><u>333,431</u></b>	<b><u>350,801</u></b>
<b>Resources Expended</b>					
Costs of generating funds	3	-	13,377	13,377	10,794
Direct project expenditure	3	142,911	176,029	318,940	340,938
Governance	3	<u>-</u>	<u>16,063</u>	<u>16,063</u>	<u>13,323</u>
<b>Total Resources Expended</b>		<b><u>142,911</u></b>	<b><u>205,469</u></b>	<b><u>348,380</u></b>	<b><u>365,055</u></b>
<b>Net movement in funds</b>		<b>165,455</b>	<b>(180,404)</b>	<b>(14,949)</b>	<b>(14,254)</b>
Transfer between funds		(29,320)	29,320	-	-
<b>Total funds at 1 June 2009</b>		<b><u>4,290</u></b>	<b><u>179,784</u></b>	<b><u>184,074</u></b>	<b><u>198,328</u></b>
<b>Total funds at 31 May 2010</b>		<b><u>140,425</u></b>	<b><u>28,700</u></b>	<b><u>169,125</u></b>	<b><u>184,074</u></b>

The notes form part of these financial statements

**The Active Learning Centre  
(Limited by Guarantee)**

**Balance Sheet  
31 May 2010**

		31.5.10		31.5.09	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	6		1		2
<b>CURRENT ASSETS:</b>					
Debtors	7	9,285		26,523	
Cash at bank and in hand		<u>165,701</u>		<u>202,471</u>	
		174,986		228,994	
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>5,862</u>		<u>44,922</u>	
<b>NET CURRENT ASSETS:</b>			<u>169,124</u>		<u>184,072</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>169,125</u>		<u>184,074</u>
<b>RESERVES:</b>					
Reserves	9		<u>169,125</u>		<u>184,074</u>
			<u>169,125</u>		<u>184,074</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2010.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2010 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each 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 financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**ON BEHALF OF THE BOARD:**

  
Mike Dailly - DIRECTOR

Approved by the Board on 18 October 2010

The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31 May 2010**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Incoming resources**

Fee income and grants are included in incoming resources when they are receivable.

**Costs to generate funds**

The costs charged under this heading are in respect of a percentage of senior managers' salaries, to reflect time spent applying for funding.

**Direct project expenditure**

The costs charged under this heading are those directly incurred in the various projects undertaken.

**Support costs**

The costs charged under this heading are in respect of a percentage of directors and administrators salaries together with various other overheads to reflect time spent in supporting the various projects.

**Governance**

The costs charged under this heading are in respect of a percentage of directors and administrators salaries together with overheads which are wholly identifiable as management expenses.

**Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT which cannot be recovered.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fittings and equipment                      - 33% on cost

Individual fixed assets costing £1,000 or more are capitalised at cost.

**Pensions**

The Charity operates a defined contribution pension scheme. Contributions payable for the year are charged in the income and expenditure account.

**Funds**

Unrestricted funds are donations and other incoming funds receivable or generated for the objects of the Charity without specific purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor.

Notes to the Financial Statements  
for the Year Ended 31 May 2010

2. ACTIVITIES TO FURTHER THE CHARITY'S OBJECTIVES

	Restricted	Unrestricted	31.5.10	31.5.09
	£	£	£	£
Project income	-	24,984	24,984	264,594
Grant income	308,256	-	308,256	82,084
Training fees	-	-	-	350
	<u>308,256</u>	<u>24,984</u>	<u>333,240</u>	<u>347,028</u>

3. RESOURCES EXPENDED

	Cost of generating funds	Direct project expenditure	Support costs	Governance	2010 Total	2009 Total
	£	£	£	£	£	£
Direct charitable expenditure	-	200,126	-	-	200,126	241,541
Gifts in kind	-	-	-	-	-	-
Telephone/fax	-	-	3,170	-	3,170	2,308
Postage and stationery	-	-	2,413	-	2,413	631
Travel and accommodation	-	-	511	-	511	1,576
Repairs and maintenance	-	-	734	-	734	1,184
Sundries	-	-	1,187	-	1,187	686
Audit/Accountancy	-	-	-	2,500	2,500	2,500
Rent	-	-	3,200	-	3,200	3,200
Insurance	-	-	1,230	-	1,230	963
Website	-	-	650	-	650	2,500
Salaries	11,494	57,468	34,481	11,493	114,936	91,572
Social security	1,168	5,839	3,504	1,168	11,679	10,318
Pension	715	3,575	2,145	715	7,150	6,047
Bank charges	-	-	-	187	187	-
AGM expenses	-	-	-	-	-	29
Gain on disposal of fixed asset	-	-	(1,293)	-	(1,293)	-
	<u>13,377</u>	<u>267,008</u>	<u>51,932</u>	<u>16,063</u>	<u>348,380</u>	<u>365,055</u>

Notes to the Financial Statements  
for the Year Ended 31 May 2010

4. **TOTAL RESOURCES EXPENDED**

Total Resources expended are stated after charging:

	31.5.10	31.5.09
	£	£
Independent Examiners fee	2,500	2,500
Depreciation - owned assets	-	-
Pension costs	<u>7,150</u>	<u>6,047</u>

	31.5.10	31.5.09
	£	£
<b>STAFF COSTS</b>		
Wages - salaries	114,936	91,572
Social Security	11,679	10,318
Pension costs	<u>7,150</u>	<u>6,047</u>
	<u>133,765</u>	<u>107,937</u>

The average number of employees during the year was as follows:

Defined charitable work	2	2
Administration	<u>-</u>	<u>-</u>
	<u>2</u>	<u>2</u>

One employee received emoluments in excess of £60,000.

No director had any personal interest in any contract or transaction entered into by the charity during the year other than Brenda Graham and Susan Dalgety who received £3555 and £2,000 respectively in their capacity as consultants.

5. **TAXATION**

No liability to UK corporation tax arose on ordinary activities for the year ended 31 May 2010 or for the year ended 31 May 2009.

Notes to the Financial Statements  
for the Year Ended 31 May 2010

6. TANGIBLE FIXED ASSETS

	Fittings and equipment
	£
<b>COST:</b>	
At 1 June 2009	7,115
Disposals	<u>3,043</u>
At 31 May 2010	<u>4,072</u>
<b>DEPRECIATION:</b>	
At 1 June 2009	7,113
Charge for year	-
Adjustment on disposals	<u>3,042</u>
At 31 May 2010	<u>4,071</u>
<b>NET BOOK VALUE:</b>	
At 31 May 2010	<u><u>1</u></u>
At 31 May 2009	<u><u>2</u></u>

7. DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR

	31.5.10	31.5.09
	£	£
Trade debtors	6,055	22,504
Other debtors	<u>3,230</u>	<u>4,019</u>
	<u><u>9,285</u></u>	<u><u>26,523</u></u>

8. CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR

	31.5.10	31.5.09
	£	£
Sundry creditors	-	24,933
Accrued expenses	<u>5,862</u>	<u>19,989</u>
	<u><u>5,862</u></u>	<u><u>44,922</u></u>

9. RESERVES

	31.5.10	31.5.09
	£	£
Restricted reserves (Note 10)	140,425	4,290
General reserves (Note 11)	<u>28,700</u>	<u>179,784</u>
	<u><u>169,125</u></u>	<u><u>184,074</u></u>

Notes to the Financial Statements  
for the Year Ended 31 May 2010

10. RESTRICTED FUNDS

	Balance at 31.5.09	Incoming	Outgoing	Funds transfer	Balance at 31.5.10
	£	£	£	£	£
Malawi (1)	1,535	63,775	46,590	(14,559)	4,161
Malawi (2)	-	106,815	-	-	106,815
Ethiopia	<u>2,755</u>	<u>137,776</u>	<u>96,321</u>	<u>(14,761)</u>	<u>29,449</u>
	<u>4,290</u>	<u>308,366</u>	<u>142,911</u>	<u>29,320</u>	<u>140,425</u>

**PURPOSE OF RESTRICTED FUNDS**

Malawi (1) - This is a project to promote women's rights and advocacy.

Malawi (2) - This is a project to provide advice and information to access justice in Malawi.

Ethiopia - This is a project to provide legal, literacy, rights advice and information for poor people in Ethiopia.

11. GENERAL RESERVES

As referred to in the directors' report, the Active Learning Centre requires a certain level of general reserves to meet short to medium term cash flow requirements for direct project expenditure, to cater for fluctuations in general income, to ensure that core costs are covered for the short term, to fund outstanding employer obligations and to ensure that sufficient reserves are retained for necessary IT equipment purchase.

The Board has reviewed these requirements and decided on the following provisions, which will be kept under regular review:

	31.5.10	31.5.09
	£	£
Additional costs in event of illness of core staff	21,618	47,500
IT replacement fund	3,000	3,000
Development fund	-	25,000
Advance projects fund	-	100,000
Surplus	<u>4,082</u>	<u>4,284</u>
	<u>28,700</u>	<u>179,784</u>

12. CHARITY STATUS

The Charity is limited by guarantee which means that each member is liable to contribute up to £1 to the assets of the company in the event of it being wound up. This applies during membership and for one year after membership ceases.

13. RELATED PARTY DISCLOSURE

During the year D Phillips (the son of a senior manager) was paid £5,170 for consultancy work; S Phillips (son of a senior manager) was paid £650 for website design.

Notes to the Financial Statements  
for the Year Ended 31 May 2010

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted £	General £	Total £
Tangible fixed assets	-	1	1
Debtors	-	9,285	9,285
Bank and cash	140,425	25,276	165,701
Creditors	-	(5,862)	(5,862)
	<u>140,425</u>	<u>28,700</u>	<u>169,125</u>