

**COMPANY REGISTRATION NUMBER 07534418**

**THE INSTITUTE FOR OUTDOOR LEARNING**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30TH SEPTEMBER 2017**

**CHARITY NUMBER 1149420**  
**SCOTTISH CHARITY NUMBER SCO39561**

**ROBINSON UDALE**  
Chartered Accountants and Registered Auditors  
The Old Bank  
41 King Street  
Penrith  
Cumbria  
CA11 7AY

**THE INSTITUTE FOR OUTDOOR LEARNING  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTMEBER 2017**

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**THE INSTITUTE FOR OUTDOOR LEARNING  
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**FINANCIAL STATEMENTS**

**MEMBERS OF THE BOARD, SENIOR STAFF AND PROFESSIONAL ADVISERS**

**The board of trustees**

Dr J Crosbie- Chairman  
Mr A Boyd- Vice-Chair  
Mrs E Mason- Vice- Chair  
Mr A Simms- Resigned 7<sup>th</sup> April 2017  
Mr M Norris  
Mr M Healey  
Mrs J O'Callaghan – Treasurer Resigned 7<sup>th</sup> April 2017  
Mr M King  
Mr P Briggs  
Mr N O'Loughlin- Appointed 31<sup>st</sup> March 2017

**Company Secretary**

Mr M King

**Registered office**

Warwick Mill Business Centre  
Warwick Bridge  
Carlisle  
Cumbria  
CA4 8RR

**Examiner**

Robinson Udale  
Robinson Udale Limited  
Chartered Accountants  
& Registered Auditors  
The Old Bank  
41 King Street  
Penrith  
Cumbria  
CA11 7AY

**Bankers**

Unity Trust Bank  
Nine Brindley Place  
4 Oozels Square  
Birmingham  
B1 2HB

# **THE INSTITUTE FOR OUTDOOR LEARNING COMPANY LIMITED BY GUARANTEE**

## **FINANCIAL STATEMENTS YEAR ENDED 30TH SEPTEMBER 2017**

### **TRUSTEES ANNUAL REPORT**

The directors and trustees for the purposes of the Companies Act have pleasure in presenting their report and the financial statements of the charity for the year ended 30th September 2017. The accounts have been prepared in accordance with relevant accounting standards, the requirements of the Charities Act 1993 (as amended by the Charities Act 2005) and the Statement of Recommended Practice (SORP 2005) on accounting for charities.

### **GOVERNING DOCUMENT**

The Institute for Outdoor Learning is a charitable company limited by guarantee, incorporated on 18th February 2011 and registered as a charity on 22nd October 2012. 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 activities of the charity "Institute for Outdoor Learning" were transferred to the charitable company on 1<sup>st</sup> March 2013.

### **OBJECTIVES**

The object of the Institute is: -

To advance the education of the public in and through outdoor education.

It has sought to achieve this during the year by: -

- Holding advisory meetings with representatives of its regions and Special Interest Groups to guide the managing executive.
- Co-operating and exchanging information and advice with other charities, voluntary bodies and statutory authorities.
- Organising a national conference and conferences in each of its Home Nations and major English regions.
- Organising, through its regional structure, a series of seminars, workshops and training courses across the UK, which were open to all members and many open to non-members.
- Providing extensive information and consultation services at regional and national level, for both members and non-members to identify, examine and report on issues concerning outdoor learning.
- Publishing an e-based monthly newsletter for members providing information about the activities of the Institute and links to other related organisations and activities.
- Publishing Horizons, the foremost magazine, dedicated to the learning and development issues of the Outdoors and printed quarterly in full colour. It is funded by a combination of subscriptions and advertising and has a circulation of approximately 60% to members and 40% to interested non-members. The services of a freelance editor for the magazine are retained part time, and articles are contributed by volunteers from throughout the industry.
- Publishing The Journal for Adventure Education and Outdoor Learning the only UK based peer reviewed research paper based journal for the field.
- Continuing to run the only specialist bookshop dedicated to the field, as a peripatetic feature at events and by mail order from its Carlisle office.
- Accepting invitations to answer questions or contribute ideas and opinions on behalf of the field in a number of government or statutory consultations and actively seeking to respond on occasions.
- Requiring members to subscribe to its ethical Code of Conduct including its policy to promote equality of opportunity for individuals and respect for cultural diversity, and its policy on sustainability based on the principle of having minimum impact on the natural environment.

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**FINANCIAL STATEMENTS  
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**OBJECTIVES (continued)**

- Employing the services of two full time and three part time staff members. These resources enable the Institute to publish its own magazine and other publications in-house, to run the mail order bookshop and to administer its own membership. In addition, one national and a small number of regional contracted service providers enable the Institute to continue to develop its professional development services.

In setting the objectives and planning the activities, the Governors, as the Charity's Trustees, have complied with the duty in S.4 of the Charities Act 2006 to have due regard to the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the Public Benefit requirement under that Act.

**TRUSTEES**

The directors of the company are also charity trustees for the purposes of charity law. Any person can be admitted as a trustee of the charity in accordance with the rules in the Articles of Association.

The trustees who served the charity during the year and who were also directors are as follows:

Dr J Crosbie- Chairman  
Mr A Boyd- Vice-Chair  
Mr A Simms- Resigned 7<sup>th</sup> April 2017  
Mrs E Mason- Vice- Chair  
Mr M King - Secretary  
Mr M Norris  
Mr M Healey  
Mrs J O'Callaghan – Treasurer Resigned 7<sup>th</sup> April 2017  
Mr P Briggs  
Mr N O'Loughlin – Appointed 31<sup>st</sup> March 2017

In recognition of developing best practice, the Trustees operate a formal and structured approach to the induction and training of Trustees. This structured approach includes specific focus and training on individual areas of governance and management of the company, using external expert advisers where appropriate.

The chief executive ensures that the trustees have access to resources which will advise them of their legal obligations under Charity Law, the Constitution, the Executive Committee, decision making processes, the business plan and financial status of the Institute. They are encouraged to attend, where possible, external seminars and events which may assist them in their role. The Institute uses the National Occupational Standards for Trustees as best practice guidance. Trustees are encouraged to meet with staff and other trustees regularly.

**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

The Institute's individual and organisation membership has been relatively stable through the year. Membership income remains a key factor in enabling the Institute to fulfil its charitable objects, supported by income from grants and traded services.

The Institute has continued to provide a wide range of support to the sector through online facilities (including questionnaires and CPD resources), conferences and workshops, advice, lobbying and representation activity. This activity is reported to the sector through monthly newsletters, quarterly magazines, blogs, social media and conference presentations across the sector.

More specifically the Institute continues to publish the quarterly magazine Horizons, containing articles sharing good practice written by practitioners. The Institute also continues to work with Taylor & Francis to publish the

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**FINANCIAL STATEMENTS  
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**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS continued**

Journal of Adventure Education and Outdoor Learning, four issues per annum. The volume of academic papers being reviewed by its Editorial Board reflects the interest in academic research in outdoor learning.

The Institute has also continued to offer accreditation for individual outdoor learning practitioners through its awards at four different levels. This service remains an important element of the Institute's approach to recognising and developing outdoor learning practices and has been kept at an affordable level of cost through a level of subsidy from the Institute's available funds. A review of the standards supporting these accreditations is on-going.

Working closely with a cross section of employer organisations that provide outdoor learning, the Institute is supplying project management services and expertise in the development of new employer led apprenticeships for the outdoor learning sector. This is an important piece of work started in 2016, to ensure that the sector in England can effectively access new apprenticeship funding and has a suite of progressive apprenticeship standards for the first time.

With the continued commitment by the UK Government to the National Citizen Service and its use of outdoor residential experiences as a key part of the programme, the Institute continues to be consulted by the NCS Trust as well as encouraging sharing of good practice in NCS provision amongst members. During 2017 the Institute provided advice to one of the Trust's lead partners on the outdoor learning elements of their delivery.

The Institute provides support for areas of specific interest in the outdoor learning. This has resulted in the creation of three primary types of Special Interest Group (SIG): Professional Practice Groups (PPGs); Professional Discussion Groups (PDGs) and IOL Research Groups.

The Institute continues to work with The Activity Industry Mutual to provide liability cover for members. This mutually beneficial partnership enables members to access appropriate liability cover, support the Mutual's desire to promote good standards of practice across the outdoor learning sector and ensures financial sustainability for conferences and other activity.

The Institute also continues to represent the interests of outdoor learning practitioners and organisations, working with the Outdoor Council and directly supporting and/or influencing Natural England, Department for Education, EEF, DCMS, HSE, a range of National Governing Bodies of Sport and others. More specifically in 2017 the Institute engaged a consultant on behalf of the Outdoor Council and funded by the council's members, to design and run a campaign to enable all young people to experience a progressive series of outdoor learning experiences during their school lives.

Following the publication of findings of the IOL led review of the evidence base for the impact of outdoor learning, funded by the Blgrave Trust, the Institute has worked to respond to its findings. This has included working closely with Natural England's Strategic Research Group and The Council for Learning Outside the Classroom to improve the focus, structure and dissemination of outdoor learning research, as well as the delivery of local workshops. During 2017 the Institute supported the establishment of regional outdoor learning research hubs and funded a Research Co-ordinator post, hosted by University of Cumbria, to improve dialogue between practitioners and academic researchers.

The Institute maintains its direct support for other organisations in the sector including; the work of the English Outdoor Council through supporting the distribution of the revised document 'High Quality Outdoor Learning'

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**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS continued**

and associated leaflet to highlight good practice in outdoor learning residential, the work of Adventure Activities Industry Advisory Committee (AAIAC) through provision of a web presence and administration services. The Institute continues to provide administration services for Association of Heads of Outdoor Activities Centres (AHOEC) and The Forest School Association, as well as hosting the Adventure Activities Licencing Authorities (AALA) online information log, to help share learning from Health & Safety related incidents and accidents in the sector.

In 2017 the Institute played a key role in the formation and work of the UK Adventure Industry Group (UKAIG) in response to HSE's review of AALA. The Institute hosted a consultant to enable the sector to work closely with the HSE and develop the principles of a sector led alternative to the current Licensing scheme.

**FUTURE PLANS**

During 2018 the trustees are also considering some key areas to focus the work of the Institute:

- The continued development of support for members and attraction of new members to ensure the continued viability of the charity. Fund a PhD student to test the Institute's services against the developing sector's needs and inform the Institute's development plan.
- Work closely with other associations and organisations in the sector, including Association of Heads of Outdoor Education Centres, Outdoor Education Advisors Panel, British Activity Providers Association, Council for Learning Outside the Classroom (CLOtC), Farming and Countryside Education/Linking Environment & Farming and others, to develop common provision of conferences and workshops, share administration where appropriate and remove duplication of activity where possible.
- Continuing to act on the findings of the Blgrave Trust funded review of the evidence base for the effectiveness of outdoor learning to develop and manage a research agenda for outdoor learning and improve standards in the use of models for change and links between research and practice. Specifically funding a Research Assistant post and supporting the establishment and functioning of regional research hubs.
- Work with members of the Outdoor Council to engage a consultant to run a campaign aimed at promoting children and young people's access to a progressive series of experiences of outdoor learning over the school age years.
- Work with Natural England's Strategic Research Group and CLOtC's sector working group to develop a map of outdoor learning interventions enabling all to better understand the opportunities and benefits associated with outdoor learning and different stages throughout school age life.
- Continuing to work with employer members to develop new apprenticeships for the outdoor learning sector. Providing governance as well as verification and standards holding services for new apprenticeships.
- Working with Sport England & CIMSPA to develop common professional standards and vocational structures and recognition where possible.
- Continue to develop a new governance structure and governance board membership with the longer term aim of supporting the development of a Chartered Body for the outdoor learning sector.

# THE INSTITUTE FOR OUTDOOR LEARNING COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS YEAR ENDED 30TH SEPTEMBER 2017

### PUBLIC BENEFIT

The trustees consider that work to:

- develop new apprenticeship standards,
- developing a map of outdoor learning interventions and delivering a related national campaign
- facilitating debate between practitioners and research academics in outdoor learning
- consultation support for the NCS Trust,
- work on standards and good practice in the Further Education and Higher Education Sectors,
- the provision of guidance to the wider media,
- on-going works such as provision of outdoor learning conferences for teachers, youth workers, rangers and outdoor instructors, and other works, constitutes the charity fulfilling its obligation to provide a public benefit required by the Charity Commission.

### FINANCIAL REVIEW

In common with many organisations that have a substantial exposure to activity and funding in the public sector, the trustees recognise that the Institute has to carefully manage its available funds to develop and maintain a wide range of supporting services for the outdoor learning sector. This has been successfully achieved through 2016/17 with a small increase in available funds.

The Institute will continue to be dependent on the funding from its members to fulfil its charitable objects and will seek to ensure that the development of any new services is either self-funding or undertaken with a funding partner organisation.

### RISK POLICY

The trustees have examined the major strategic and operational risks, which the charity faces and confirm that systems have been established to produce regular reports so that the necessary steps can be taken to lessen these risks. A regular PESTLE analysis is undertaken – with the acknowledgement that the major risk to the Charity being insolvency which is mitigated by careful financial planning and reporting. As the major income is through membership subscriptions, a significant drop in membership is the greatest single risk to the Charity. Consequently the “voice” of the membership is listened to by the staff and trustees through regional sub-groups and meetings. Products and services are constantly reviewed to ensure the needs of the membership are being met and membership numbers and trends are reported at every trustee meeting. The stable membership implies that this strategy is working and that there is no immediate risk to this source of income.

### RESERVES POLICY

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

It is the view of the Trustees that the Institute should usually hold the equivalent of 3 months running costs, varying with the activity cycles, as readily available reserve. Currently cash reserves are running close to this ideal and the trustees will continue to target this level of reserves through planned operational surpluses.

The attached financial statements show the current state of the finances of the Institute, which the Trustees consider to be adequate.



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**FINANCIAL STATEMENTS  
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**TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of The Institute for Outdoor Learning for the purposes of company law) are responsible for preparing the Trustees' Annual 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 at the end of the year and of the incoming resources and application of resources for the year then ended.

In preparing those financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- observe the methods and principals in the Charities SORP
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed in the financial statements
  
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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 financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Statutory Instrument 2008/409 under the Companies Act 2006 relating to small companies.



.....  
Dr J Crosbie- Chairman

Approved by the trustees on 14 March 2018

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF THE INSTITUTE FOR OUTDOOR LEARNING  
CHARITABLE COMPANY**

I report on the accounts of the company for the year ended 30<sup>th</sup> September 2017, which are set out on pages 9 to 18.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees (who are also 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 period under section 144(2) of the Charities Act 2011 (the 2011 Act), that the audit requirement of Regulation 10 (1) (a) of the Charities Accounts (Scotland) Regulations 2006 does not apply, 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 and under section 44 (1) (c) of the Charities and Trustees Investment (Scotland) Act 2005;
- to follow the procedures laid down in the general directions given by the Charity Commission 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 Commission and in accordance with Regulation 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 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.

**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, section 44 (1)(a) of the Charities and Trustees Investment (Scotland) Act 2005 and Regulation 4 of the Charities Accounts (Scotland) Regulations 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, with regulation 8 of the Charities Accounts (Scotland) Regulations 2006 and with the methods and principals of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have 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.

  
Robinson Udale, Chartered Accountant  
Robinson Udale Ltd,  
Chartered Accountants and Registered Auditors  
The Old Bank  
41 King Street  
Penrith  
Cumbria, CA11 7AY

26<sup>th</sup> February 2018

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>Income:</b>					
Donations	2.	10,000	-	10,000	10,000
<i>Income from charitable activities:</i>	3.	170,719	-	170,719	108,562
<i>Income from generating activities:</i>	4.	164,994	-	164,994	171,589
Investment Income	5.	-	-	-	66
<b>Total Income</b>		345,713	-	345,713	290,217
<b>Expenditure:</b>					
Costs of generating funds	6.	84,158	-	84,158	74,879
Expenditure on Charitable activities	7.	240,544	-	240,544	202,152
<b>Total Expenditure</b>		324,702	-	324,702	277,031
<b>Net income/(expenditure) and net Movement in funds for the year</b>	8.	21,011	-	21,011	13,186
<b>Reconciliation of funds</b>					
Total Funds brought forward		103,469	10,515	113,984	100,798
<b>Total funds carried forward</b>		124,480	10,515	134,995	113,984

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

**The notes on pages 11 to 18 form part of these financial statements.**

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**BALANCE SHEET  
AS AT 30<sup>TH</sup> SEPTEMBER 2017**

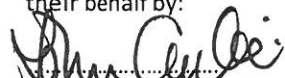
		2017		2016	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	10.		306		1,232
			-----		-----
<b>Total Fixed Assets</b>			306		1,232
<b>Current Assets</b>					
Stock	11.	8,529		9,289	
Debtors	12.	74,634		54,320	
Cash at bank and in hand		73,122		104,963	
		-----		-----	
<b>Total Current Assets</b>		156,285		168,572	
<b>Liabilities</b>					
<b>Creditors: falling due within one year</b>	13.	21,596		55,820	
		-----		-----	
<b>Net Current Assets</b>			134,689		112,752
<b>Total Assets less current liabilities</b>			134,995		113,984
<b>Creditors: falling due after more than 1 year</b>			(-)		(-)
			-----		-----
<b>Net Assets</b>			134,995		113,984
			-----		-----
<b>The funds of the Charity:</b>					
Unrestricted income funds	14.		124,480		103,469
Restricted income funds	15.		10,515		10,515
			-----		-----
<b>Total Charity Funds</b>			134,995		113,984
			-----		-----

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and are for circulation to members of the company.

These financial statements were approved by the members of the committee on 14 March 2018 and are signed on their behalf by:

  
Dr John Crosbie- Director

The notes on pages 11 to 18 form part of these financial statements

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**NOTES TO THE FINANCIAL STATEMENTS**

**1. Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Institute For Outdoor Learning meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note.

**b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

**c) Preparation of the accounts on a going concern basis**

The Trustees are of the opinion that the Charity is a going concern.

**d) Incoming resources**

Income consists of subscriptions and premiums, other related income and events income. It is accounted for on a receivable basis. Where income is received for a specific project or purpose this income is classified as restricted. Income received towards the general objects of the charity is classified as unrestricted.

**e) Resources expended**

The cost of generating funds includes any direct membership costs. The charitable activities, in furtherance of the charity's objects, included all the direct costs. The Governance costs represent professional fees and banking costs. Expenditure is recognised on an accruals basis as a liability in incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

**f) Fixed assets**

All fixed assets used for charitable purposes, with an expected useful life exceeding one year, are capitalized in the balance sheet. Depreciation is provided at the following rates in order to write off each asset over its useful economic life:

Office Equipment            -            3 years Straight Line

**g) Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**h) Fund accounting**

Unrestricted funds are available at the discretion of the Trustees in furtherance of the charitable objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donors.

**i) Remuneration**

No employee received emoluments greater than £60,000

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**NOTES TO THE FINANCIAL STATEMENTS**

**2. Donations and Legacies**

	Unrestricted Funds	Restricted Funds	Total Funds 2017 £	Total Funds 2016 £
<b>Donations</b>				
Sundry Donations	10,000	-	10,000	10,000
	<hr/> 10,000	<hr/> -	<hr/> 10,000	<hr/> 10,000

**3. Income from charitable funds activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2017 £	Total Funds 2016 £
Books and Publications	48,926	-	48,926	62,786
Professional Accreditation	49,208	-	49,208	27,607
Educational Training	54,954	-	54,954	7,517
Administration Services	8,131	-	8,131	7,152
Research	9,500	-	9,500	3,500
	<hr/> 170,719	<hr/> -	<hr/> 170,719	<hr/> 108,562

**4. Income from generating funds activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2017 £	Total Funds 2016 £
Membership Subscriptions	164,094	-	164,094	169,976
Group Insurance	900	-	900	1,613
	<hr/> 164,994	<hr/> -	<hr/> 164,994	<hr/> 171,589

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**NOTES TO THE FINANCIAL STATEMENTS**

**5. Investment Income**

	Unrestricted Funds	Total Funds 2017 £	Total Funds 2016 £
Bank interest receivable	-	-	66
	-	-	66

**6. Costs of raising funds and delivery of objectives**

	Unrestricted Funds		Total Funds 2017 £	Total Funds 2016 £
	Direct Costs £	Support Costs £		
Staff costs (Note 9)	28,415	28,414	56,829	41,919
Travelling and Other Expenses	698	697	1,395	1,266
Administration Costs	1,879	-	1,879	2,735
Membership Expenses	5,195	-	5,195	3,920
Depreciation	155	154	309	314
Regional Services	17,608	-	17,608	23,736
Group Insurance	943	-	943	989
	54,893	29,265	84,158	74,879

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**NOTES TO THE FINANCIAL STATEMENTS**

**7. Expenditure on charitable activities**

	Restricted	Unrestricted		Total Funds	Total Funds
	Funds	Direct costs	Support costs	2017	2016
	£			£	£
Publication Costs	-	19,237	-	19,237	27,624
Book Purchases	-	6,506	-	6,506	14,749
Staff costs and Consultants (note 9)	-	19,264	19,263	38,527	45,956
Travelling and Other Costs	-	1,215	1,215	2,430	2,243
Insurance and Other Charges	-	2,056	-	2,056	2,106
Rent, Rates and Services Charges	-	13,535	-	13,535	13,278
Bank Charges	-	3,853	-	3,853	3,844
Database Costs	-	13,857	-	13,857	7,628
Professional Accreditation	-	48,271	-	48,271	54,715
Sundry Donations	-	-	-	-	-
Shows and Promotion Costs	-	1,028	-	1,028	1,680
Project costs	-	4,642	-	4,642	4,430
Research	-	25,662	-	25,662	2,218
Event Management	-	48,099	-	48,099	9,893
Internet and Phone Costs	-	3,581	-	3,581	2,375
Subscriptions	-	814	813	1,627	953
Sundry Expenses	-	51	-	51	1,098
Depreciation	-	309	308	617	628
Governance Costs (Note 8)	-	6,965	-	6,965	6,734
	-	218,945	21,599	240,544	202,152

**Support Costs**

Support costs have been calculated for staff costs according to time spent and for other costs they have been calculated based on purpose. Cost allocation includes an element of judgement and the Charity has to consider the cost benefit of detailed calculations. Therefore, the support costs shown are a best estimate of the costs that have been so allocated.



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**NOTES TO THE FINANCIAL STATEMENTS**

**8. Net income/(expenditure) and net Movement in funds for the year**

This is stated after charging:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Accountancy and Examination Fees	3,838	3,506
Legal and Professional Fees	-	-
AGM. Conference and Trustees	2,462	2,619
Trustees Expenses	665	609
	6,965	6,734

**9. Staff Costs and Emoluments**

Total staff costs were as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	91,409	85,074
Employers' National Insurance	3,947	2,657
	95,356	87,731

The wages cost are analysed in the accounts as follows:-

Staff costs under Costs of Generating funds	56,829	41,919
Staff costs included under Charitable Activities	38,527	45,812
	95,356	87,731

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
Staff and Administration (Full time equivalent)	3.75	3.75

No employee received remuneration of more than £60,000 during the year (2016 - Nil). No trustee received any remuneration during the year (2016 £Nil) other than reimbursed expenses (Refer to note 17).

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**NOTES TO THE FINANCIAL STATEMENTS**

**10. Tangible Fixed Assets**

	<b>Office Equipment £</b>	<b>Total £</b>
<b>COST</b>		
At 1 Oct 2016	32,035	32,035
Additions	-	-
Disposals	(-)	(-)
<b>At 31 Sept 2017</b>	<b>32,035</b>	<b>32,035</b>
 <b>DEPRECIATION</b>		
At 1 Oct 2016	30,803	30,803
Charge for Year	926	926
On Disposals	(-)	(-)
<b>At 31 Sept 2017</b>	<b>31,729</b>	<b>31,729</b>
 <b>NET BOOK VALUE</b>		
<b>At 31 Sept 2017</b>	<b>306</b>	<b>306</b>
<b>At 30 Sept 2016</b>	<b>1,232</b>	<b>1,232</b>

**11. Stocks**

	<b>2017 £</b>	<b>2016 £</b>
Stock	8,529	9,289
	<b>8,529</b>	<b>9,289</b>

**12. Debtors**

	<b>2017 £</b>	<b>2016 £</b>
Trade Debtors	70,560	47,648
Prepayments and accrued income	4,074	6,672
	<b>74,634</b>	<b>54,320</b>

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**NOTES TO THE FINANCIAL STATEMENTS**

**13. CREDITORS: Amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	12,629	11,723
Accruals and deferred income	8,967	44,097
	21,596	55,820

**14. Unrestricted Income Funds**

	Balance at 1 <sup>st</sup> October 2016	Incoming Resources	Outgoing Resources	Transfer to Restricted Reserve	Balance at 30 <sup>th</sup> September 2017
General Funds	103,469	345,713	324,702	-	124,480
	103,469	345,713	324,702	-	124,480

**15. Restricted Income Funds**

	Balance at 1 <sup>st</sup> October 2016	Incoming Resources	Outgoing Resources	Transfer from Unrestricted Reserve	Balance at 30 <sup>th</sup> September 2017
Caphoes	1,274	-	-	-	1,274
Northern Region	3,409	-	-	-	3,409
Campaign for Adventure	1,025	-	-	-	1,025
AFA Foundation	4,807	-	-	-	4,807
	10,515	-	-	-	10,515

**Caphoes**

This grant is from Buckinghamshire Chilterns University College and has been awarded for the purpose of funding all printing and publishing costs of the publication "Shaping the Outdoor Profession through Higher Education"

**Northern Region**

These funds have been restricted to be used for the benefit of the members of the areas covered by the Northern Council for Outdoor Education. Funds will be used in the region when required or may be made available in the event of new region/s being formed, which are currently part of the Northern Region.

**Campaign for Adventure**

This funds administers a grant from Adventure Forest Limited T/A Go Ape. The money is to be used to encourage a more adventurous society in the Campaign for Adventure.

**AFA Foundation**

These funds are to be used to further outdoor learning for those with disabilities, or for the benefit of members of the AFA special interest group. Their use will be determined by those IOL members who were a part of the pre-existing organization, Adventure for All and contributed to the establishment of the fund.

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**NOTES TO THE FINANCIAL STATEMENTS**

**16. Analysis of Net Assets Between Funds**

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted Income Funds	-	10,515	10,515
Unrestricted Income Funds	306	124,174	124,480
<b>Total Funds</b>	<b>306</b>	<b>134,689</b>	<b>134,995</b>

Unrestricted funds include the following balances, which have been ring fenced to the various regions and home nations

**Balances as at 30<sup>th</sup> September 2017 are: -**

	<b>30.09.2017</b>	<b>30.09.2016</b>
Wales Home Nation	2,923	1,367
Scotland Home Nation	5,458	3,003
North West Region	4,168	2,847
South Region	9,974	9,889
South West Region	4,722	4,925
Northern Ireland Region	40	40
Wessex Region	2,623	2,598
Midlands Region	3,413	3,443
East Region	1,634	2,044
Peak District Region	610	1,634
North East Region	136	1,278

**17. Trustees**

One trustee, Elspeth Mason, supplies services to the charity in respect of editing work for Horizons magazine. The amount paid in the year was £1,875 (£2,500 for the year ended 30/09/2016). Trustees out of pocket expenses were reimbursed to trustees to the extent of £665 for the year (£609 for the year ended 30/09/2016)

**18. Company Limited By Guarantee**

The liability of the members is limited. Every member of the charity undertakes to contribute to the assets of the charity, in the event of the same being wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debtors and liabilities of the charity contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributions among themselves, such amount as may be required not exceeding ten pounds.

The liability of each member is limited to £10. There were 1577 members at 30<sup>th</sup> September 2017 (2016: 1592 members)