

**COMPANY REGISTRATION NUMBER 07534418**

**THE INSTITUTE FOR OUTDOOR LEARNING**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30TH SEPTEMBER 2018**

**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 2018**

| <b>CONTENTS</b>                                | <b>PAGE</b> |
|--|-------------|
| Members of the board and professional advisers | <b>1</b>    |
| Trustees annual report                         | <b>2</b>    |
| Independent auditor's report                   | <b>8</b>    |
| Statement of financial activities              | <b>9</b>    |
| Balance sheet                                  | <b>10</b>   |
| Notes to the financial statements              | <b>11</b>   |

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

**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 M Norris  
Mr M Healey – Resigned 1<sup>st</sup> November 2017  
Mr M King  
Mr P Briggs – Resigned 24<sup>th</sup> January 2018  
Mr N O’Loughlin  
Mr M Lavington – Appointed 23<sup>rd</sup> March 2018

**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 2018**

### **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 2018. 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.
- 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.

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

**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2018**

**OBJECTIVES continued**

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  
Mrs E Mason- Vice- Chair  
Mr M King - Secretary  
Mr M Norris  
Mr M Healey – Resigned 1<sup>st</sup> November 2017  
Mr P Briggs – Resigned 24<sup>th</sup> January 2018  
Mr N O'Loughlin  
Mr M Lavington – Appointed 23<sup>rd</sup> March 2018

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 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. A new editor for Horizons was appointed in 2018, Carme Byrne. The Institute also continues to work with Taylor & Francis to publish the 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. In addition to accrediting individuals and in order to maintain and develop standards in outdoor learning, the Institute has grown its provision of accreditation of training courses by organisation members.

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

**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2018**

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

As a result of the key project management support role played by the Institute, Outdoor Learning employers now have a new Outdoor Activity Instructor apprenticeship at level 3, recognised by The Institute for Apprenticeships. The new apprenticeship reflects the new professional standards held by the Institute for this level of role. The Institute's Professional Standard's Manager continues to conduct a review of professional standards and associated roles in the sector to better support career pathways and wider sector development.

With the continued commitment by the UK Government to the National Citizen Service (NCS) 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. In 2018 the Institute worked closely with the NCS Trust to assist it in refining its quality assurance and developing centralised procurement.

The Institute provides support for areas of specific interest in the outdoor learning. This has resulted in the development of three primary types of group: Professional Practice Groups (PPGs); Professional Discussion Groups (PDGs) and IOL Research Groups. These groups were active in 2018.

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.

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 2018 the Institute continued to fund a Research Co-ordinator post established in 2017 and hosted by University of Cumbria, to improve dialogue between practitioners and academic researchers across the UK.

2018 saw IOL fund a PhD research associate to test the Institute's services against the developing sector's needs and inform the Institute's and wider sector's development planning.

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, Education Endowment Foundation, Department for Digital, Culture, Media and Sport, Health and Safety Executive (HSE), a range of National Governing Bodies of Sport and others. More specifically in 2018 the Institute engaged a consultant on behalf of the Outdoor Council and funded by the council's members, to run a campaign to enable all young people to experience a progressive series of outdoor learning experiences during their school lives, known as Outdoor Citizens. The Institute also maintained its direct support for the work of the English Outdoor Council through supporting the distribution of the revised document 'High Quality Outdoor Learning' and associated leaflet to highlight good practice in outdoor learning residential.

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.

Building on its work in 2017 the Institute continued to play a key role in the work of the UK Adventure Industry Group (UKAIG) in response to HSE's review of AALA in 2018. As a direct result of the Institute hosting a consultant to produce a report on current inspection regimes and a potential approach to a sector led alternative to AALA licensing, the HSE board has requested that the sector produce a detail proposal for such a sector led alternative.

# THE INSTITUTE FOR OUTDOOR LEARNING COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS YEAR ENDED 30TH SEPTEMBER 2018

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

During 2018 the Institute facilitated the design and delivery of the first UK Outdoor Learning sector conference jointly with AHOEC, British Activity Providers Association (BAPA) and the Outdoor Education Advisers Panel (OEAP). This attracted significant support from UK and Home Nation government departments and major stakeholders in the sector such as National Governing Bodies of outdoor sports, National Trust, Natural Resources Wales and Multi Academy Trust leadership, as well as over 300 experienced practitioners. The event also included the inaugural Celebrating Outdoor Learning Awards ceremony.

### FUTURE PLANS

During 2019 the trustees are also considering some key areas to focus the work of the Institute:

- Support a dialogue across the outdoor learning sector to enable better joined up working across a range of membership organisation, enabling more efficient sector development, a more coherent voice influencing policy and a more accessible approach for those wishing to engage with the sector.
- 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.
- Continue to 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, known as Outdoor Citizens.
- Continue to work 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.
- To support the use of the new level 3 outdoor activity instructor apprenticeship through establishing the Institute as the External Quality Assurance (EQA) provider with The Institute for Apprenticeships. Continuing to work with employer members to develop a new higher level apprenticeship for the outdoor learning sector.
- Working with Sport England, Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and others 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.
- Establish a Teacher PPG to support greater confidence and competence in the use of outdoor learning in and through schools.
- Support work to review Youthwork & Outdoor Learning with a view to establishing and sharing good practice models and attracting additional support & funding.

### 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 to accredit good practice in training for outdoor learning practitioners,
- 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,
- development of a sector led alternative to AALA

and other works, constitutes the charity fulfilling its obligation to provide a public benefit required by the Charity Commission.

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

**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2018**

**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. The trustees chose to invest recent annual surpluses in developing the sector's research practices and infrastructure in 2017/18. As a result the charities free reserves were reduced though remain well within the reserves policy.

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.

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

the charity will continue its activities.

**TRUSTEES' RESPONSIBILITIES continued**

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 .....

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

**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 2018, 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

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

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2018**

|  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2018<br>£ | Total<br>Funds<br>2017<br>£ |
|--|------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Income:</b>   |      |                            |                          |                             |                             |
| Donations  | 2.   | 10,000                     | -                        | 10,000                      | 10,000                      |
| <i>Income from charitable activities:</i>                                  | 3.   | 121,894                    | -                        | 121,894                     | 170,719                     |
| <i>Income from generating activities:</i>                                  | 4.   | 160,066                    | -                        | 160,066                     | 164,994                     |
| Investment Income  | 5.   | -                          | -                        | -                           | -                           |
| <b>Total Income</b>  |      | 291,960                    | -                        | 291,960                     | 345,713                     |
| <b>Expenditure:</b>  |      |                            |                          |                             |                             |
| Costs of generating funds  | 6.   | 82,769                     | -                        | 82,769                      | 84,158                      |
| Expenditure on Charitable activities                                       | 7.   | 232,257                    | -                        | 232,257                     | 240,544                     |
| <b>Total Expenditure</b>   |      | 315,026                    | -                        | 315,026                     | 324,702                     |
| <b>Net income/(expenditure) and net<br/>Movement in funds for the year</b> |      | (23,066)                   | -                        | (23,066)                    | 21,011                      |
| <b>Reconciliation of funds</b>   |      |                            |                          |                             |                             |
| Total Funds brought forward  |      | 124,480                    | 10,515                   | 134,995                     | 113,984                     |
| <b>Total funds carried forward</b>   |      | 101,414                    | 10,515                   | 111,929                     | 134,995                     |

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  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET  
AS AT 30<sup>TH</sup> SEPTEMBER 2018**

|  |     | 2018    |         | 2017    |         |
|--|-----|---------|---------|---------|---------|
|  |     | £       | £       | £       | £       |
| <b>Fixed Assets</b>                                  |     |         |         |         |         |
| Tangible assets                                      | 10. |         | 2,341   |         | 306     |
|  |     |         | -----   |         | -----   |
| <b>Total Fixed Assets</b>                            |     |         | 2,341   |         | 306     |
| <b>Current Assets</b>                                |     |         |         |         |         |
| Stock  | 11. | 8,382   |         | 8,529   |         |
| Debtors  | 12. | 95,941  |         | 74,634  |         |
| Cash at bank and in hand                             |     | 81,390  |         | 73,122  |         |
|  |     | -----   |         | -----   |         |
| <b>Total Current Assets</b>                          |     | 185,713 |         | 156,285 |         |
| <b>Liabilities</b>                                   |     |         |         |         |         |
| <b>Creditors: falling due within one year</b>        | 13. | 76,125  |         | 21,596  |         |
|  |     | -----   |         | -----   |         |
| <b>Net Current Assets</b>                            |     |         | 109,588 |         | 134,689 |
| <b>Total Assets less current liabilities</b>         |     |         | 111,929 |         | 134,995 |
| <b>Creditors: falling due after more than 1 year</b> |     |         | (-)     |         | (-)     |
|  |     |         | -----   |         | -----   |
| <b>Net Assets</b>                                    |     |         | 111,929 |         | 134,995 |
|  |     |         | -----   |         | -----   |
| <b>The funds of the Charity:</b>                     |     |         |         |         |         |
| Unrestricted income funds                            | 14. |         | 101,414 |         | 124,480 |
| Restricted income funds                              | 15. |         | 10,515  |         | 10,515  |
|  |     |         | -----   |         | -----   |
| <b>Total Charity Funds</b>                           |     |         | 111,929 |         | 134,995 |
|  |     |         | -----   |         | -----   |

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 .....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  
COMPANY LIMITED BY GUARANTEE**

**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 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

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

**NOTES TO THE FINANCIAL STATEMENTS**

**2. Donations and Legacies**

|                  | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2018<br>£ | Total Funds<br>2017<br>£ |
|------------------|-----------------------|---------------------|--------------------------|--------------------------|
| <b>Donations</b> |                       |                     |                          |                          |
| Sundry Donations | 10,000                | -                   | 10,000                   | 10,000                   |
|                  | <hr/> 10,000 <hr/>    | <hr/> - <hr/>       | <hr/> 10,000 <hr/>       | <hr/> 10,000 <hr/>       |

**3. Income from charitable funds activities**

|                            | Unrestricted<br>Funds | Restricted Funds | Total<br>Funds<br>2018<br>£ | Total Funds<br>2017<br>£ |
|----------------------------|-----------------------|------------------|-----------------------------|--------------------------|
| Books and Publications     | 52,086                | -                | 52,086                      | 48,926                   |
| Event Management           | 951                   | -                | 951                         | -                        |
| Professional Accreditation | 46,461                | -                | 46,461                      | 49,208                   |
| Educational Training       | -                     | -                | -                           | 54,954                   |
| Administration Services    | 6,296                 | -                | 6,296                       | 8,131                    |
| Research                   | 16,100                | -                | 16,100                      | 9,500                    |
|                            | <hr/> 121,894 <hr/>   | <hr/> - <hr/>    | <hr/> 121,894 <hr/>         | <hr/> 170,719 <hr/>      |

**4. Income from generating funds activities**

|                          | Unrestricted<br>Funds | Restricted Funds | Total<br>Funds<br>2018<br>£ | Total Funds<br>2017<br>£ |
|--------------------------|-----------------------|------------------|-----------------------------|--------------------------|
| Membership Subscriptions | 159,016               | -                | 159,016                     | 164,094                  |
| Group Insurance          | 1,050                 | -                | 1,050                       | 900                      |
|                          | <hr/> 160,066 <hr/>   | <hr/> - <hr/>    | <hr/> 160,066 <hr/>         | <hr/> 164,994 <hr/>      |

**NOTES TO THE FINANCIAL STATEMENTS**

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

**5. Investment Income**

|                          | Unrestricted<br>Funds | Total<br>Funds<br>2018<br>£ | Total<br>Funds<br>2017<br>£ |
|--------------------------|-----------------------|-----------------------------|-----------------------------|
| Bank interest receivable | -                     | -                           | -                           |
|                          | -----                 | -----                       | -----                       |
|                          | -                     | -                           | -                           |
|                          | -----                 | -----                       | -----                       |

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

|                               | Unrestricted Funds   |                       | Total Funds<br>2018<br>£ | Total Funds<br>2017<br>£ |
|-------------------------------|----------------------|-----------------------|--------------------------|--------------------------|
|                               | Direct<br>Costs<br>£ | Support<br>Costs<br>£ |                          |                          |
| Staff costs (Note 9)          | 29,729               | 29,729                | 59,458                   | 56,829                   |
| Travelling and Other Expenses | 2,563                | -                     | 2,563                    | 1,395                    |
| Administration Costs          | 2,304                | -                     | 2,304                    | 1,879                    |
| Membership Expenses           | 5,881                | -                     | 5,881                    | 5,195                    |
| Depreciation                  | 128                  | 129                   | 257                      | 309                      |
| Regional Services             | 11,296               | -                     | 11,296                   | 17,608                   |
| Group Insurance               | 1,010                | -                     | 1,010                    | 943                      |
|                               | -----                | -----                 | -----                    | -----                    |
|                               | 52,911               | 29,858                | 82,769                   | 84,158                   |
|                               | -----                | -----                 | -----                    | -----                    |

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

**NOTES TO THE FINANCIAL STATEMENTS**

**7. Expenditure on charitable activities**

|                                      | Restricted | Unrestricted |               | Total Funds | Total Funds |
|--------------------------------------|------------|--------------|---------------|-------------|-------------|
|                                      | Funds<br>£ | Direct costs | Support costs | 2018<br>£   | 2017<br>£   |
| Publication Costs                    | -          | 31,158       | -             | 31,158      | 19,237      |
| Book Purchases                       | -          | 1,838        | -             | 1,838       | 6,506       |
| Staff costs and Consultants (note 9) | -          | 21,386       | 21,386        | 42,772      | 38,527      |
| Travelling and Other Costs           | -          | 615          | 615           | 1,230       | 2,430       |
| Insurance and Other Charges          | -          | 1,905        | -             | 1,905       | 2,056       |
| Rent, Rates and Services Charges     | -          | 14,002       | -             | 14,002      | 13,535      |
| Bank Charges                         | -          | 4,103        | -             | 4,103       | 3,853       |
| Database Costs                       | -          | 8,342        | -             | 8,342       | 13,857      |
| Professional Accreditation           | -          | 71,237       | -             | 71,237      | 48,271      |
| Sundry Donations                     | -          | -            | -             | -           | -           |
| Shows and Promotion Costs            | -          | 2,170        | -             | 2,170       | 1,028       |
| Project costs                        | -          | -            | -             | -           | 4,642       |
| Research                             | -          | 40,958       | -             | 40,958      | 25,662      |
| Event Management                     | -          | -            | -             | -           | 48,099      |
| Internet and Phone Costs             | -          | 3,727        | -             | 3,727       | 3,581       |
| Subscriptions                        | -          | 794          | -             | 794         | 1,627       |
| Sundry Expenses                      | -          | 2,041        | -             | 2,041       | 51          |
| Depreciation                         | -          | 514          | -             | 514         | 617         |
| Governance Costs (Note 8)            | -          | 5,466        | -             | 5,466       | 6,965       |
|                                      | -          | 210,256      | 22,001        | 232,257     | 240,544     |

**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.



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

**NOTES TO THE FINANCIAL STATEMENTS**

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

This is stated after charging:

|                                  | <b>2018</b> | <b>2017</b> |
|----------------------------------|-------------|-------------|
|                                  | <b>£</b>    | <b>£</b>    |
| Accountancy and Examination Fees | 2,956       | 3,838       |
| Legal and Professional Fees      | -           | -           |
| AGM. Conference and Trustees     | 2,083       | 2,462       |
| Trustees Expenses                | 427         | 665         |
|                                  | <hr/>       | <hr/>       |
|                                  | 5,466       | 6,965       |
|                                  | <hr/>       | <hr/>       |

**9. Staff Costs and Emoluments**

Total staff costs were as follows:

|                               | <b>2018</b> | <b>2017</b> |
|-------------------------------|-------------|-------------|
|                               | <b>£</b>    | <b>£</b>    |
| Wages and salaries            | 98,139      | 91,409      |
| Employers' National Insurance | 4,092       | 3,947       |
|                               | <hr/>       | <hr/>       |
|                               | 102,231     | 95,356      |
|                               | <hr/>       | <hr/>       |

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

|  |         |        |
|--|---------|--------|
| Staff costs under Costs of Generating funds      | 59,458  | 56,829 |
| Staff costs included under Charitable Activities | 42,773  | 38,527 |
|  | <hr/>   | <hr/>  |
|  | 102,231 | 95,356 |
|  | <hr/>   | <hr/>  |

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

|   | <b>2018</b>   | <b>2017</b>   |
|---|---------------|---------------|
|   | <b>Number</b> | <b>Number</b> |
| Staff and Administration (Full time equivalent) | 3.75          | 3.75          |
|   | <hr/>         | <hr/>         |

No employee received remuneration of more than £60,000 during the year (2017 - Nil). No trustee received any remuneration during the year (2017 £Nil) other than reimbursed expenses (Refer to note 17).

**NOTES TO THE FINANCIAL STATEMENTS**

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

**10. Tangible Fixed Assets**

|                        | <b>Office<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|-----------------------------------|--------------------|
| <b>COST</b>            |                                   |                    |
| At 1 Oct 2017          | 32,035                            | 32,035             |
| Additions              | 2,806                             | 2,806              |
| Disposals              | (-)                               | (-)                |
| <b>At 31 Sept 2018</b> | <u>34,841</u>                     | <u>34,841</u>      |
| <b>DEPRECIATION</b>    |                                   |                    |
| At 1 Oct 2017          | 31,729                            | 31,729             |
| Charge for Year        | 771                               | 771                |
| On Disposals           | (-)                               | (-)                |
| <b>At 31 Sept 2018</b> | <u>32,500</u>                     | <u>32,500</u>      |
| <b>NET BOOK VALUE</b>  |                                   |                    |
| <b>At 31 Sept 2018</b> | <u>2,341</u>                      | <u>2,341</u>       |
| <b>At 30 Sept 2017</b> | <u>306</u>                        | <u>306</u>         |

**11. Stock**

|       | <b>2018<br/>£</b> | <b>2017<br/>£</b> |
|-------|-------------------|-------------------|
| Stock | 8,382             | 8,529             |
|       | <u>8,382</u>      | <u>8,529</u>      |

**12. Debtors**

|                                | <b>2018<br/>£</b> | <b>2017<br/>£</b> |
|--------------------------------|-------------------|-------------------|
| Trade Debtors                  | 91,360            | 70,560            |
| Prepayments and accrued income | 4,581             | 4,074             |
|                                | <u>95,941</u>     | <u>74,634</u>     |

**NOTES TO THE FINANCIAL STATEMENTS**

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

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

|                              | <b>2018</b>   | <b>2017</b>   |
|------------------------------|---------------|---------------|
|                              | <b>£</b>      | <b>£</b>      |
| Trade creditors              | 16,986        | 12,629        |
| Accruals and deferred income | 59,139        | 8,967         |
|                              | <u>76,125</u> | <u>21,596</u> |

**14. Unrestricted Income Funds**

|               | <b>Balance at 1<sup>st</sup><br/>October 2017</b> | <b>Incoming<br/>Resources</b> | <b>Outgoing<br/>Resources</b> | <b>Transfer to<br/>Restricted<br/>Reserve</b> | <b>Balance at<br/>30<sup>th</sup><br/>September<br/>2018</b> |
|---------------|---|-------------------------------|-------------------------------|---|--|
| General Funds | 124,480   | 291,960                       | 315,026                       | -   | 101,414  |
|               | <u>124,480</u>                                    | <u>291,960</u>                | <u>315,026</u>                | <u>-</u>                                      | <u>101,414</u>   |

**15. Restricted Income Funds**

|                           | <b>Balance at 1<sup>st</sup><br/>October 2017</b> | <b>Incoming<br/>Resources</b> | <b>Outgoing<br/>Resources</b> | <b>Transfer from<br/>Unrestricted<br/>Reserve</b> | <b>Balance at 30<sup>th</sup><br/>September 2018</b> |
|---------------------------|---|-------------------------------|-------------------------------|---|--|
| Caphoes                   | 1,274   | -                             | -                             | -   | 1,274  |
| Northern Region           | 3,409   | -                             | -                             | -   | 3,409  |
| Campaign for<br>Adventure | 1,025   | -                             | -                             | -   | 1,025  |
| AFA Foundation            | 4,807   | -                             | -                             | -   | 4,807  |
|                           | <u>10,515</u>                                     | <u>-</u>                      | <u>-</u>                      | <u>-</u>  | <u>10,515</u>  |

**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.

**NOTES TO THE FINANCIAL STATEMENTS**

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

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

|                                  | Tangible Fixed Assets<br>£ | Net Current Assets<br>£ | Total<br>£ |
|----------------------------------|----------------------------|-------------------------|------------|
| <b>Restricted Income Funds</b>   | -                          | 10,515                  | 10,515     |
| <b>Unrestricted Income Funds</b> | 2,341                      | 98,073                  | 100,414    |
| <b>Total Funds</b>               | 2,341                      | 108,588                 | 110,929    |

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 2018 are: -**

|                         | <b>30.09.2018</b> | <b>30.09.2017</b> |
|-------------------------|-------------------|-------------------|
| Wales Home Nation       | -                 | 2,923             |
| Scotland Home Nation    | 7,293             | 5,458             |
| North West Region       | 6,142             | 4,168             |
| South Region            | 9,974             | 9,974             |
| South West Region       | 2,099             | 4,722             |
| Northern Ireland Region | -                 | 40                |
| Wessex Region           | -                 | 2,623             |
| Midlands Region         | 4,128             | 3,413             |
| East Region             | 2,237             | 1,634             |
| Peak District Region    | 610               | 610               |
| North East Region       | 203               | 136               |

**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 £1,250 (£1,875 for the year ended 30/09/2017). Trustees out of pocket expenses were reimbursed to trustees to the extent of £427 for the year (£665 for the year ended 30/09/2017)

**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 1493 members at 30<sup>th</sup> September 2018 (2017: 1577 members)