

**COMPANY REGISTRATION NUMBER 07534418**

**THE INSTITUTE FOR OUTDOOR LEARNING**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30TH SEPTEMBER 2019**

**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 2019**

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

**FINANCIAL STATEMENTS**

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

**The board of trustees**

Mr M King – Chairman  
Dr J Crosbie - Resigned 4<sup>th</sup> April 2019  
Mr A Boyd - Vice-Chair  
Mrs E Mason - Resigned 16<sup>th</sup> February 2019  
Mr M Norris – Resigned 16<sup>th</sup> February 2019  
Mr N O’Loughlin  
Mr M Lavington- Audit Committee Chairman  
Mr A Gurden – Appointed 16<sup>th</sup> February 2019  
Mrs C Fowler – Appointed 16<sup>th</sup> February 2019

**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 2019**

### **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  
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**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2019**

**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:

Mr M King – Chairman  
Dr J Crosbie- Resigned 4<sup>th</sup> April 2019  
Mr A Boyd- Vice-Chair  
Mrs E Mason- Vice- Chair- Resigned 16<sup>th</sup> February 2019  
Mr M Norris – Resigned 16<sup>th</sup> February 2019  
Mr N O'Loughlin  
Mr M Lavington – Audit Committee Chairman  
Mr A Gurden – Appointed 16<sup>th</sup> February 2019  
Mrs C Fowler – Appointed 16<sup>th</sup> February 2019

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. 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. 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 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 continues to grow its provision of accreditation of training courses by organisation members.

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2019**

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

The Institute's Professional Standard's Manager continued to review professional standards and plan for the establishment of a Chartered Body for the Outdoor Learning sector. In addition to new standards reflecting the outdoor activity instructor apprenticeship, work is underway to establish standards for Outdoor Education Advisors as well as a level 5 apprenticeship.

The Trailblazer employer group that created the Outdoor Activity Instructor Apprenticeship chose a professional body-led EQA approach provided by the Institute for Outdoor Learning (IOL). During 2019 the Institute met all of the approval requirements of the Institute for Apprenticeships and Technical Education (IfATE) and was recognised as the External Quality Assurance Provider for the outdoor activity instructor apprenticeship.

In 2019 the UK Government funded NCS Trust changed its approach to procuring the outdoor adventurous activity phase of its programme. The Institute has provided consultative support to the Trust in previous years and has sought to influence the new procurement process. Late appointment of a procurement agent by the Trust has contributed to making the change challenging and the Institute has worked closely with The Association of Heads of Outdoor Education Centres (AHOEC) and The British Activity Providers Association (BAPA) to minimise the negative impacts of the change on the Outdoor Learning sector.

The Institute continues to provide support for areas of specific interest in the outdoor learning. The three primary types of Special Interest Group (SIG): Professional Practice Groups (PPGs); Professional Discussion Groups (PDGs) and IOL Research Groups, were all active in 2019.

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 launching of Outdoor Learning Research Hubs in 2017 the Institute has continued to support their expansion 7 hubs now meeting across the UK. Research Hub co-ordinators met for the first time in 2019 with Natural England representatives and funding is being sought to continue to help develop the co-ordination of the sector's research agenda.

IOL has continued to 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. This work in 2019 generated insight into outdoor learning ecosystems in local communities and is being shared through papers and conferences.

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 2019 the Institute began a dialogue with the Outdoor Council and two of its members, AHOEC & BAPA, to form a single body to deliver the development of the Outdoor Learning sector in the UK. The work, known as the UK Outdoors Project, is designed to produce a more efficient, more accessible and better valued sector. The Institute also maintained its direct support for the work of the 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 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 to date the Institute continued to play a key role in the work of the UK Adventure Industry Group (UKAIG) which renamed as Adventure UK in 2019. IOL has been central to the dialogue with HSE and planning to create a sector led adventurous activity inspection regime, in response to the UK Government's request for the sector to develop an option to AALA.

**THE INSTITUTE FOR OUTDOOR LEARNING  
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**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2019**

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

During 2018/19 the Institute facilitated the design and delivery of the first UK Outdoor Learning sector conference jointly with AHOEC, BAPA & The Outdoor Education Advisors 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 2020 the trustees are also considering some key areas to focus the work of the Institute:

- The UK Outdoors Project enabling 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 Blagrave 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.
- 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 build on the new level 3 outdoor activity instructor apprenticeship by continuing to work with employer members to develop a new higher level apprenticeship for the outdoor learning sector. Delivering as the EQA provider for the new apprenticeships.
- Working with Sport England, CIMSPA, NGB's 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.
- 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 and establish an external quality assurance provision to maintain and support development of those 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  
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**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2019**

**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 continued to invest in research activity and the establishment of an external quality assurance offer (recognised by the UK Government). 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



**THE INSTITUTE FOR OUTDOOR LEARNING  
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**FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2019**

**TRUSTEES' RESPONSIBILITIES continued**

- 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.

.....  
Mr M King- Chairman

Approved by the trustees on 17<sup>th</sup> March 2020

**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 2019, which are set out on pages 9 to 19.

**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.

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

**DATE.....**

**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 2019**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
<b>Income:</b>					
Donations	2.	10,000	-	10,000	10,000
<i>Income from charitable activities:</i>	3.	181,646	-	181,646	121,894
<i>Income from generating activities:</i>	4.	158,026	-	158,026	160,066
Investment Income	5.	-	-	-	-
<b>Total Income</b>		349,672	-	349,672	291,960
<b>Expenditure:</b>					
Costs of generating funds	6.	77,182	-	77,182	82,769
Expenditure on Charitable activities	7.	281,272	6,022	287,294	232,257
<b>Total Expenditure</b>		358,454	6,022	364,476	315,026
<b>Net income/(expenditure) and net Movement in funds for the year</b>		(8,782)	(6,022)	(14,804)	(23,066)
Increase/(Decrease) in value of investment		(4,319)	-	(4,319)	-
<b>Reconciliation of funds</b>					
Total Funds brought forward		101,399	10,530	111,929	134,995
<b>Total funds carried forward</b>		88,298	4,508	92,806	111,929

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 19 form part of these financial statements.**

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

**BALANCE SHEET  
AS AT 30<sup>TH</sup> SEPTEMBER 2019**

	2019		2018	
	£	£	£	£
<b>Fixed Assets</b>				
Tangible assets	10.	1,406		2,341
Investments	11.	(4,317)		-
		-----		-----
<b>Total Fixed Assets</b>		(2,911)		2,341
<b>Current Assets</b>				
Stock	12.	7,364	8,382	
Debtors	13.	41,931	95,941	
Cash at bank and in hand		61,125	81,390	
		-----	-----	
<b>Total Current Assets</b>		110,420	185,713	
<b>Liabilities</b>				
<b>Creditors:</b> falling due within one year	14.	14,703	76,125	
		-----	-----	
<b>Net Current Assets</b>		95,717		109,588
<b>Total Assets less current liabilities</b>		92,806		111,929
<b>Creditors:</b> falling due after more than 1 year		(-)		(-)
		-----		-----
<b>Net Assets</b>		92,806		111,929
		-----		-----
<b>The funds of the Charity:</b>				
Unrestricted income funds	15.	88,298		101,399
Restricted income funds	16.	4,508		10,530
		-----		-----
<b>Total Charity Funds</b>		92,806		111,929
		-----		-----

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 17<sup>th</sup> March 2020 and are signed on their behalf by:

.....  
Mr M King- Director

**The notes on pages 11 to 19 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

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

**2. Donations and Legacies**

	Unrestricted Funds	Restricted Funds	Total Funds 2019 £	Total Funds 2018 £
<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 Funds	Restricted Funds	Total Funds 2019 £	Total Funds 2018 £
Books and Publications	49,973	-	49,973	52,086
Event Management	79,750	-	79,750	951
Professional Accreditation	45,494	-	45,494	46,461
Educational Training	-	-	-	-
Administration Services	6,429	-	6,429	6,296
Research	-	-	-	16,100
	<hr/> 181,646 <hr/>	<hr/> - <hr/>	<hr/> 181,646 <hr/>	<hr/> 121,894 <hr/>

**4. Income from generating funds activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2019 £	Total Funds 2018 £
Membership Subscriptions	157,463	-	157,463	159,016
Group Insurance	563	-	563	1,050
	<hr/> 158,026 <hr/>	<hr/> - <hr/>	<hr/> 158,026 <hr/>	<hr/> 160,066 <hr/>

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

**5. Investment Income**

	Unrestricted Funds	Total Funds 2019 £	Total Funds 2018 £
Bank interest receivable	-	-	-
	-	-	-

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

	Unrestricted Funds		Total Funds 2019 £	Total Funds 2018 £
	Direct Costs £	Support Costs £		
Staff costs (Note 9)	30,023	30,024	60,047	59,458
Travelling and Other Expenses	96	-	96	2,563
Administration Costs	2,126	-	2,126	2,304
Membership Expenses	5,347	-	5,347	5,881
Depreciation	311	312	623	257
Regional Services	7,933	-	7,933	11,296
Group Insurance	1,010	-	1,010	1,010
	46,846	30,336	77,182	82,769

**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 £	2019 £	2018 £
Publication Costs	-	32,362	-	32,362	31,158
Book Purchases	-	2,654	-	2,654	1,838
Staff costs and Consultants (note 9)	-	20,480	20,480	40,960	42,772
Travelling and Other Costs	-	1,408	1,408	2,816	1,230
Insurance and Other Charges	-	2,021	-	2,021	1,905
Rent, Rates and Services Charges	-	14,429	-	14,429	14,002
Bank Charges	-	4,536	-	4,536	4,103
Database Costs	-	7,350	-	7,350	8,342
Professional Accreditation	4,822	58,137	-	62,959	71,237
Sundry Donations	1,200	-	-	1,200	-
Shows and Promotion Costs	-	3,388	-	3,388	2,170
Project costs	-	-	-	-	-
Research	-	18,350	-	18,350	40,958
Event Management	-	79,696	-	79,696	-
Internet and Phone Costs	-	4,114	-	4,114	3,727
Subscriptions	-	1,307	-	1,307	794
Sundry Expenses	-	1,405	-	1,405	2,041
Depreciation	-	312	-	312	514
Governance Costs (Note 8)	-	7,435	-	7,435	5,466
	6,022	259,384	21,888	287,294	232,257

**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>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Accountancy and Examination Fees	2,854	2,956
Legal and Professional Fees	-	-
AGM. Conference and Trustees	4,148	2,083
Trustees Expenses	433	427
	<hr/>	<hr/>
	7,435	5,466
	<hr/>	<hr/>

**9. Staff Costs and Emoluments**

Total staff costs were as follows:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wages and salaries	96,714	98,139
Employers' National Insurance	4,293	4,092
	<hr/>	<hr/>
	101,007	102,231
	<hr/>	<hr/>

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

Staff costs under Costs of Generating funds	60,047	59,458
Staff costs included under Charitable Activities	40,960	42,773
	<hr/>	<hr/>
	101,007	102,231
	<hr/>	<hr/>

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

	<b>2019</b>	<b>2018</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 (2018 - Nil). No trustee received any remuneration during the year (2018 £Nil) other than reimbursed expenses (Refer to note 17).

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**NOTES TO THE FINANCIAL STATEMENTS**

**10. Tangible Fixed Assets**

	Office Equipment £	Total £
<b>COST</b>		
At 1 Oct 2018	34,841	34,841
Additions	-	-
Disposals	(-)	(-)
	<hr/>	<hr/>
<b>At 30 Sept 2019</b>	<b>34,841</b>	<b>34,841</b>
	<hr/>	<hr/>
<b>DEPRECIATION</b>		
At 1 Oct 2018	32,500	32,500
Charge for Year	935	935
On Disposals	(-)	(-)
	<hr/>	<hr/>
<b>At 30 Sept 2019</b>	<b>33,435</b>	<b>33,435</b>
	<hr/>	<hr/>
<b>NET BOOK VALUE</b>		
<b>At 30 Sept 2019</b>	<b>1,406</b>	<b>1,406</b>
	<hr/>	<hr/>
<b>At 30 Sept 2018</b>	<b>2,341</b>	<b>2,341</b>
	<hr/>	<hr/>

**11. Investments**

Brought forward at 1 <sup>st</sup> October 2018	-	-
Share Purchase	2	-
Increase/(Reduction) in value of shares	(4,319)	-
	<hr/>	<hr/>
Carried forward at 30 <sup>th</sup> September 2019	(4,317)	-
	<hr/>	<hr/>

The charity holds a 100% shareholding in Outdoor Learning Services Limited. The company's aggregate capital and reserves amounted to £(4,317) at the year end. Its turnover for the year was £3,150 and its expenses were £7,469 giving a loss for the year of £(4,319). In the trustees opinion there would be no benefit obtained from the production of consolidated financial statements.

**12. Stock**

	2019 £	2018 £
Stock	7,364	8,382
	<hr/>	<hr/>

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

**13. Debtors**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade Debtors	37,996	91,360
Other Debtors	3,935	4,581
	<u>41,931</u>	<u>95,941</u>

**14. Creditors: Amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade creditors	9,211	16,986
Accruals and deferred income	5,492	59,139
	<u>14,703</u>	<u>76,125</u>

**15. Unrestricted Income Funds**

	<b>Balance at 1<sup>st</sup> October 2018</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Increase/(Decrease) in value of investment</b>	<b>Transfer to Restricted Reserve</b>	<b>Balance at 30<sup>th</sup> September 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Funds	101,399	349,672	(358,454)	(4,319)	-	88,298
	<u>101,399</u>	<u>349,672</u>	<u>(358,454)</u>	<u>(4,319)</u>	<u>-</u>	<u>88,298</u>

**16. Restricted Income Funds**

	<b>Balance at 1<sup>st</sup> October 2018</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfer from Unrestricted Reserve</b>	<b>Balance at 30<sup>th</sup> September 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Caphoes	1,274	-	-	-	1,274
Northern Region	3,409	-	(1,200)	-	2,209
Campaign for Adventure	1,025	-	-	-	1,025
AFA Foundation	4,822	-	(4,822)	-	-
	<u>10,530</u>	<u>-</u>	<u>(6,022)</u>	<u>-</u>	<u>4,508</u>

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

**16. Restricted Income Funds continued**

**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.

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

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
<b>Restricted Income Funds</b>	-	4,508	4,508
<b>Unrestricted Income Funds</b>	(2,911)	91,209	88,298
<b>Total Funds</b>	(2,911)	95,717	92,806

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 2019 are: -**

	30.09.2019	30.09.2018
Wales Home Nation	1,488	1,048
Scotland Home Nation	8,098	7,293
North West Region	6,154	6,142
South Region	11,094	9,974
South West Region	5,387	5,372
Northern Ireland Region	55	-
Wessex Region	2,619	2,099
Midlands Region	4,679	4,128
East Region	2,722	2,237
Peak District Region	1,443	610
North East Region	439	203

**18. 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 (£1,250 for the year ended 30/09/2018). Trustees out of pocket expenses were reimbursed to trustees to the extent of £433 for the year (£427 for the year ended 30/09/2018)

The Institute owns all the shares of Outdoor Learning Services Ltd. None of the trustees have a beneficial shareholding in the company nor do they receive any remuneration for the company. The Institute supplies technical and clerical support to the company and charges in the period amounted to £nil.

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**NOTES TO THE FINANCIAL STATEMENTS**

**19. 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 1411 members at 30<sup>th</sup> September 2019 (2018: 1493 members)