

**Charity Registration No. 1062448**

**Company Registration No. 3364551 (England and Wales)**

**ACTIVE TRAINING AND EDUCATION**

**A COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2012**



## **ACTIVE TRAINING AND EDUCATION**

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Baroness Warnock of Weeke DBE David J Fawbert OBE Mike Forrest FCA
<b>Secretary</b>	Barry Walmsley
<b>Charity number</b>	1062448
<b>Company number</b>	3364551
<b>Principal address</b>	8 St Ann's Road Malvern Worcestershire WR14 4RG
<b>Registered office</b>	8 St Ann's Road Malvern Worcestershire WR14 4RG
<b>Bankers</b>	HSBC 1 Church Street Malvern Worcestershire WR14 2AB

**ACTIVE TRAINING AND EDUCATION**  
**A COMPANY LIMITED BY GUARANTEE**

**CONTENTS**

	<b>Page</b>
Trustees' report	4 – 9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 – 18

## **ACTIVE TRAINING AND EDUCATION**

### **A COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT**

##### **FOR THE YEAR ENDED 30 SEPTEMBER 2012**

The trustees present their report and accounts for the year ended 30 September 2012

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

#### **Public benefit**

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

#### **Structure, governance and management**

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

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

The trustees, who are also the directors for the purpose of company law, are listed on page 1, and served throughout the year, except for Mike Forrest who was appointed on 3<sup>rd</sup> February 2012

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

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

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

The trustees are in the process of reviewing the organisation's governance structure, in order to ensure that it remains fit for purpose

## **ACTIVE TRAINING AND EDUCATION A COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2012**

##### **Structure, governance and management (continued)**

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

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

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

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

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

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

##### **Objectives and activities**

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

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

## **ACTIVE TRAINING AND EDUCATION**

### **A COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2012**

#### **ATE staff and volunteers**

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

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

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

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

#### **Financial review**

ATE was very close to covering its costs in 2012, with the account showing a small deficit of £1,689 (2011 surplus of £1,093). The unrestricted fund reserves at the year end were in deficit by £49,832 (2011 - £57,886 deficit), a significant improvement from 2011. The Council received a report from the Treasurer setting out the options for the Charity, and negotiations with the significant creditors to accept delayed payment of monies due enabled the Trustees to be satisfied that the Charity will be able to meet its financial obligations. After making significant increases in the price of SuperWeeks in 2011, Council decided to hold prices for 2012 at 2011 levels, and will be holding them again for 2013.

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

At the year end the restricted fund reserves were £ 8,841 (2010 - £19,688)

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

## **ACTIVE TRAINING AND EDUCATION**

### **A COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2012**

##### **Achievements and performance**

- ATE looked after 351 children on 12 Superweeks last year with professionalism, imagination and care
- ATE Superweeks provided an imaginative and creative programme for these children, which stimulated and inspired them to have fun, be creative and imaginative, and have a positive attitude
- ATE Superweeks mixed children from widely varying backgrounds, and made a real effort to recruit and cater for a proportion of children from more disadvantaged backgrounds
- ATE's success in these areas continues to be evidenced by exceptionally good feedback from children, parents and teachers. This feedback is in writing, and is recorded and analysed at the end of each operational year. It is further demonstrated by the fact that ATE's residential 'Superweeks' boast a return rate slightly in excess of 58%. ATE will continue to give a high priority to the marketing side of the operation to ensure that the prepared programme achieves its 'break even' point or better
- ATE also provided a range of term-time activities for schools including residential weeks and weekends, and one-day visits into schools.
- ATE sponsored 62 children from its fundraising activities, via its Adventure Appeal

The Adventure Appeal fund (introduced in 2008) continues to raise funds to sponsor children from financially disadvantaged families. Funds continue to be donated by the David and Helen Lowe Trust and from a number of small charities, including several Round Tables and Lions Clubs. In 2011 the appeal raised sufficient funds to sponsor 51 children on Superweeks.

##### **Plans for the future**

ATE aims to consolidate its financial position in 2013, and to end the year with a surplus which will continue the recovery of financial stability.

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

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

## **ACTIVE TRAINING AND EDUCATION**

### **A COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2012**

##### **Plans for the future (continued)**

##### **Specific objectives for 2013 are to:**

- deliver a programme of residential holidays which is based on forecasts projected from recent experience the market place and to price these holidays at a level which, if they are better than 80% full, will fully meet the overhead costs of the organisation
- further reduce overheads of Superweeks by using fewer, larger capacity centres and centres within closer geographical proximity
- plan, promote and deliver a programme of other activities (school weeks, superweekends etc) to support these residential holidays, and to generate additional income to develop an operating surplus for future development
- develop the website to build upon online traffic Incorporate video, testimonial and improve search engine rankings
- work successfully with other organisations such as Sing for Pleasure, Aquila Magazine and Damara Language Schools to make modest and achievable contributions to their programmes for 2013, thus generating further income and exploring possibilities for the future A new relationship has also been forged with the Green Parent magazine
- develop links with other outside bodies such as EOC, NCVO and the Pupil Premium scheme
- build on the enthusiasm and commitment of the over 200 volunteers who work with ATE during the holiday periods, and to increase the pool of experienced staff able to run holidays
- recruit and train new volunteers sufficient to meet the future needs of the charity
- continue to develop the 'Action Adventure Appeal' which last year raised funds sufficient to sponsor 62 children on Superweeks, with a target of sponsoring 65-70 children in the coming year
- continue to hold regular meetings for office staff, volunteers and support staff to encourage them to feel a real ownership of ATE
- continue work on a national level to raise awareness of the unique benefits to be gained from residential experience and in particular from the kind of summer camps run by ATE
- develop the on-line presence of ATE using Facebook, Twitter and blogs



## **ACTIVE TRAINING AND EDUCATION**

### **A COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2012**

#### **Independent examiner**

The trustees have decided not to use the services of an independent examiner this year

#### **Trustees' responsibilities**

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

In preparing those accounts, the trustees are required to

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

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

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

On behalf of the board of trustees



23 04 13

**Mr David J Fawbert OBE, trustee**

**ACTIVE TRAINING AND EDUCATION**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including income and expenditure account)**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2012**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2012</b>	<b>Total 2011</b>
<b>Incoming resources from generated funds</b>					
Voluntary income	2	30,440	11,167	41,607	29,520
Sale of merchandise	3	1,466	-	1,466	2,624
Investment income - interest		8	-	8	4
		<u>31,914</u>	<u>11,167</u>	<u>43,081</u>	<u>32,148</u>
<b>Activities in furtherance of the charity's objectives</b>					
Other incoming resources	4	151,775	-	151,775	165,078
		-	-	-	-
<b>Total incoming resources</b>		<u>183,689</u>	<u>11,167</u>	<u>194,856</u>	<u>197,226</u>
<b>Resources expended</b>					
Cost of generating funds - sale of merchandise	3	1,212	-	1,212	1,535
Charitable activities - costs in furtherance of the charity's objectives	5	173,319	22,014	195,333	194,598
<b>Total resources expended</b>		<u>174,531</u>	<u>22,014</u>	<u>196,545</u>	<u>196,133</u>
<b>Net expenditure for the year</b>		<u>9,158</u>	<u>(10,847)</u>	<u>(1,689)</u>	<u>1,093</u>
<b>Fund balances at 1 October 2011</b>		<u>( 58,990)</u>	<u>19,688</u>	<u>(39,302)</u>	<u>(40,395)</u>
<b>Fund balances at 1 October 2012</b>		<u>( 49,832)</u>	<u>8,841</u>	<u>(40,991)</u>	<u>(39,302)</u>

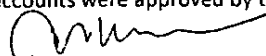
**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
BALANCE SHEET  
30 SEPTEMBER 2012**

		2012 £	2011 £
Fixed Assets			
Tangible Assets	13	74	534
Current Assets			
Stocks		1,756	1,288
Debtors	14	3,668	1,093
Cash		13,416	5,497
		<u>18,840</u>	<u>7,878</u>
Creditors amounts falling due in less than one year	15	(37,658)	(27,490)
Net current Liabilities		<u>(18,818)</u>	<u>(19,612)</u>
		(18,744)	(19,078)
Creditors amounts falling due in more than one year	16	(22,246)	(20,224)
Net Assets		<u>(40,990)</u>	<u>(39,302)</u>
Income Funds			
Restricted funds	17	8,841	19,688
Unrestricted funds		(60,679)	(58,990)
		<u>(40,991)</u>	<u>(39,302)</u>

The company is entitled to exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2012. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

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

The accounts were approved by the Board on

 23.04.13

Mr David J Fawbert OBE  
Trustee

Company Registration No 3364551

**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historic cost convention

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

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

**1.2 Incoming resources**

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

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

Investment income is accounted for on an accruals basis.

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

**1.3 Resources expended**

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

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

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

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

**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**1.4 Tangible fixed assets and depreciation**

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

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows,

Fixtures, fittings & equipment	25% per annum
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**1.5 Stock**

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

**1.6 Accumulated funds**

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

**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**2 Voluntary Income**

	Unrestricted funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£
Donations and gifts	30,440	11,167	41,607	29,520
Unrestricted funds				
Donations from individuals			15,440	7,923
David and Helen Lowe Charitable Trust			15,000	5,000
			<u>30,440</u>	<u>12,923</u>
Restricted funds				
Donations from individuals			5,171	4,079
David and Helen Lowe Charitable Trust			-	10,000
Round Tables			600	1,270
Companies and charitable trusts			4,274	1,248
Other donations from institutions			1,122	-
			<u>11,167</u>	<u>16,597</u>

**3 Sale of Merchandise**

Sale of merchandise	1,466	2,624
Cost of Merchandise	(1,213)	(1,535)
Surplus from sale of merchandise	<u>253</u>	<u>1,089</u>

**4 Activities in furtherance of the charity's objectives**

SuperWeeks	119,675	147,092
School Weeks	26,840	5,840
SuperWeekends	600	5,225
Sing for Pleasure	900	2,041
Monitors' and Directors' weekends	2,600	1,580
Other activities	1,160	3,300
	<u>151,775</u>	<u>165,078</u>

**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**5 Total resources expended**

	Staff	Depreciation	Other costs	Grant funding	Total 2012	Total 2011
	£	£	£	£	£	£
Merchandise	-	-	1,212	-	1,212	1,535
Activities	16,314	-	80,642	-	96,956	102,457
Funded	-	-	-	22,014	22,014	14,400
Support Costs	53,354	1,007	22,002	-	76,363	77,740
<b>Total</b>	<b>69,668</b>	<b>1,007</b>	<b>103,857</b>	<b>22,014</b>	<b>196,545</b>	<b>196,132</b>

**6 Activities undertaken directly**

	2012	2011
	£	£
SuperWeeks	69,065	87,970
School Weeks	21,498	2,973
SuperWeekends	52	3,544
Sing for Pleasure	95	315
Monitors' and Directors' weekends	2,905	7,471
Other activities	3,341	184
	<b>96,956</b>	<b>102,457</b>

**7 Grants payable**

Grants to individual Children	<b>22,014</b>	<b>14,400</b>
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All grants are used to pay for the charity's SuperWeek fees on behalf of the individual children. The children who receive such grants are all from the families of limited income.

**8 Financial Commitments**

At 30 September 2012 the company had annual commitments under a non-cancellable operating lease of £4,800 per annum under a lease which expires on 31 October 2015.

**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**9 Support costs**

	2012	2011
	£	£
Staff costs	53,354	53,558
Other staff costs	-	1,548
Depreciation	1,007	739
Rent	7,047	6,995
Printing, postage and stationery	5,942	5,818
Telephone and fax	1,376	895
Travelling	228	1,219
Advertising	1,545	1,736
Insurance	2,380	2,234
Utilities	730	1,823
Loan interest and bank charges	2,482	1,978
IT costs	380	914
Bad debts	-	225
Other Expenses	(107)	(1,942)
	<u>76,363</u>	<u>77,740</u>

**10 Employees**

**Number of employees**

During the year the charity employed 3 administrative staff( 2011 – 3) In addition the charity employed 44 temporary staff on a casual basis to run the charity's activities (2011 – 51)

**Employment costs**

	2012	2011
	£	£
Wages and Salaries	67,207	69,372
Social security costs	2,460	4,752
	<u>69,668</u>	<u>74,124</u>

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

**11 Trustees**

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



**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**12 Taxation**

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

**13 Tangible fixed assets**

	Fixtures, fittings and equipment £
<b>Cost</b>	
At 1 October 2011	5,860
Additions	546
At 30 September 2012	<u>6,406</u>
<b>Depreciation</b>	
At 1 October 2011	5,326
Charge for the year	1,007
At 30 September 2012	<u>6,333</u>
<b>Net book value</b>	
At 30 September 2012	<u>74</u>
At 30 September 2011	<u>534</u>

**14 Debtors**

	Total 2012 £	Total 2,011 £
Debtors	2,114	1,093
Prepayments and accrued income	-	-
	<u>2,114</u>	<u>1,093</u>

**15 Creditors: Amounts falling due within one year**

Taxes and social security costs	2,851	3,947
Payments in advance	-	2,400
Other creditors	23,865	18,848
Accruals	10,942	2,295
	<u>37,658</u>	<u>27,490</u>

**ACTIVE TRAINING AND EDUCATION  
A COMPANY LIMITED BY GUARANTEE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**16 Creditors: amounts falling due after more than one year**

	2012	2011
	£	£
Loan	<u>22,246</u>	<u>20,224</u>

The loan was provided by the founder of the charity on order to support the finances of the charity in its early years. Following his retirement, the Trustees have agreed that this loan should carry interest at 10% per annum, but that this interest (and the capital) will only be repayable if the finances of the charity permit it.