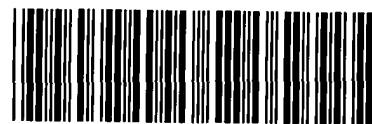


**REGISTERED COMPANY NUMBER: 09958251 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1173608**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 JANUARY 2018  
FOR  
SCHOOL OF CIVIC EDUCATION**

Carter Backer Winter LLP  
Chartered Accountants  
66 Prescott Street  
London  
E1 8NN

FRIDAY



LD6 \*L7JSGRØX\* #91  
30/11/2018  
COMPANIES HOUSE

**SCHOOL OF CIVIC EDUCATION**  
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**for the year ended 31 January 2018**

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## **SCHOOL OF CIVIC EDUCATION**

### **REPORT OF THE TRUSTEES for the year ended 31 January 2018**

The trustees present their report along with the financial statements of the School of Civic Education ("SCE") for the year ended 31 January 2018. SCE is a charity registered with registration number 987654.

#### **PURPOSES AND AIMS**

The SCE's main purpose, as set out in the Objects and Powers in its Memorandum of Association, is to advance the education of the public in the principles of democracy, human rights, and the rule of law.

The SCE understands the importance of raising awareness and extending the public space for civil society activists and representatives of NGOs, educational, scientific and cultural communities and the media, and of engaging with the international expert community on topics critical to the development of civil society.

#### **OBJECTIVES AND ACTIVITIES**

The SCE main objectives for the reporting year were:

- to increase the level of knowledge and understanding of the principles which form the basis of a state which is subject to the rule-of-law and the work of modern governments and societies among citizens of the countries of Central and Eastern Europe and the Former Soviet Union;
- to provide a discussion platform for the exchange of opinions and information on topical global issues and civil society development, and to share experience between theorists, practitioners and participants in SCE's activities;
- to facilitate constructive dialogue between socially active representatives of various cultures, professional spheres and political views;
- to encourage civic responsibility and engagement at local, national and international levels.

In order to meet these objectives SCE developed and implemented a comprehensive programme which contained the following key activities:

1. The Programme on Fundamentals of Democracy and Civic Engagement for new participants;
2. Issue-based workshops on the role of civil society in building a state based on the rule of law, which were organized in partnership with and hosted by SCE's academic partners in Europe and elsewhere;
3. International Forum on civil society in the international context for participants in SCE's programmes and for representatives of associations supported by the Council of Europe;
4. Webinars, videos and publications on civic education, available for programme participants and a wider public, to provide opportunities for continuing learning and discussion;
5. The Practising Citizenship long-term educational programme for teachers and specialists in the field of education.

## **SCHOOL OF CIVIC EDUCATION**

### **REPORT OF THE TRUSTEES for the year ended 31 January 2018**

#### **OBJECTIVES AND ACTIVITIES**

##### **Activities Delivered During the Reporting Period**

SCE's activities were focused on training journalists, defenders of human rights, NGO representatives and educators to take on leadership roles, strengthen regional and transnational networks, boost information flows, and improve coordination among civil society actors in Post-Soviet countries. Being a long-term partner to a number of academic institutions and international organisations, the SCE contributes to the programme design and development of the issue-based workshops, also by nominating candidates from its alumni for participation in these workshops.

#### **1) The Programme on Fundamentals of Democracy and Civic Engagement**

a. Three five-day-long educational seminars were held in Sweden, Spain and Poland to bring together over 160 participants from the Russian Federation, Ukraine, Belarus, Poland, Germany, Moldova, Kyrgyzstan, Kazakhstan, Montenegro, Georgia, Bulgaria, and Armenia. The workshops were organized in partnership with the Council of Europe, the Valsain Foundation (Spain), the Stockholm Institute for Transition Economies (Sweden), and the European Academy of Diplomacy (Poland).

The intensive seminar programmes introduced new participants to fundamentals of democracy and civic engagement, human rights, freedom of speech and independent media, and contributing to the formation of future-oriented and critically thinking citizens with improved ability to analyse information and meet the challenges of modern society.

b. A thematic seminar for journalists and media professionals was held in at St. Antony's College, Oxford, in partnership with The European Studies Centre.

The seminar was attended by over 100 people, including 68 journalists and media professionals from the Russian Federation, Belarus, Poland, Armenia, Ukraine and 33 international experts, including 12 speakers from the UK. The programme was designed to support journalists and media professionals committed to developing their journalistic skills and the ability to analyse and adapt their new perspective to local issues and challenges. The mix of speakers ensured that participants heard a broad range of views aimed at encouraging discussion and dialogue, gained a deeper insight into the challenges facing journalism in societies with varying degrees of openness in public life, all of whom came away more knowledgeable about technologies that could both support their work and encourage sound approaches to risk management.

#### **2) Issue-based workshops on the role of civil society in building a state based on the rule of law**

140 alumni of SCE basic programme on fundamentals of democracy and civic engagement participated in various issue-based workshops organized by SCE partners:

a. The seminar "What makes society work?" was organized in Stockholm by the Stockholm School of Transition Economies. The workshop programme was designed to give 30 young civil activists some theoretical background on the role of institutions in solving problems of cooperation, as well as to give some examples of how some organizations in different sectors in Sweden work.

b. Two seminars on American Federalism and U.S. Public Policy, each for 25 participants, were provided by Open World Leadership Center. This kind of seminar has the goal of broadening participants' knowledge and understanding of American policies and practices, particularly as they relate to local and regional government and collaboration with non-government organisations.

c. The International Forum for Democracy, held in Strasbourg and organized by the Council of Europe, was attended by 45 SCE alumni. The event hosted over 500 young democratic leaders representing over 20 countries of Central and Eastern Europe. The forum was entitled 'Is Populism a Problem?' with a focus on the role of civic organisations, political parties and the media, in the context of rising populism in Europe and beyond.

d. A thematic seminar on Participatory Democracy in France was held in Paris for a group of 15 representatives of municipal authorities and civil society. The seminar was designed to familiarise participants with the mechanisms of participatory democracy, and to demonstrate ways of involving citizens in public life. The programme included visits to district offices, municipalities and public institutions.

## **SCHOOL OF CIVIC EDUCATION**

### **REPORT OF THE TRUSTEES for the year ended 31 January 2018**

#### **OBJECTIVES AND ACTIVITIES**

##### **Activities Delivered During the Reporting Period**

#### **3) International Forum on Global Civics in Berlin**

An International Forum on the subject of civil society was held in Berlin for over 100 participants from over 20 countries who were mostly graduates from the SCE's programmes, as well as prominent experts and public figures.

The SCE led a discussion on today's global challenges and universal values, and brought together intellectuals to articulate a global agenda and shape expert opinion for possible civil initiatives and practices.

The programme was designed to facilitate the exchange of experience and opinions, the sharing of knowledge and to facilitate networking among peers from different countries.

#### **4) Webinars and videos on civic education**

The SCE keeps its YouTube channel updated to provide its participants, alumni and the general public with fair and accurate information on international issues, particularly those relating to events in the post-Soviet space, as well as providing a virtual meeting point for networking and exchange. Importantly, informal networking among representatives of civil societies of different countries provides for creating direct links between alumni and re-building understanding and trust between people.

Within the reporting period, SCE held 14 webinars, and published 37 videos with experts' speeches.

#### **Synergy Effect**

SCE has drawn on its successful partner relations with international public organisations, donor institutions, universities, think tanks and other institutions. The SCE's programme on civic education was implemented in collaboration with the Stockholm Institute of Transition Economics, the Valsain Foundation, the European Wergeland Centre, St. Antony's College, Oxford University, the Norwegian Institute of International Affairs, and the Council of Europe.

The SCE will continue to invite high-ranking politicians, parliamentarians, prominent economists and historians, academics, business leaders, and representatives of think tanks and mass media institutions to speak at seminars. Formal and informal communication with such experts provides participants with an immensely valuable experience, helping them to consider a topic from different points of view and to achieve a deeper understanding of the issues discussed.

#### **How The SCE activities deliver public benefit**

Society at large benefits from enhanced knowledge and understanding of the principles which form the basis of a state which is subject to the rule of law and to civil society, which socially active participants typically acquire at the SCE's seminars. New professional and personal contacts established during SCE programmes considerably help to extend the exchange of best practice, methods and ideas for initiatives at the local, inter-regional and international levels.

An increasing number of participants have become engaged in independent, non-governmental initiatives to solve pressing social problems. As a direct result, wider segments of the population benefit from over 300 projects and initiatives successfully completed or being run by alumni of SCE programmes. Examples of such projects include electoral assistance, strengthening democratic institutions and the rule of law, promoting human rights and anti-corruption initiatives, media programmes, independent websites, projects focused on improving gender responsiveness and women's empowerment, and enhancing civic engagement in democratic processes.

## **SCHOOL OF CIVIC EDUCATION**

### **REPORT OF THE TRUSTEES for the year ended 31 January 2018**

#### **OBJECTIVES AND ACTIVITIES**

##### **Programme Management and Evaluation**

SCE's programmes are supervised and directed by the Board of Directors on a regular basis, and in accordance with the practices and procedures set out in UK legislation applicable to companies with charitable status.

Checks and balances are provided by clear segregation of duties among the following: the Finance Committee, Chief Operating Officer, Finance Controller and independent accountants. A general audit of the SCE's accounts is conducted annually by auditors selected by tender. This maintains internal controls of the SCE's administration and eliminates the risk of potential conflict of interest or corruption.

Every SCE project is evaluated to assess its effect and make adjustments where necessary. The SCE uses established evaluation methods, including post-event surveys of participants' feedback, to measure outcomes and to ensure that the content and format of its programmes fit participants' needs. The SCE values the engagement of all its programme/project stakeholders, including partners, experts, and programme donors during the lifetime of the project, to ensure ownership and sustainability. The SCE invites its Directors, and representatives of donor and partner organisations to participate in programme activities so that they receive feedback from all stakeholders. The information collected and analysed by The SCE's project managers, serves as a basis for further improvement and fine-tuning of its programmes.

#### **FINANCIAL REVIEW**

##### **Principal Funding Sources**

SCE works to strengthen its financial sustainability and diversify its sources of core and project-related funding.

Aside from the minor income generated by donations by individuals, the principal funding sources for the charity are grants and voluntary contributions made by governmental institutions and private foundations in different countries. The donor institutions which supported SCE's activities in the reporting period were the following: The Council of Europe; The Charles Stewart Mott Foundation; The Norwegian Institute of International Affairs; The Foreign and Commonwealth Office (UK); The Permanent Representation of Finland to the Council of Europe; the Permanent Representation of the Kingdom of Netherlands to the Council of Europe; Stockholm Institute of Transition Economics (SITE); The Robert Bosch Foundation (Germany); and The Konrad Adenauer Foundation (Germany).

#### **PLANS FOR THE FUTURE**

During the next few years, the SCE plans to further improve the programmes outlined above, in order to cultivate and support a new generation of experts, and to connect them with SCE's existing expert community.

The SCE is seeking to attract additional funding from charitable, corporate and individual donors.

The SCE intends to scale up mutually beneficial partnerships with European and international think tanks, universities and other institutions interested in educational and cultural enlightenment for the benefit of the wider public.

In addition, subject to the availability of funds, SCE intends to launch an Advanced Programme for motivated and engaged alumni, aimed at nurturing effective practitioners and leaders in local communities and in international cooperation. This new programme will focus on extending the participants' national and international networks to support them in implementing social projects in a variety of fields for the benefit of the public good.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The SCE is a company limited by guarantee, incorporated on 19th January 2016 and registered as a charity on 29th June 2017. It was established under a Memorandum of Association which sets out its objects and powers, and is governed by its Articles of Association. In the event of the company being wound up, each member is required to contribute an amount not exceeding £1.

## **SCHOOL OF CIVIC EDUCATION**

### **REPORT OF THE TRUSTEES for the year ended 31 January 2018**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Recruitment and Appointment of Board of Directors**

The Directors of the SCE are Trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Directors. Under the requirements of the Memorandum and Articles of Association the members of the Board of Directors are elected to serve for a period of three years, after which they may be re-elected at the next Annual General Meeting.

All Board Members give their time voluntarily and receive no financial benefits from the charity. Any expenses reclaimed from SCE are set out in note 6 to the annual accounts.

In 2017 five members of the Board of Directors retired by rotation and, being eligible, offered themselves for re-election. Two Directors resigned from the Board of Directors.

The following were Directors/Trustees during the reporting period:

Prof. Christopher Coker  
Honorable Toby T. Gati  
Keith Hampson, MP (Retired in July 2017)  
Prof. Geoffrey A Hosking (Retired in July 2017)  
Ivan I Krastev  
Sir Michael Leigh  
H.H. Marcia Levy  
John N F Lloyd  
Ambassador Rene Nyberg  
Prof. Lord Robert Skidelsky  
Michael Sohlman

##### **Risk management**

Risk assessment and management is an important priority for SCE's Board of Directors and management in order to identify and address risks or factors that can threaten the achievement of SCE's objectives. In 2017, a systematic approach to risk assessment and management was put into practice by SCE's Board of Directors.

##### **Organisational structure**

The SCE's Board of Directors meets three times a year to decide the strategic direction the SCE should follow, and to assess the effectiveness of its risk management and policy. The Board consists of 9 members from a variety of professional backgrounds and is led by two co-chairpersons. The Financial Committee assists the Board in fulfilling its functions in relation to internal control and financial reporting, and in relation to monitoring compliance with the Charity Commission's legal and regulatory requirements, as well as assessing the effectiveness of the internal audit function.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **AUDITORS**

Carter Backer Winter LLP (CBW) Chartered Accountant and Business Advisors (UK) were re-appointed by Board of Directors as SCE's auditors during the reporting year.

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 Part VII of the Companies Act 1985 relating to small entities.

## SCHOOL OF CIVIC EDUCATION

### REPORT OF THE TRUSTEES for the year ended 31 January 2018

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of School Of Civic Education for the purposes of company law) are responsible for preparing the Report of the Trustees 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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

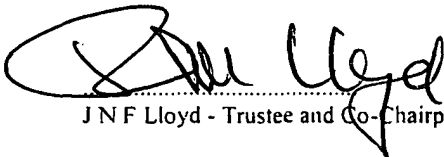
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the board of trustees on 27/11/18 and signed on its behalf by:



J N F Lloyd - Trustee and Co-Chairperson of SCE Board of Directors



## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SCHOOL OF CIVIC EDUCATION**

### **Opinion**

We have audited the financial statements of School Of Civic Education (the 'charitable company') for the year ended 31 January 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 January 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SCHOOL OF CIVIC EDUCATION

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

### Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

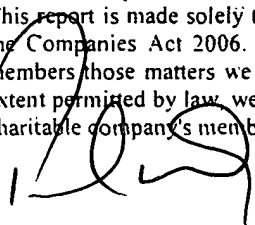
### Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul Woosey (Senior Statutory Auditor)  
for and on behalf of Carter Backer Winter LLP  
Chartered Accountants

66 Prescott Street  
London  
E1 8NN

Date: 27/11/18

**SCHOOL OF CIVIC EDUCATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 January 2018**

				Year ended 31.1.18	Period 19.1.16 to 31.1.17
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	<u>29,935</u>	<u>688,159</u>	<u>718,094</u>	<u>462,425</u>
<b>Total</b>		29,935	688,159	718,094	462,425
<b>EXPENDITURE ON</b>					
Charitable activities	3				
Charitable activities		20,312	87,922	108,234	445,230
Core Seminar		1,415	465,181	466,596	-
International Forum		937	67,453	68,390	-
Issue Based Seminar		4,295	3,482	7,777	-
Other		<u>2,976</u>	<u>59,316</u>	<u>62,292</u>	<u>22,000</u>
<b>Total</b>		29,935	683,354	713,289	467,230
<b>NET INCOME/(EXPENDITURE)</b>		-	4,805	4,805	(4,805)
Transfers between funds	11	<u>4,805</u>	<u>(4,805)</u>	-	-
Net movement in funds		4,805	-	4,805	(4,805)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		(4,805)	-	(4,805)	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,805)</u>

The notes form part of these financial statements

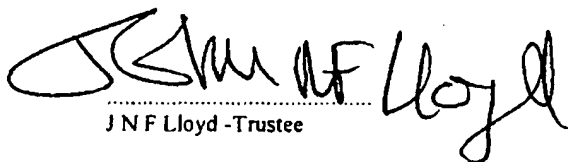
# SCHOOL OF CIVIC EDUCATION

## BALANCE SHEET At 31 January 2018

		Unrestricted funds	Restricted funds	Total 2018 funds	Total 2017 funds
	Notes	£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors	8	983	38,010	38,993	17,513
Cash at bank		<u>26,615</u>	<u>42,830</u>	<u>69,445</u>	<u>121,224</u>
		27,598	80,840	108,438	138,737
<b>CREDITORS</b>					
Amounts falling due within one year	9	(27,598)	(80,840)	(108,438)	(143,542)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,805)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,805)</u>
<b>NET ASSETS/(LIABILITIES)</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,805)</u>
<b>FUNDS</b>	11				
Unrestricted funds				-	(4,805)
Restricted funds				-	-
<b>TOTAL FUNDS</b>				<u>-</u>	<u>(4,805)</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 27/11/18 and were signed on its behalf by:

  
J N F Lloyd - Trustee

The notes form part of these financial statements

**SCHOOL OF CIVIC EDUCATION**

**CASH FLOW STATEMENT  
for the year ended 31 January 2018**

		<b>Year ended 31.1.18 £</b>	<b>Period 19.1.16 to 31.1.17 £</b>
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>(51,784)</u>	<u>121,219</u>
<b>Net cash provided by (used in) operating activities</b>		<u>(51,784)</u>	<u>121,219</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(51,784)</b>	<b>121,219</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<u>121,219</u>	<u>-</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<u><b>69,435</b></u>	<u><b>121,219</b></u>

The notes form part of these financial statements

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE CASH FLOW STATEMENT for the year ended 31 January 2018

### 1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	4,805	(4,805)
Adjustments for:		
Increase in debtors	(21,480)	(17,513)
(Decrease)/increase in creditors	<u>(35,109)</u>	<u>143,537</u>
Net cash provided by (used in) operating activities	<u>(51,784)</u>	<u>121,219</u>

### 2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
Notice deposits (less than 3 months)	69,445	121,224
Overdrafts included in bank loans and overdrafts falling due within one year	<u>(10)</u>	<u>(5)</u>
Total cash and cash equivalents	<u>69,435</u>	<u>121,219</u>

**SCHOOL OF CIVIC EDUCATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 January 2018**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are set out below.

**Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Financial instruments**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment.

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the income statement.

**Grants**

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Grants received are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 January 2018

### 2. DONATIONS AND LEGACIES

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
Donations	1,428	-
Grants	<u>716,666</u>	<u>462,425</u>
	<u>718,094</u>	<u>462,425</u>

Grants received, included in the above, are as follows:

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
Other grants	<u>716,666</u>	<u>462,425</u>

### 3. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Totals £
Charitable activities	108,234	108,234
Core Seminar	466,596	466,596
International Forum	68,390	68,390
Issue Based Seminar	<u>7,777</u>	<u>7,777</u>
	<u>650,997</u>	<u>650,997</u>

### 4. SUPPORT COSTS

	Management £	Finance £	Other £
Other resources expended	<u>9,393</u>	<u>4,464</u>	<u>1,646</u>

	Fundraising £	Governance costs £	Totals £
Other resources expended	<u>5,904</u>	<u>10,990</u>	<u>32,397</u>

### 5. AUDITORS' REMUNERATION

Fees payable to the charity's auditors for the audit of the charity's financial statements for the year are £4,800 (2017 - £4,800).



# SCHOOL OF CIVIC EDUCATION

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 January 2018

### 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 January 2018 nor for the period ended 31 January 2017.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 January 2018 nor for the period ended 31 January 2017.

### 7. STAFF COSTS

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
Wages and salaries	35,000	27,000
Social security costs	718	-
Other pension costs	<u>36</u>	<u>-</u>
	<u>35,754</u>	<u>27,000</u>

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

Year ended 31.1.18 <u>1</u>	Period 19.1.16 to 31.1.17 <u>1</u>
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No employees received emoluments in excess of £60,000.

### 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Accrued grants	38,447	17,513
Other debtors	<u>546</u>	<u>-</u>
	<u>38,993</u>	<u>17,513</u>

### 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Bank loans and overdrafts (see note 10)	10	5
Other creditors	16	-
Accruals and deferred income	60,512	44,050
Deferred grants	<u>47,900</u>	<u>99,487</u>
	<u>108,438</u>	<u>143,542</u>

**SCHOOL OF CIVIC EDUCATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the year ended 31 January 2018

**10. LOANS**

An analysis of the maturity of loans is given below:

	2018 £	2017 £
Amounts falling due within one year on demand:		
Bank overdrafts	<u>10</u>	<u>5</u>

**11. MOVEMENT IN FUNDS**

	At 1.2.17 £	Net movement in funds £	Transfers between funds £	At 31.1.18 £
<b>Unrestricted funds</b>				
Norwegian Institute of International Affairs	(5)	-	5	-
Supporters of Civil Society in Russia	<u>(4,800)</u>	<u>-</u>	<u>4,800</u>	<u>-</u>
	(4,805)	-	4,805	-
<b>Restricted funds</b>				
Norwegian Institute of International Affairs	-	5	(5)	-
Supporters of Civil Society in Russia	<u>-</u>	<u>4,800</u>	<u>(4,800)</u>	<u>-</u>
	-	4,805	(4,805)	-
<b>TOTAL FUNDS</b>	<u>(4,805)</u>	<u>4,805</u>	<u>-</u>	<u>-</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,429	(1,429)	-
Anonymous donor	17,534	(17,534)	-
Robert Bosch Stiftung	<u>10,972</u>	<u>(10,972)</u>	<u>-</u>
	29,935	(29,935)	-
<b>Restricted funds</b>			
Council of Europe	94,233	(94,233)	-
Norwegian Institute of International Affairs	207,958	(207,953)	5
European Endowment for Democracy	59,400	(59,400)	-
Stockholm Institute of Transition Economics	112,299	(112,299)	-
Charles Stewart MOTT Foundation	47,509	(47,509)	-
European Wergeland Centre	15,191	(15,191)	-
Foreign & Commonwealth Office/British Embassy	136,099	(136,099)	-
Supporters of Civil Society in Russia	<u>15,470</u>	<u>(10,670)</u>	<u>4,800</u>
	688,159	(683,354)	4,805
<b>TOTAL FUNDS</b>	<u>718,094</u>	<u>(713,289)</u>	<u>4,805</u>

**SCHOOL OF CIVIC EDUCATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the year ended 31 January 2018

**11. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	Net movement in funds £	At 31.1.17 £
<b>Unrestricted Funds</b>		
Norwegian Institute of International Affairs	(5)	(5)
Supporters of Civil Society in Russia	<u>(4,800)</u>	<u>(4,800)</u>
	(4,805)	(4,805)
<b>TOTAL FUNDS</b>	<u>(4,805)</u>	<u>(4,805)</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Norwegian Institute of International Affairs	235,841	(235,846)	(5)
European Endowment for Democracy	24,224	(24,224)	-
Stockholm Institute of Transition Economics	22,392	(22,392)	-
Charles Stewart MOTT Foundation	30,059	(30,059)	-
Anonymous donor	2,691	(2,691)	-
European Wergeland Centre	7,425	(7,425)	-
Foreign & Commonwealth Office/British Embassy	66,513	(66,513)	-
Supporters of Civil Society in Russia	<u>18,993</u>	<u>(23,793)</u>	<u>(4,800)</u>
	408,138	(412,943)	(4,805)
<b>Restricted funds</b>			
Council of Europe	<u>54,287</u>	<u>(54,287)</u>	-
<b>TOTAL FUNDS</b>	<u>462,425</u>	<u>(467,230)</u>	<u>(4,805)</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 January 2018.

**13. DEFERRED INCOME**

Deferred income comprises grants received that have not yet been spent.

	£
Balance as at 1 February 2017	99,485
Amount released to income earned from charitable activities	(99,485)
Amount deferred in year	<u>47,900</u>
Balance as at 31 January 2018	<u>47,900</u>

**SCHOOL OF CIVIC EDUCATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the year ended 31 January 2018**

**14. CONTROLLING INTERESTS**

The directors are considered to be the ultimate controlling parties by virtue of their ability to act in concert in respect of the financial and operating policies of the company.

**SCHOOL OF CIVIC EDUCATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 January 2018

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	1,428	-
Grants	<u>716,666</u>	<u>462,425</u>
	<u>718,094</u>	<u>462,425</u>
<b>Total incoming resources</b>	<b>718,094</b>	<b>462,425</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	5,859	5,000
Conference facilities	2,700	35,095
Expert fees & travel	74,058	53,093
Interpreter & translation fee	19,186	25,999
Accommodation & meals	304,403	147,265
Project consultants	81,251	22,604
Project assistant	9,604	7,726
Project travel	127,430	118,188
Web project maintenance	19,712	16,026
Printing materials	4,268	-
Publishing	<u>2,526</u>	<u>-</u>
	650,997	430,996
<b>Other</b>		
Wages	29,141	22,000
Social security	718	-
Pensions	<u>36</u>	<u>-</u>
	29,895	22,000
<b>Support costs</b>		
<b>Management</b>		
Telephone	2,483	152
Travel	<u>6,910</u>	<u>-</u>
	9,393	152
<b>Finance</b>		
Bank charges	4,464	2,959
<b>Other</b>		
Postage and stationery	162	2,788
Sundries	787	-
Translation	<u>697</u>	<u>-</u>
	1,646	2,788

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**SCHOOL OF CIVIC EDUCATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 January 2018**

	Year ended 31.1.18 £	Period 19.1.16 to 31.1.17 £
<b>Fundraising</b>		
Fundraiser fee	4,694	-
Travel	<u>1,210</u>	<u>-</u>
	5,904	-
<b>Governance costs</b>		
Auditors' remuneration	4,800	4,800
Accountancy and legal fees	<u>6,190</u>	<u>3,535</u>
	<u>10,990</u>	<u>8,335</u>
<b>Total resources expended</b>	713,289	467,230
	<u>                    </u>	<u>                    </u>
<b>Net income/(expenditure)</b>	<u><u>4,805</u></u>	<u><u>(4,805)</u></u>

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