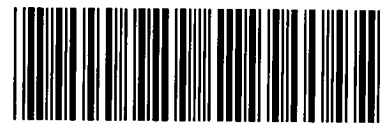


**REGISTERED COMPANY NUMBER: SC147783 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC022963**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 May 2016  
for**

**The Active Learning Centre  
(Limited by Guarantee)**

THURSDAY



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COMPANIES HOUSE

The Kelvin Partnership Ltd  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

**Contents of the Financial Statements  
for the Year Ended 31 May 2016**

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**The Active Learning Centre  
(Limited by Guarantee)**

**Report of the Trustees  
for the Year Ended 31 May 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 May 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
SC147783 (Scotland)

**Registered Charity number**  
SC022963

**Registered office**  
The University of Glasgow  
Room 545, St Andrews Building  
11 Eldon Street  
GLASGOW  
G3 6NH

**Trustees**  
K Maclachlan  
H Martin - resigned 5.10.15  
G McDonald - resigned 5.10.15  
N Wright

**Company Secretary**  
D Phillips

**Independent examiner**  
C M Fotheringham CA  
The Kelvin Partnership Ltd  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Carrying out the aims and objectives of the association

The Active Learning Centre (ALC) was established in 1993 to build democratic participation and implement human rights through research and education with civil organisations, their members and elected representatives. The work of the centre pays particular attention to women, believing that women's predominance amongst the poor is an inevitable result of their lack of rights and representation. The main objective of the association as set out in the company articles is:

"The advancement of education of the public, particularly women, concerning the development of democracy and the maintenance and observance of human rights"

**Principal activities**

The Centre's principal activity this year has been the design and delivery of an active democracy project in Malawi, building the capacity of all 462 elected councillors in the country.

**Company status**

The Active Learning Centre is a company limited by guarantee incorporated in Scotland (registration number 147783). The company secretary is currently Danny Phillips.

The Active Learning Centre is also a recognised Scottish Charity (charity reference number SC022963). The Centre is governed by its Memorandum and Articles of Association which sets out their method of appointing the Board of Directors from members of the association.

**Report of the Trustees  
for the Year Ended 31 May 2016**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

**Board of Directors**

The Active Learning Centre is grateful to all the board members who gave their time and expertise to the Active Learning Centre during this year:

Kathy Maclachlan: Retired literacy specialist from the Department of Adult and Continuing Education (DACE), University of Glasgow. (Chair of Board)

Dr Geraldine McDonald: Specialist in international development with most recent experience related to the impacts of extractive industries in southern countries.

Nick Wright: Specialist in Urban Planning

Thanks to the directors who stood down during the year: Lynette Jordan, Helen Martin and Catriona Burness. Their expertise and commitment was very much appreciated by the organisation.

Two new directors were co-opted on to the board, following a seminar held in November 2015 to promote the work of the organisation, they are: David McAllister, Communications Manager for Planning Aid Scotland and Dr Joan McDowell, Senior Lecturer, School of Medicine, University of Glasgow.

In attendance at Board meetings Margaret Sutherland: Lecturer in additional support needs, University of Glasgow, Director Scottish Network for Able Pupils and Depute Director The Centre for Research and Development in Adult and Lifelong Learning (CR&DALL). Margaret is the representative of CR&DALL with whom Active Learning Centre has a memorandum of understanding and is developing joint work.

In attendance to give reports on activities of the organisation: Danny Phillips and Susan Dalgety.

**Board development and capacity building**

During the year the Board delivered on the strategy facilitated by Professor Mike Donnelly, a leading business strategy academic (Honorary Professor, Heriot-Watt University in Scotland, Honorary Fellow of the Strategic Management Institute of Australia and an Adjunct Professors with the University of the Sunshine Coast in Australia). This included the recruitment of new directors, the development of new products/services and regular review of the organisation's future.

The Board meets on a regular basis (bi-monthly) and is attended by board members and the consultants responsible for managing projects and fundraising. Board members receive and discuss activity reports from the consultants and financial statements. The Board has also discussed and agreed a number of options for current and future funding and organisational development and review progress at every meeting.

The two consultants are responsible for carrying out organisation's administrative tasks, delivering existing project work and consultancy services and identifying new areas of work and potential funds to ensure the long term of the organisation.

The Centre has made one major application in the last 12 months, to the Scottish Government's International Development Fund. this was unsuccessful. It secured two pieces of consultancy work (with Stratagem International and The Conforti Institute) and are in the process of developing a new product, aimed at the University of Glasgow international post-graduates.

**Report of the Trustees  
for the Year Ended 31 May 2016**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The Centre faces two main risks that have not changed in the past few years. The first and probably most important risk is the continuing need to constantly re-apply for funds against tough worldwide competition and diminishing resources available. The Centre has a 2-year contract to run a large governance project in Malawi (ends September 2016). The centre was unsuccessful in its application to the Scottish Government for project funding for the period 2015 - 18. It continues to apply to other funders and hopes to be successful.

The second risk is the volatile political situations in which the Centre works. Funds can dry up quite suddenly as aid priorities shift or inter-government relations turn sour. The political situation in country can prevent hard won and well-planned projects being carried out in a timely fashion. The organisation continues in its efforts to build the capacity and experience of Board members and strengthen its networks to identify new partners.

**OBJECTIVES AND ACTIVITIES**

**Activities and funding**

The Active Learning Centre would like to acknowledge the support of its funder for its main project, the Royal Norwegian Embassy and its NGO partner in Malawi, the Women's Legal Resources Centre.

This project has just ended its first year and has met all its outcomes, including training 33 local trainers to deliver a training programme for councillors in Malawi, delivering regional roundtables for elected councillors (90 percent attendance, against a target of 80 percent), and the design and delivery of a locally-based training programme in every council in Malawi. This project's AGM will be held in Malawi on 13th October, 2015, and the annual report made available on the ALC website [www.activelearningcentre.org](http://www.activelearningcentre.org)

The Centre is very much aware that its work depends on a number of partnerships and it would like to acknowledge their very important contribution, in particular the Malawi Ministry of Local Government, UN Women Malawi, and the Malawi Local Government Association (MALGA).

It also acknowledges the important contribution of the Centre for Research and Development in Adult and Lifelong Learning.

**FINANCIAL REVIEW**

**Reserves policy**

**Strategy for reserves**

Active Learning Centre will continue to work with its two consultants to research and apply for new funds and projects. They have recently been successful in securing funds for a two-year project in Malawi focusing on training councillors (2014 -16).

The Active Learning Centre has always been aware that its work carries a higher than average health risks. Long journeys on poor roads, tropical diseases and living with poor public health standards are just a few of the risks associated with international development work. Reserves required for liabilities for sick pay and replacement staff, have been substantially reduced now that the Centre no longer has full-time employees.

The Centre continues to keep office costs to a minimum further by sharing an office with Visiting Professors to the Education Department. Photocopier, mobile phone contracts and an expensive landline contract with BT have also been terminated.

The Centre continues to compete for funds in a very competitive sector, with thousands applying and only tens of projects eventually being successful. As reported above the Centre has one new project and will continue to seek out funds for further work.

**General reserves**

The Active Learning Centre is able to operate in the short term but unless further income is sourced, the trustees will have to consider if continuing to operate is a viable proposition. Costs will continue to be carefully monitored.

The Centre has general reserves to cover organisations core costs (excluding projects) for 6 months. It is the board's aspiration to keep its reserves at a level to cover ALC full operational costs (ongoing projects and core costs) for 6 months.

**Report of the Trustees  
for the Year Ended 31 May 2016**

**FINANCIAL REVIEW**

**Funding**

The net result for the year was a net inflow of funds of £17,653.

The directors continue to explore all available avenues to obtain funding in today's difficult economic climate.

Approved by order of the board of trustees on 21 November 2016 and signed on its behalf by:

K MacLachlan - Trustee

 -

**Independent Examiner's Report to the Trustees of  
The Active Learning Centre  
(Limited by Guarantee)**

I report on the accounts for the year ended 31 May 2016 set out on pages six to eleven.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out 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 I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

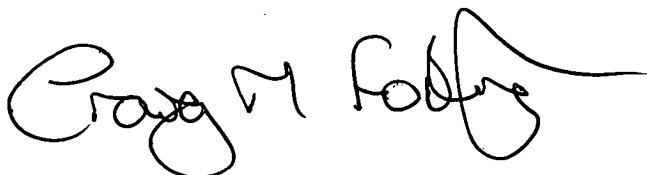
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

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.



C M Fotheringham CA  
The Kelvin Partnership Ltd  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

21 November 2016

**Statement of Financial Activities  
for the Year Ended 31 May 2016**

	Notes	Unrestricted fund £	Restricted funds £	31.5.16 Total funds £	31.5.15 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	-	45,915	45,915	125,680
Investment income	3	5	-	5	14
<b>Other incoming resources</b>		2,710	-	2,710	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		2,715	45,915	48,630	125,694
 <b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	4	-	-	-	998
<b>Charitable activities</b>					
Charitable activities	5	1,966	80,719	82,685	99,619
Support costs		1,358	-	1,358	5,488
<b>Governance costs</b>	8	1,299	1,200	2,499	1,936
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		4,623	81,919	86,542	108,041
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		(1,908)	(36,004)	(37,912)	17,653
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		2,286	39,212	41,498	23,845
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		378	3,208	3,586	41,498
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



**The Active Learning Centre  
(Limited by Guarantee)**

**Balance Sheet  
At 31 May 2016**

	Notes	Unrestricted fund £	Restricted funds £	31.5.16 Total funds £	31.5.15 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		1,398	4,408	5,806	46,435
<b>CREDITORS</b>					
Amounts falling due within one year	12	(1,020)	(1,200)	(2,220)	(4,937)
<b>NET CURRENT ASSETS</b>		<u>378</u>	<u>3,208</u>	<u>3,586</u>	<u>41,498</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>378</u>	<u>3,208</u>	<u>3,586</u>	<u>41,498</u>
<b>NET ASSETS</b>		<u><u>378</u></u>	<u><u>3,208</u></u>	<u><u>3,586</u></u>	<u><u>41,498</u></u>
<b>FUNDS</b>	13				
Unrestricted funds				378	2,286
Restricted funds				<u>3,208</u>	<u>39,212</u>
<b>TOTAL FUNDS</b>				<u><u>3,586</u></u>	<u><u>41,498</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 21 November 2016 and were signed on its behalf by:

K Maclachlan -Trustee



The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31 May 2016**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources 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.

**Resources expended**

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.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost

**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.

**2. VOLUNTARY INCOME**

	31.5.16	31.5.15
	£	£
Grants	45,915	125,680

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

	31.5.16	31.5.15
	£	£
Royal Norwegian Embassy	45,915	125,680

**3. INVESTMENT INCOME**

	31.5.16	31.5.15
	£	£
Deposit account interest	5	14

Notes to the Financial Statements - continued  
for the Year Ended 31 May 2016

4. COSTS OF GENERATING VOLUNTARY INCOME

	31.5.16	31.5.15
	£	£
Consultancy fees	-	998
	<u>          </u>	<u>          </u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 6)	Support costs (See note 7)	Totals
	£	£	£
Charitable activities	82,685	-	82,685
Support costs	-	1,358	1,358
	<u>          </u>	<u>          </u>	<u>          </u>
	82,685	1,358	84,043
	<u>          </u>	<u>          </u>	<u>          </u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.5.16	31.5.15
	£	£
Direct project expenditure	58,066	88,537
Website	301	1,102
Consultancy fees	24,318	9,980
	<u>          </u>	<u>          </u>
	82,685	99,619
	<u>          </u>	<u>          </u>

7. SUPPORT COSTS

	Management £
Support costs	1,358
	<u>          </u>

Support costs, included in the above, are as follows:

Management

	31.5.16	31.5.15
	Support costs	Total activities
	£	£
Rent	-	1,000
Insurance	735	720
Telephone	157	572
Postage and stationery	95	-
Subscriptions	323	156
Sundries	13	15
Travelling and accommodation	35	31
Consultancy fees	-	2,994
	<u>          </u>	<u>          </u>
	1,358	5,488
	<u>          </u>	<u>          </u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 May 2016**

**8. GOVERNANCE COSTS**

	31.5.16	31.5.15
	£	£
Accountancy	1,020	770
AGM expenses	146	81
Bank charges	133	87
Auditors' remuneration	1,200	-
Consultancy fees	-	998
	<u>2,499</u>	<u>1,936</u>

**9. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.5.16	31.5.15
	£	£
Auditors' remuneration	<u>1,200</u>	<u>-</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 May 2016 nor for the year ended 31 May 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 May 2016 nor for the year ended 31 May 2015.

**11. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 June 2015 and 31 May 2016	<u>4,939</u>
<b>DEPRECIATION</b>	
At 1 June 2015 and 31 May 2016	<u>4,939</u>
<b>NET BOOK VALUE</b>	
At 31 May 2016	<u>-</u>
At 31 May 2015	<u>-</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.5.16	31.5.15
	£	£
Other creditors	<u>2,220</u>	<u>4,937</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 May 2016

13. MOVEMENT IN FUNDS

	At 1.6.15 £	Net movement in funds £	At 31.5.16 £
<b>Unrestricted funds</b>			
General fund	2,286	(1,908)	378
<b>Restricted funds</b>			
Royal Norwegian Embassy	39,212	(36,004)	3,208
<b>TOTAL FUNDS</b>	<u>41,498</u>	<u>(37,912)</u>	<u>3,586</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	2,715	(4,623)	(1,908)
<b>Restricted funds</b>			
Royal Norwegian Embassy	45,915	(81,919)	(36,004)
<b>TOTAL FUNDS</b>	<u>48,630</u>	<u>(86,542)</u>	<u>(37,912)</u>

**Detailed Statement of Financial Activities  
for the Year Ended 31 May 2016**

	31.5.16 £	31.5.15 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Grants	45,915	125,680
<b>Investment income</b>		
Deposit account interest	5	14
<b>Other incoming resources</b>		
Other income	2,710	-
<b>Total incoming resources</b>	<u>48,630</u>	<u>125,694</u>
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Consultancy fees	-	998
<b>Charitable activities</b>		
Direct project expenditure	58,066	88,537
Website	301	1,102
Consultancy fees	24,318	9,980
	<u>82,685</u>	<u>99,619</u>
<b>Governance costs</b>		
Accountancy	1,020	770
AGM expenses	146	81
Bank charges	133	87
Auditors' remuneration	1,200	-
Consultancy fees	-	998
	<u>2,499</u>	<u>1,936</u>
<b>Support costs</b>		
<b>Management</b>		
Rent	-	1,000
Insurance	735	720
Telephone	157	572
Postage and stationery	95	-
Subscriptions	323	156
Sundries	13	15
Travelling and accommodation	35	31
Consultancy fees	-	2,994
	<u>1,358</u>	<u>5,488</u>
<b>Total resources expended</b>	<u>86,542</u>	<u>108,041</u>

**Detailed Statement of Financial Activities  
for the Year Ended 31 May 2016**

	31.5.16 £	31.5.15 £
<b>Net (expenditure)/income</b>	<u><u>(37,912)</u></u>	<u><u>17,653</u></u>