

Company Registration Number: 1917107

Charity Number: 1055120

EDUCATION OTHERWISE ASSOCIATION LIMITED

COMPANY LIMITED BY GUARANTEE

**Trustees' Annual Report and Financial Statements
for the Year Ended 30 June 2010**

WHITING & PARTNERS

Chartered Accountants & Business Advisers

41 St. Mary's Street

Ely

Cambridgeshire

CB7 4HF

EDUCATION OTHERWISE ASSOCIATION LIMITED

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Trustees' Annual Report for the Year Ended 30 June 2010

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 June 2010.

Reference and Administrative Details

Registered Charity Name	Education Otherwise Association Limited
Charity Registration Number	1055120
Company Registration Number	1917107
Registered Office	41 St Mary's Street Ely Cambridgeshire CB7 4HF

The Trustees

The trustees who served the charity during the period were as follows:

L Ashe (appointed 06/10/2009)
L Barson
J Berry
P Butterworth
S Hadavi-Sirizi
N Haxell
N Mayow (appointed 23/10/2009)
C McDonagh
A Newstead (resigned 14/06/2010)
F Nicholson
A Roarke
V Sauve (resigned 05/10/2009)
V Skinner
A Taberner
H Turnbull (resigned 23/10/2009)
C Wilson
J Wilson

Secretary Celia McDonagh

Address of Principal 125 Queen Street
Sheffield
South Yorkshire
S1 2DU

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Trustees' Annual Report for the Year Ended 30 June 2010 *(continued)*

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Triodos Bank
Brunel House
11 The Promenade
Bristol
BS8 3NN

Solicitors

Everyman Legal
1G Network Point
Range Road
Windrush Park
Witney
Oxfordshire
OX29 OYN

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 28 May 1985 and registered as a charity on 2 May 1996. 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.

Recruitment and appointment of Trustees

Trustees are recruited from signed-up members who have been involved at a local or national level. Potential trustees are proposed to the AGM for membership of Council. Trustees are appointed for a term of three years. Trustees can be co-opted between AGMs if numbers on the management committee or council fall below the required level but must either stand down or stand for election at the next AGM. A third of elected trustees are required to stand down by rotation at each AGM.

Trustee induction and training

New trustees are provided with an information pack about their role and responsibilities as Trustees and Company Directors.

Risk Management

The trustees conduct an ongoing review of the major tasks in which the charity is involved and reviews the systems in place to mitigate any risks involved. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and external risks by secure investment.

Organisational structure

The organisation consists of a management committee of between 14 and 19 trustees and a team of volunteers. Education Otherwise employed up to two full-time staff to deal with database administration, secretarial backup and book keeping. In May 2010, Education Otherwise opened an

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Trustees' Annual Report for the Year Ended 30 June 2010 *(continued)*

office in Sheffield staffed by two people for 56 hours per week. Education Otherwise started the year with a membership base of approximately 3400 families and ended the year with 2460 families. On average, 85 new members joined every month. At the start of the year, the number of voting members (SUMs) was 231; at the end of the year, it was 57.

Education Otherwise is a member of the National Council for Voluntary Organisations.

Objectives and Activities

Education Otherwise is a membership organisation for the public benefit, which provides support and information for families whose children are being educated outside school, and for those who wish to uphold the freedom of families to take proper responsibility for the education of their children. Our principal aims are:

1. To encourage learning outside the school system.
2. To re-affirm that parents have the primary responsibility for their children's education and that they have the right to exercise this responsibility by educating them out of school.
3. To establish the primary right of children to have full consideration given to their wishes and feelings about their education.
4. To promote knowledge, understanding and acceptance of education otherwise than at school in the world at large.

These aims are met via our extensive network of volunteers and our informative public website. Support and information is provided to members, home educators, the media, local and national government and other interested parties including voluntary agencies. We also signpost to other services. In addition, members received an information pack on joining with varied publications, a bi-monthly newsletter, a contact list, concessions booklet and booklet about Education Otherwise, and have access to the helpline, specialist contacts, the members' only forum, internet support lists, get-togethers and workshops.

Achievements and Performance

The year from July 2009 to June 2010 was an extremely busy time for the Government Policy Group (GPG), the Disability Group, the Media Spokesperson and the website administrator.

EO continues its organisational membership of NCVO and would like to thank NCVO again for the bursary and the opportunities to attend conferences and meetings. EO began the year as members of the National Children's Bureau but did not renew membership following the NCB's stance on home education during the Public Bill Committee on the Children Schools and Families Bill.

The Badman Report was published in June 2009 and the Government announced it was looking to change the law on home education to introduce a compulsory licensing scheme. During 2009–10, EO acted in a number of ways to counter this threat to home education freedoms, as did thousands of individual home educators. Ultimately the Government was forced to withdraw its proposed legislation in April 2010 during the last throes of the parliamentary session, known as “the washup”.

In the first quarter of EO's financial year, the charity submitted feedback on the draft legislative programme and also sent a memorandum and held regular meetings with EO's barrister. A

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Trustees' Annual Report for the Year Ended 30 June 2010 *(continued)*

representative from EO gave public evidence to the Select Committee investigating the conduct of the Badman Review into Home Education. In addition, EO commissioned research into home education policy and practice at local authority level. EO also contributed to parliamentary events, presentations and meetings with MPs, academics, legal experts, and home-educating parents and young people.

Following the Queen's Speech in November 2009, EO took the position that it was not acceptable to endorse any amendments to the government's proposed legislation. A Position Statement was issued in January 2010 to this effect.

Throughout the year, EO sent regular updates to members via direct email and articles in the members' newsletter. EO also posted publicly available news on the EO campaign website as well as using a variety of social media, such as Facebook and Twitter.

EO's Media Spokesperson issued press releases to contacts throughout the year and EO was frequently quoted in the media and asked to take part in radio, TV and newspaper interviews about home education.

Representatives from EO attended national conferences on children's rights, special needs, safeguarding, children missing education and the academic study of home education. Representatives from EO also attended quarterly regional conferences for local authority personnel working in the field of home education.

EO continues to promote home educators' access to examination centres as private candidates.

[Thanks to Fiona Nicholson for supplying the information for this section on behalf of the Government Policy Group, the Disability Group and the Media Spokesperson for 2009–10]

Financial Review

The charity incurred a deficit of £39,582 (£29,919 in 2009) for the year ended 30 June 2010 which together with the opening reserves gives a total to carry forward of £51,548 (£91,130 in 2009).

Investment and Reserve policy

The charity's reserves are currently held in a high-interest charity reserve account. The reserves are kept to enable the trustees to continue the activities of the charity in the event of a significant drop in funding.

Future plans

The charity is continuing its activities as outlined above under aims and activities in the forthcoming year.

Responsibilities of the Trustees

The trustees (who are also the directors of Education Otherwise Association Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and

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Trustees' Annual Report for the Year Ended 30 June 2010 *(continued)*

application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Fines for late submission of returns

Education Otherwise was fined £750 by Companies House for late submission of company accounts for 2008–09 and £1050 by HMRC for late submission of employee paperwork for 2009 and 2010. Financial records from 2009–10 are missing or are disorganised. As of the date of this report, trustees are still working to locate vital information. As far as they are aware, no other serious incidents have occurred.

Financial sanctions by regulatory bodies fall within the definition of serious incidents which have to be reported to the Charity Commission. The trustees have therefore submitted a serious incident report. Steps have been taken to ensure that necessary paperwork is submitted on time in future, including ensuring that the 2010 accounts are prepared in time for submission in March 2011 and instituting adequate bookkeeping procedures to facilitate the preparation of future accounts.

Independent Examiner

We thank Ian Piper FCA of Whiting & Partners for his services since the year ending June 2007. The AGM on 26 March 2011 (adjourned from 19 March 2011) agreed that the trustees could appoint a new independent examiner for the accounts to end June 2011.

Registered office:
41 St Mary's Street
Ely
Cambridgeshire
CB7 4HF

Signed by order of the trustees

Celia McDonagh Date:
Company Secretary

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Independent Examiner's Report

I report on the accounts of the charity for the year ended 30 June 2010 set out on pages 10 to 16.

Respective Responsibilities of Trustees and Independent Examiner

The charity's trustees (who are also the directors of Education Otherwise Association Limited for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 whether the accounts present a 'true and fair view'.

Independent Examiner's Qualified Statement

No bookkeeping records of the income and expenditure were kept during the year and therefore the basis of preparation for the accounts was from the bank statements. During this preparation it became clear that source documentation was not available for a material amount of income and expenditure. Accordingly, estimates and judgement have had to be used, particularly in analysing numerous bank payments, many of which have been classified as sundry expenses. The trustees have now implemented adequate bookkeeping procedures to facilitate the preparation of future accounts.

In connection with my examination, no other matter except that referred to in the above paragraph has come to my attention, apart from accounting records having not been maintained properly in accordance with section 41 of the 1993 Act:

(1) which gives me reasonable cause to believe that in any material respect the requirements to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act 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.

Ian Piper FCA
Independent examiner
Whiting & Partners
41 St. Mary's Street
Ely, CB7 4HF

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Statement of Financial Activities
(incorporating the Income and Expenditure Account)

	Note	Total Funds 2010 £	Total Funds 2009 £
Incoming Resources			
Activities for generating funds	2	56,309	81,205
Investment income	3	123	1,265
Total Incoming Resources		<u>56,432</u>	<u>82,470</u>
Resources Expended			
Charitable activities	4	(98,758)	(107,124)
Governance costs	6	(2,039)	(5,265)
Total Resources Expended		<u>(100,797)</u>	<u>(112,389)</u>
Net Outgoing Resources for the Year/Net Expenditure for the Year	7	(44,365)	(29,919)
Reconciliation of Funds			
Total funds brought forward (initial)		91,130	130,998
Prior year adjustment	8	–	(9,949)
Total funds brought forward		<u>91,130</u>	<u>121,049</u>
Total Funds Carried Forward		<u>46,765</u>	<u>91,130</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 16 form part of these financial statements.

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Balance Sheet

	Note	2010 £	Total Funds 2010 £	2009 £	Total Funds 2009 £
Fixed Assets					
Tangible assets	11		2,460		1,975
Current Assets					
Stocks	12	2,039		2,039	
Debtors	13	6,899		25,898	
Cash at bank		41,189		80,489	
		50,127		108,426	
Creditors (falling due within one year)	14	(5,822)		(19,271)	
Net Current Assets			44,305		89,155
Total Assets less Current Liabilities			46,765		91,130
Net Assets			46,765		91,130
Funds					
Unrestricted income	15		46,765		91,130
Total Funds			46,765		91,130

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved by the trustees and signed by the member of the committee on:

Shena Deuchars
Treasurer

Date:

Company Registration Number: 1917107

The notes on pages 12 to 16 form part of these financial statements.

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Notes to the Financial Statements

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fixed Assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment 20% of cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectivity of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- grants and contract funding payments are recognised when receivable;
- investment income is included when receivable.

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Notes to the Financial Statements (continued)

Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with both the costs of attracting the income and those of providing the facilities to generate the income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

2. Incoming Resources from Activities to Further the Charity's Objects

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Donations	46	46	1,074
Subscriptions	54,737	54,737	73,724
Sale of publications	124	124	1,569
Telephone	556	556	837
Advertising	200	200	–
Gift Aid	–	–	4,001
SUMs	646	646	–
	<u>56,309</u>	<u>56,309</u>	<u>81,205</u>

3. Investment Income

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Bank interest	<u>£123</u>	<u>£123</u>	<u>£1,265</u>

4. Costs of Charitable Activities by Activity Type

	Activities undertaken directly £	Support costs £	Total Funds 2010 £	Total Funds 2009 £
Support and promotion of education outside school	<u>78,517</u>	<u>20,241</u>	<u>98,758</u>	<u>107,124</u>

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Notes to the Financial Statements *(continued)*

5. Detail of Costs of Charitable Activities

	Activities undertaken directly	Support costs	Total Funds 2010	Total Funds 2009
	£	£	£	£
Administration fees and wages	36,776	–	36,776	25,209
Newsletter, newsfeed and press pack costs	15,056	–	15,056	28,897
Membership costs	3,444	–	3,444	–
Office costs	5,199	–	5,199	7,076
Advertising and promotion	–	–	–	357
Insurance	1,402	–	1,402	1,048
Communications	630	–	630	599
Own Publications and goods for resale	–	–	–	12,203
Trustees' and volunteers' expenses	–	4,712	4,712	9,548
Reference books and conference expenses	–	190	190	2,328
Educational resource subscription	1,958	–	1,958	3,917
Legal and professional fees	1,076	–	1,076	10,717
Depreciation	–	1,316	1,316	815
GPG/Campaign expenses	12,976	–	12,976	46
Training	–	–	–	2,226
Bank charges	–	1,617	1,617	1,155
Sundry expenses	–	12,406	12,406	983
	<u>78,517</u>	<u>20,241</u>	<u>98,758</u>	<u>107,124</u>

6. Governance Costs

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Independent examination fees	1,558	1,558	1,411
Legal and professional fees	482	482	3,854
	<u>2,039</u>	<u>2,039</u>	<u>5,265</u>

7. Net Outgoing Resources for the Year

This is stated after charging:

	2010	2009
	£	£
Depreciation	1,316	815
Independent Examiners fees	1,558	1,411

8. Prior Year Adjustment

The 2008 financial statements included a Gift Aid debtor of £17,720 which should have been £7,771 and was therefore overstated by £9,949. The 2008 accounts have been adjusted for this which has had the effect of reducing Total Funds Carried Forward at 1 July 2008 from £130,998 to £121,049.

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Notes to the Financial Statements (continued)

9. Staff Costs and Emoluments

	2010	2009
	£	£
Wages and salaries	34,435	17,070
Social security costs	2,341	1,377
	<u>36,776</u>	<u>18,447</u>

Particulars of employees:

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

	2010	2009
Number of administrative staff	2	1

No employee received remuneration of more than £60,000 during the year (2009 – Nil).

10. Trustees Expenses

The aggregate amount of expenses incurred by Trustees for services provided during the year amounted to £5,436 (2009 – £4,235). These expenses relate to travel, accommodation, telephone and child protection training. There were 8 (2009 – 15) Trustees involved.

At 30 June 2010 £Nil (2009 – £500), in total, was advanced to Trustees in respect of expenses.

11. Tangible Fixed Assets

	Office equipment	
Cost		£
	At 1 July 2009	3,950
	Additions	1801
	Disposals	(351)
	<u>At 30 June 2010</u>	<u>5,400</u>
Depreciation		
	At 1 July 2009	1,975
	Charge for the year	1,316
	On disposals	(351)
	<u>At 30 June 2010</u>	<u>2,940</u>
Net Book Value		
At 30 June 2010		£2,460
At 30 June 2009		£1,975

12. Stocks

	2010	2009
	£	£
Stock	2,039	2,039

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Notes to the Financial Statements (continued)

13. Debtors

	2010	2009
	£	£
Trade debtors	1,514	18,434
Other debtors	5,385	4,685
Prepayments	–	2,779
	<u>6,899</u>	<u>25,898</u>

14. Creditors: Amounts falling due within one year

	2010	2009
	£	£
Taxation and social security	1,964	1,964
Wages	–	4,273
Other creditors	2,310	12,033
Accruals	1,001	1,001
	<u>5,275</u>	<u>19,271</u>

15. Unrestricted Income Funds

	Balance at 1 July 2009	Incoming resources	Balance at 30 June 2010
	£	£	£
General Funds	91,130	(44,365)	46,765

16. Analysis of Net Assets Between Funds

	Tangible fixed assets	Net current assets/(liabilities)	Total
	£	£	£
Unrestricted Income Funds	<u>£2,460</u>	<u>44,305</u>	<u>46,765</u>
Total Funds	<u>£1,019</u>	<u>44,852</u>	<u>45,871</u>

17. Company Limited by Guarantee

Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributions among themselves, such amount as may be required not exceeding £10.

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Fixed Asset Register

This page does not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 9

Plant and machinery	Year	Cost	Depn	NBV	Additions	Depn	NBV
		B/fwd	B/fwd	B/Fwd			C/fwd
		£	£	£	£	£	£
B/fwd 1/6/06		1,197	956	241	–	239	2
Franking Machine	2008	351	140	211	–	211	
ID Printer Evolis Pebble 4	2008	1,234	494	740	–	247	493
Safe for D/Base	2008	504	252	252	–	126	126
Network Printer and External Hard Drive	2009	220	44	176	–	44	132
Laptop for GPG (AN)	2009	444	89	355	–	89	266
Laptop (FN)	2009	–	–	–	193	39	154
eeePC	2009	–	–	–	306	61	245
Desktop	2010	–	–	–	212	42	170
Athlon 3800+	2010	–	–	–	104	21	83
Computer A110164	2010	–	–	–	218	44	174
Computer A110127	2010	–	–	–	247	49	198
Bookcases x3	2010	–	–	–	141	28	113
Meeting chairs x4	2010	–	–	–	136	27	109
Shelving	2010	–	–	–	126	25	101
Table and chairs x4	2010	–	–	–	117	23	94
		3,950	1,975	1,975	1,801	1,316	2,460

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Other Information

This page does not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 9

Trustees expenses (note 10)

Trustees expenses during the year related to:	2010	
	£	
Food	188	
Hotel	407	
Travel	1,200	
Other	<u>3,641</u>	
	<u>5,436</u>	

GPG/Campaign expenses

GPG/Campaign expenses during the year related to:	2010	
	£	
Food	381	
Travel	3,709	
Communications	5,653	
Equipment	408	
Paid research	<u>2,825</u>	
	<u>12,976</u>	

Cash at bank

Cash at bank was split between the following accounts:	2010	2009
	£	£
Triodos Current	5,336	6,358
Triodos Development	1,285	52,278
Triodos Reserve	22,396	1,140
Unity Trust Current	11,510	17,635
Unity Trust Reserve	<u>662</u>	<u>3,078</u>
	<u>41,189</u>	<u>80,489</u>