

THE TUTORS' ASSOCIATION

7th Annual General Meeting Tuesday 30th June 2020

Online

Commencing at 16.00



Index

| | Page |
|--|-------------|
| 1. Agenda and Notice | 4 |
| 2. Minutes of the 6th Annual General Meeting held on 26th June 2019 | 5 |
| 3. Directors and Administration | 11 |
| 4. President's Report on behalf of the Directors | 12 |
| 5. Treasurer's Report | 15 |
| 6. Income and Expenditure Account for the period ending 31st March 2020 | 16 |
| 7. Balance Sheet as at 31st March 2020 | 17 |
| 8. Statement of Cash Flows for the period ending 31st March 2020 | 18 |
| 9. Accounting Policies and notes to the accounts | 19 |

Notice is hereby given that the 7th Annual General Meeting of the Tutors' Association will be held
on Tuesday 30th June 2020
Online

Commencing at 16.00

Agenda

1. Welcome from Tim Morris the President of the Association.
2. Apologies for absence.
3. Approval of the minutes of the 6th Annual General Meeting held on 26th June 2019.
4. To receive the President's report on behalf of the board for the year ending 31st March 2020.
5. To receive the Treasurer's Report on behalf of the board for the year ending 31st March 2020.
6. To announce the composition of the board for the ensuing year 2020/2021.
7. General Members discussion
8. Close 17.00

By order of the Board

Chris Lenton

CT Lenton FTA, FCCA, FCIS, FCIM
Director & Secretary
6th May 2020

Minutes of the 6th Annual General Meeting of the Tutors' Association held on
Wednesday 26th June 2019

Hosted by Get My Grades, 2nd Floor, Equitable House Business Centre,
General Gordon Square, Woolwich, London, SE18 6FH

Those Present:

Directors of the Association

| | |
|------------------------------|-----------------------------|
| Tim Morris FTA | President |
| Will Orr-Ewing FTA | |
| James Hacking MTA | |
| Magdalena Hachula MTA | |
| John Nicols MTA | |
| Ambika Pindoria MTA | |
| Chris Sanders MA, FCIM | |
| Chris Lenton FTA, FCCA, FCIS | Chief Executive & Secretary |

Members

| | |
|------------------------|--------------------------|
| Georgina Hammerton MTA | |
| Joe Hytner MTA | |
| Adam Muckle FTA | Immediate Past President |

Apologies

| | | |
|----------------------------|-------------------------------------|-----------------------------|
| Laura Adams MTA | Jodie Hodgkins MTA | Paul Wilkinson MTA |
| Jen Barber-Lomax MTA | Paul Holmes MTA | Andrew Yiallourous MTA |
| Martin Browne MTA | Gillian Kill MTA | Eran Young MTA |
| Anita Busby MTA | Hannake Kluge MTA | Ambika Pindoria MTA |
| Lucy Cawkwell MTA | Sue Laidlaw MTA | Ruth Palomino |
| Paul Clark MTA | Tom Maher FTA | Emma Swanson FTA |
| Francis Cubitt MTA | Faizel Manjoo MTA | Fiona Yates MTA |
| Madhura Dandekar MTA | Antony Meade MTA | Peter Farage MTA |
| Simon de Pinna MTA | Kate Nickson MTA | Venessa Thompsett MTA |
| Urfan Ellahi MTA | Rob O'Hanlon MTA | Harry Cobb MTA |
| Daniel Emlyn-Jones MTA | Helen Osmond MTA | Ariane Mercurius-Taylor MTA |
| Richard Evans MTA | Tracy Paine MTA | |
| Cecilia Foday MTA | Joanne Powell MTA | |
| Patricia Gruel MTA | Rebecca Ridd MTA | |
| Will Petty FTA | Rosemary Russell MTA | |
| Gemma Hanford-Phillips MTA | Agnes Saudrais MTA | |
| Pippa Harris MTA | Ja Shorten MTA | |
| John Harris MTA | Emily Sweerts de Landas Wyborgh MTA | |
| Gonneke Hazell MTA | Richard Whitehurst MTA | |
| Luis Hernandez MTA | Mark Wicker MTA | |

Proceedings:

The President welcomed everyone to the meeting and thank John Nichols of Get My Grades Limited for their kind generosity in hosting the meeting.

AGM 01/19 Apologies for absence

Apologies for absence are noted in the attendance record above.

AGM 02/19 Approval of the Minutes of the 5th AGM held on 26th June 2018.

The minutes of the 4th Annual General Meeting held on 6th June 2018 were approved unanimously.

Proposed: Tim Morris

Seconded: Chris Sanders

AGM 03/19 President's Address and Report on behalf of the Board for the year ended 31st March 2018

The President gave the following address:

Ladies and Gentlemen,

This past year has been another successful one for the Tutors' Association. A year marked by transition, building our voice, growth, and education. As I have mentioned on a few occasions during the past few months we are indebted to our past President Adam Muckle from whom I took over in March this year, aptly for Adam on St Patrick's Day. As we all know Adam did an incredible job during his tenure promoting the good name of the Association at any opportunity he had, creating a solid foundation for the years ahead. His passion for the Association and the noble profession it represents has not waned and we continue to see him actively championing our sector and in particular the value of the Tutors' Association. He is a fine example of how members can use their personal voices to promote our growth and voice.

Whilst the role of president transitioned to me, we also held director elections. I would like to personally thank our outgoing directors, Will Orr Ewing, Will Petty, Emma Swanson and, of course, Adam for the work and effort you have put into the Association – it is highly appreciated and valued. I would also like to welcome our new directors; Magdalena Ewen, James Hacking, Emily Wyborgh and John Nichols. It is fantastic to see new faces stepping up to assist us build further on the great work others have done. Your ideas, knowledge, expertise, and experience will be valued.

In October last year we held our third annual conference at the Barbican. Who would have thought a few years ago that we would be able to command such a venue, create such a powerful agenda with high calibre speakers and presenters, secure quality sponsors and importantly, attract over 200 delegates? Our conference is earning its place on the education annual calendar. We have held regular educational webinars for our membership, providing insights and learnings in a variety of subjects ranging from understanding entrance requirements to foreign universities, to mindfulness, to successful use of social media to build a tutoring business. These webinars are always well attended, the interactions are enthusiastic, and the quality of subject matter rated highly. As we continue to develop these member offerings, we are beginning to build a library of resources which the wider membership can access in their own time.

Whilst we continue with the daily life of planning the future of the Association and building its membership base, there is, of course, the ever-present spectre of government sometimes opening its eyes to our sector. This happens to all sectors and one of the prime reasons strong Associations exist is to help members, who are often small businesses, counter any unwanted government interference or scrutiny. This year has seen prying eyes opened in the form of the Employment Agency Standards inspectorate, a body within the Department for Business, Energy & Industrial Strategy, the former Dept. of Trade.

Their current action threatens the sector as we see it today affecting both corporate members and independent members alike. Whilst some members have been unfortunately caught up in the initial onslaught by the EAS, at the earliest possible moment the Association sought to engage with BEIS in dialogue in order to resolve the issue. Those discussions are ongoing, and I am hopeful that we will reach an acceptable outcome, one which potentially finally removes any uncertainty about how the sector operates in the future, both in terms of employment status for tutors and also how VAT is handled, thereby securing the viability of a growing place for tutoring in the Education space.

It is important to note here that the intervention of the Association in this challenge to our members by the EAS should not be underestimated in its importance. If the Association did not exist there would be no voice for the sector to challenge, discuss, bring competing government departments together and, in all likelihood, reach a point which is agreeable to all. The Association has been doing the job an Association should be doing for its members.

Which leads me to you, our members. It is you who enable the Association to thrive. Your membership fees provide the resources to invest in technology and employ a team of highly motivated people in our central office. I would like to take this opportunity to thank them all for their hard work they do day in and day out. It is you, our members, who enable the Association to approach service providers to put their name to an ever-growing list of tangible benefits. Membership led organisations need members. You are the life blood of our organisation.

I am very pleased to report that during this past year we have seen a very healthy growth in membership of 34%. We now have very close to 1000 members. No mean feat for a young organisation. But we need more members. During my brief tenure as President so far, that is what I have concentrated on; building our member base - and I will continue to do so. If we can grow to 1000 members relatively passively, then there are certain to be another 1000 members out there who will find value in the Association. And with another 1000 members our voice will be stronger, and our resources will be massively enhanced. We are rapidly moving out of our infancy and beginning to stake our claim in the education landscape.

I would like to take this opportunity to put out a call to action to our current membership. Both individuals and corporates. At any opportunity, please promote the Association both to customers and to potential new members. To individual members, please use your voice to leverage your personal network of tutors to encourage them to become members. To our corporate members, who collectively represent approximately 25000 tutors please encourage your tutors to become members. We should all be on a mission during the next 12 months to build our Association into a body which is transformed. I will thank you in advance for helping that vision become a reality. Thank you.

Members applauded the President and commented as follows:

- a) Membership growth was confirmed as 34% year on year. (TM)
- b) The target was 1,000 members by December. (CL)
- c) The President encouraged all members to recommend membership to their colleagues.

The report was received unanimously.

Proposed: John Nichols

Seconded: James Hacking

AGM 04/18 Fellowship Awards

The Immediate Past President Adam Muckle, addressed members with a citation for Emma Swanson, Will Petty and Will Orr-Ewing who were all retiring members of the board, their term of office having come to end at the close of this Annual General Meeting.

He commended their hard work, dedication, and contribution to the Association over many years and the support they had given. Their service to the board and to the Association had been greatly appreciated and in particular their involvement with creating the Association's National Conference now in its fourth year. The success of the conference had been hugely beneficial to the Association and had raised the Association's profile considerably.

Adam also thanked them for their loyal support they had given him during his term of office as President of the Association and their contribution to the board and the Association's governance. He announced that it had been decided to award them the membership grade of Fellow of the Association.

The presentation of their certificates was made by the President, Tim Morris, and Adam Muckle.

AGM 05/18 Treasurer's report on behalf of the board for the year ending 31st March 2019

The Honorary Treasurer having given his apologies the Secretary referred members to his report his report previously circulated and commented that:

- a) A surplus of £14,000 was planned for the next financial year. (CL)
- b) Staffing levels would remain the same.
- c) The Association's cash flow would meet its commitments throughout the year.

The Treasurer's report was received unanimously.

Proposed: Magdalena Ewen

Seconded: Will Orr-Ewing

AGM 06/19 The Composition of the board for the ensuing year 2019/20

The Secretary announced the composition of the new board for the ensuing year as:

| <u>Member</u> | <u>Office</u> | <u>Retirement Date</u> | <u>Status</u> |
|-------------------------------------|---------------|----------------------------|-----------------|
| Tim Morris MTA | President | 2020 | Elected |
| Ariane Mercurius-Taylor MTA | Treasurer | 2020 | Elected |
| Richard Evans MTA | | 2020 | Elected |
| John Nichols MTA | | 2022 | Elected |
| Emily Sweerts de Landas Wyborgh MTA | | 2022 | Elected |
| James Hacking MTA | | 2022 | Elected |
| Magdalena Hachula MTA | | 2022 | Elected |
| Ambika Pindoria MTA | | 2020 | Member Co-opted |
| Harry Cobb MTA | | 2020 | Member Co-opted |
| Venessa Thompsett MTA | | 2020 | Member Co-opted |
| Christopher Sanders MA, FCIM | | | NED Appointed |
| Christopher Lenton FTA, FCCA, FCG | Secretary | | Ex Officio |

The meeting concluded at 17.00 pm.

Chris Lenton

Chris Lenton FTA, FCCA, FCIS, FCIM
Chief Executive & Secretary
10th July 2019

Company Number: 6729532

A Private Company Limited by Guarantee

The Tutors' Association

Report and Financial Statements

to

31st March 2020

**Company Number: 6729532, A Private Company Limited by Guarantee,
Report and Financial Statements as at 31st March 2020**

Directors

| | |
|-------------------------------------|--|
| H. T. Cobb MTA | Co-opted 26 th June 2019 |
| R. N. T. Evans MTA | |
| M. M. Ewen MTA | Elected 26 th June 2019 |
| J. R. Hacking MTA | Elected 26 th June 2019 |
| E. A. Sweerts de Landas Wyborgh MTA | Elected 26 th June 2019 |
| W. R. Orr-Ewing MTA | Resigned 26 th June 2019 |
| W. P. R. Petty MTA | Resigned 26 th June 2019 |
| A. Mercurius-Taylor MTA | |
| T. R. Morris FTA | |
| J. J. Nichols MTA | Elected 26 th June 2019 |
| A. S. Pindoria MTA | |
| V. Thompsett MTA | Co-opted 26 th June 2019, Resigned 19 th February 2020 |
| C. N. W Sanders MA | |
| C. T. Lenton FTA, FCG, FCCA | |

Secretary and Registered Office

C. T. Lenton FTA, FCG, FCCA
15 Bencombe Road
Marlow, Bucks, SL7 3NZ

Solicitors

Pitmans LLP
1 Crown Court,
66 Cheapside,
London,
EC2V 6LR

Bankers

HSBC Plc
46 High Street,
Marlow, Bucks,
SL7 1AT

Report of the Directors

The directors present their report and financial statements for the year ended 31st March 2020.

Review of Activities

This year has principally been one of consolidation, although we have enjoyed some modest net growth in membership. In a profession that has a significant number of 'transient' tutors - that is, tutors who operate in the profession for a few years before moving on to other academic or public work – it is perfectly normal to see a proportion of members not renewing as they leave the profession. We have, however, been joined by more than 300 new members during the year.

The Association now has five part-time staff members, who provide the core marketing, admin, membership, and financial skills on which the future growth of the Association will be based. This in turn has enabled us to take a more professional approach to both membership renewal and credit control, both of which will make the Association stronger in the long-term.

This increased level of support has also enabled us to run our most extensive programme of events ever, including a range of extremely well-attended webinars on topics ranging from 'growing your business' to 'tutoring students with special needs'. Our Conference, held in October at the Royal Society, was our most successful to date. The venue itself, a great academic environment, proved to be a first-class venue to which we shall be returning in 2020 (COVID permitting) or else in 2021.

This year also saw the launch of our Regional Hubs, enabling members to meet both face-to-face and in virtual environments alike. This initiative has greatly enhanced member networking, and more meetings are planned throughout 2020. It is an integral part of our ongoing commitment to creating opportunities for members to network and support each other.

We have also sought to extend our range of member benefits, although our established advice and DBS services continue to be particularly valued by members. This year also saw the installation of our new CRM system, Astute. This has significantly simplified many aspects of administration and event management.

On the financial front, we are reporting a small loss for the year. The Association has been financially affected by the outbreak of the COVID-19 virus, and this has contributed to the deficit. The Association is a not-for-profit organisation run principally by volunteers and members and we attempt to operate on a break-even or small surplus basis. Any surplus generated is allocated in part to reserves and in part to investment in improved levels of service. The Board has approved an operating plan which is intended to return the Association to modest surplus for the new financial year.

The last six months has seen the Association increase its representation of the profession with Government. We are actively engaged with both BEIS and the DfE. BEIS' investigation into the profession is still ongoing, and we will continue to argue for an interpretation of the legislation that leaves the profession able to function in the best interests of tutors, parents and the economy alike.

We will keep you informed of any developments. With the DfE, we have contributed to two advisory DfE committees on issues around safeguarding and child protection. Our engagement with these departments is testament to our growing influence that we hold. That influence is also increasingly evident in the number of interviews and articles in the media to which we are being asked to contribute.

COVID has produced a significant challenge to our profession. The cancellation of exams has had a profound effect on many members' tutoring hours – although we will continue to argue for some measure of restoration. At the same time, however, it has massively increased the demand for online tuition. As the pandemic is very much 'live' at the time of writing, it is hard to assess the long-term effects it will have, but we will seek to support our members in any and all ways possible.

Finally, no mention of the last year would be complete without a 'thank you' to our Board and all our other volunteers who give of their time, skills, and expertise in huge measure. We look forward to the new financial year with vigour, purpose, and optimism.

Objectives

The Association was set up with the following objectives which will be subject to review in light of consultation with our growing membership:

1. To promote best practice in Tutoring for the benefit of members, students, and the public.
2. To commission, promote and expand the horizon of knowledge and research in what has become a highly dynamic, innovative, and internationally minded industry.
3. To develop a membership body of individuals and corporate members whose interests are in tutoring and tutoring management.
4. To provide opportunities for tutors to enhance their skills and knowledge through the provision of seminars, workshops, conferences, and CPD-style events.
5. To provide tutors with the opportunity to network with their peers for the exchange of information, experience, and opportunities.
6. To provide a set of recognised standards and a code of ethics that members agree to follow in the interests of enhancing the reputation of both the Association and the Profession.
7. To provide means of assessing knowledge, skill and experience of the principles and practice of tutoring and to organise educational and certification programmes, courses and examinations in tutoring and other appropriate topics and, subject to any law, to award certificates, charters, degrees, diplomas and prizes as appropriate to successful examinees who pass such assessments and tests in such manner as the Board of Directors may determine from time to time.
8. To protect our members.

Constitution and Governance

The Board

The Board comprised of the following people who served during the financial year:

| The Officers and Directors: | Office | Date of Board Appointment Or Resignation |
|-------------------------------|----------------|--|
| T. R. Morris FTA | President | |
| J. J. Nichols MTA | Vice President | Elected 26 th June 2019 |
| R. N. T. Evans MTA | Treasurer* | |
| A. Mercurius-Taylor MTA, ACCA | Treasurer* | |

*See Election of Officers of the Association below

Directors

| | | |
|-------------------------------------|-----------|---|
| H. T. Cobb MTA | | Co-opted 26 th June 2019 |
| M. M. Ewen MTA | | Elected 26 th June 2019 |
| J. R. Hacking MTA | | Elected 26 th June 2019 |
| C. T. Lenton FTA, FCG, FCCA | Secretary | |
| W. R. Orr-Ewing FTA | | Resigned 26 th June 2019 |
| W. P. R. Petty FTA | | Resigned 26 th June 2019 |
| A. S. Pindoria MTA | | |
| C. N. W Sanders MA | | |
| E. A. Sweerts de Landas Wyborgh MTA | | Elected 26 th June 2019 |
| V. Thompsett MTA | | Co-opted 26 th June 2019, Resigned 19 th February 2020 |

Elections and Officers of the Association

Richard Evans was elected Honorary Treasurer on 20th November 2019 and John Nichols MTA was elected Vice President on 19th February 2020. Ariane Mercurius-Taylor resigned as Treasurer on 20th November 2019.

By order of the Board

Tim Morris

T. R. Morris FTA
President of the Association & Director
Date: 6th May 2020

Honorary Treasurer's Report

Overview

There was a deficit for the year of £3,770 (deficit £4,130, 2019) at a similar level to the previous year. The Association was affected by Covid-19 virus which reduced renewals and necessitated credit notes being issues. This year has seen a continued investment in the Association in terms of staffing, resources, and membership software. We have recently acquired a proprietary software CRM Membership package to manage and develop our membership. It replaces the previous system saving some £3,000. This went online in November 2019. The major success of the year has to be our fourth national conference held at The Royal Society in October 2019. It was a huge success and significantly raised our profile. Membership has grown 10% year on year and we fully anticipate the rate of growth to increase in the new financial year as our new systems come online. The searchable members directory went online in December. Each member will be responsible for their own information and what can be seen in this directory.

Planning for this year's conference has been delayed due to the Covid-19 virus outbreak. It was due to be held at the same venue, The Royal Society in London on 4th November 2020 but will now probably be postponed to the spring of 2021. The conference will be about the same size as last year and the call for papers will go out once the pandemic has abated. The feedback from last year's conference was extremely positive, and we intend to build on that success.

Income and Expenditure

Income for the year rose 8% to £112,816 (£104,596 2019) and costs rose 7% to £116,586 (£108,726, 2019) reflecting our increased investment in membership benefits, administration, staffing and marketing. As mentioned above this has produced a small deficit of £3,770 (deficit £4,130, 2019) which we aim to reverse through increased focus on members' benefits and outreach programs. Our most recent webinar reached over 100 tutors, which, combined with our new Regional Hubs are greatly increasing our online exposure. It is my belief that we can convert these new outreach programs into increased membership fees to grow our network. Separately, we have implemented a stricter renewal and auto-renewal policy for membership to help reduce the administrative costs of chasing overdue fees and membership retention. Lastly, it was good to see significant cost reductions in the office and sundry categories as the Association benefited from moving towards more online meetings. I expect travel costs to be greatly reduced in the coming year to further support the Association moving back into profitability.

Outlook

The Directors have approved a new operating plan for 2020/21 which is currently being implemented. The Directors and I are confident that during the forthcoming year the Association will produce a surplus of approximately 10% of income from a significantly larger membership. It is the Board's intention to build our reserves whilst improving membership engagement. No report would be complete without acknowledging and thanking my colleagues who are all volunteers and give of their time and resources so generously and the staff for all their hard work throughout the year. I remain confident that the Association will continue to develop and grow and that it will have a prosperous year ahead.

Richard Evans

R. Evans MTA
Treasurer & Director
Date: 6th May 2020

Income and Expenditure Account for the Period
Ending 31st March 2020

| | £ 2020 | £ 2019 |
|---|-----------------------|-----------------------|
| Income | | |
| Membership Subscriptions | 81,932 | 74,261 |
| Conference, Workshops and Seminars | 30,884 | 30,335 |
| Total Income | <u>112,816</u> | <u>104,596</u> |
| Expenditure | | |
| Accounting & Finance | 2,074 | 1,149 |
| Conference, Workshop and Seminars | 22,565 | 19,554 |
| Membership and Benefits | 5,636 | 6,277 |
| Governance and Board | 1,135 | 3,126 |
| Staff Costs | 70,716 | 64,518 |
| Office Expenses | 4,423 | 6,411 |
| Rent & Rates | 3,000 | 3,000 |
| IT & Web | 3,769 | 2,416 |
| Travel | 3,268 | 2,275 |
| Total Expenditure | <u>116,586</u> | <u>108,726</u> |
| Surplus/(Deficit) for the Period | <u>(3,770)</u> | <u>(4,130)</u> |
| Balance Brought Forward | 17,769 | 21,899 |
| Balance Carried Forward | <u>13,999</u> | <u>17,769</u> |

**Balance Sheet
as at 31st March 2020**

| | Notes | <u>2020</u> | <u>2019</u> |
|--|--------------|------------------------|------------------------|
| | | £ | £ |
| Fixed Assets | | | |
| Furniture and Fittings | 1 | 960 | 1,029 |
| Software | 1 | 2,640 | 3,450 |
| Total Net Fixed Assets | | <u>3,600</u> | <u>4,479</u> |
| Current Assets | | | |
| Bank | | 1,932 | 1,360 |
| Debtors | 2 | 27,163 | 26,601 |
| Stock | | 1,581 | - |
| Other Debtors | 3 | 15,764 | 6,556 |
| Total Current Assets | | <u>46,440</u> | <u>34,517</u> |
| Current Liabilities | | | |
| Amounts falling due within one year | 4 | <u>(19,705)</u> | <u>(21,227)</u> |
| Net Current Liabilities | | 30,335 | 17,769 |
| Creditors | | | |
| Amounts falling due after one year | 5 | 16,336 | - |
| Total Assets Less Current Liabilities | | <u>13,999</u> | <u>17,769</u> |
| Reserves | | | |
| Accumulated Reserves | | 17,769 | 21,899 |
| Income and Expenditure Account | | <u>(3,770)</u> | <u>(4,130)</u> |
| Total Reserves | | <u>13,999</u> | <u>17,769</u> |

The directors are satisfied that the company 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, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) Ensuring that the company 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 company 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 company.

These financial statements have been prepared in accordance with the special provisions for small Companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the Board on 6th May 2020

Tim Morris

Richard Evans

T. Morris FTA
President & Director

R. Evans MTA
Treasurer & Director

Date: 6th May 2020

Statement of Cash Flows
for the year ended 31st March 2020

| | Notes | 2020 | 2019 |
|--|-------|-----------------------|-----------------------|
| Cash flows from operating activities | | | |
| Operating income or (deficit) for the financial year | | <u>(3,770)</u> | <u>(4,130)</u> |
| Adjustments to reconcile Net Income to Net Cash: | | | |
| Debtors | 2 | (563) | (6,901) |
| Prepaid Expenses | 3 | (9,208) | 6,713 |
| Stock | | (1,581) | - |
| Software depreciation | | 2,198 | 750 |
| Accounts payable | 4 | 17,195 | (11,176) |
| Deferred income | | (4,900) | 6,070 |
| Loans | 5 | 3,336 | 8,000 |
| Payroll HMRC | | (301) | 301 |
| Pensions | | 98 | - |
| VAT Liability | | <u>(614)</u> | <u>1,669</u> |
| Total Adjustments | | <u>5,660</u> | <u>5,426</u> |
| Net cash from operating activities | | <u>1,890</u> | <u>1,296</u> |
| Investing Activities | | | |
| | 1 | | |
| Furniture and Fittings | | (554) | (306) |
| Depreciation | | 623 | 578 |
| Software | | <u>(1,387)</u> | <u> </u> |
| Net Cash provided by investing activities | | <u>(1,318)</u> | <u>272</u> |
| Net Cash Increase for period | | 572 | 1,568 |
| Cash at the beginning of the period | | 1,360 | (208) |
| Cash at the end of the period | | <u>1,932</u> | <u>1,360</u> |

This statement has been produced in accordance for FRS 102 as amended 17th December 2019.

ACCOUNTING POLICIES

Basis of accounting

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).

Income

Income is included in the profit and loss account on the basis of amount receivable for the year. Membership subscriptions that have remained unpaid for more than three months by the year end are credited.

Depreciation

The rates of depreciation applied to the Association's assets are as follows:

| | |
|------------------------|-----|
| Furniture and Fittings | 25% |
| Software | 20% |
| IT Equipment | 25% |

All depreciation is calculated on a reducing balance basis

1. Fixed Assets

| | 2020 | 2019 |
|--------------------------------------|---------------------|---------------------|
| Furniture and Fittings Cost | | |
| At 1 st April 2019 | 3,182 | 2,875 |
| Additions | <u>554</u> | <u>307</u> |
| At 31 st March 2020 | <u>3,736</u> | <u>3,182</u> |
| Depreciation | | |
| At 1 st April 2019 | 2,153 | 1,301 |
| Charge for the year | <u>623</u> | <u>852</u> |
| At 31 st March 2020 | <u>2,776</u> | <u>2,153</u> |
| Net Book Value | <u>960</u> | <u>1,029</u> |
| Software Cost | | |
| At 1 st April 2019 | 5,250 | 5,250 |
| Additions | 1,388 | - |
| At 31 st March 2020 | <u>6,638</u> | <u>5,250</u> |
| Depreciation | | |
| At 1 st April 2019 | 1,800 | 1,050 |
| Charge for the year | 2,198 | 750 |
| At 31 st March 2020 | <u>3,998</u> | <u>1,800</u> |
| Net Book Value | <u>2,640</u> | <u>3,450</u> |
| At 1st April 2019 | | <u>4,479</u> |
| At 31st March 2020 | <u>3,600</u> | |

2. Debtors

The accounts are prepared on an accruals basis and subscriptions are invoiced when they become due. Those who have not paid within three months of issue are credited.

| 3. Other Debtors | 2020 | 2019 |
|-------------------------|----------------------|---------------------|
| Prepaid Expenses | | |
| Conference | 14,525 | 3,512 |
| AGM | 496 | - |
| Membership Software | - | 2,954 |
| Prepayments | 743 | 90 |
| Total | <u>15,764</u> | <u>6,556</u> |

4. Creditors amounts falling due within one year

| Trade and Other Creditors | 2020 | 2019 |
|----------------------------------|----------------------|----------------------|
| Trade Creditors | 17,195 | - |
| Loan | | 13,000 |
| HMRC | 912 | 1,827 |
| Nest Pensions | 98 | - |
| Deferred income Conference | 1,500 | 6,400 |
| Total | <u>19,705</u> | <u>21,227</u> |

Deferred income £1,500 is in respect of the National Conference scheduled for November 2020. The short-term loan in 2019 was from Lenton & Associates Limited.

5. Creditors amounts falling due beyond one year

| Loans | 2020 | 2019 |
|-----------------------------|----------------------|-------------|
| Lenton & Associates Limited | 16,336 | - |
| Total | <u>16,336</u> | - |

This loan is due for repayment by 31st March 2022. The interest charged on this loan is the current interbank call money rate plus 3% per annum. The interest for previous year was very kindly waived by the company.

6. Taxation

- a) The Association has been set up as a not for profit membership and confirmation has been received from HMRC that provided the professional activities undertaken by the Association are for the benefit of the members then the income from membership will be treated a "mutual" in nature and therefore not taxable. Profits on all commercial activities will be subject to corporation tax and the prevailing rate.
- b) The Association has been approved by HMRC under section 344 of the Income Tax (Earnings and Pensions) Act 2003 as an approved body for the purposes of Members obtaining tax relief for members on their annual subscriptions.

7. Going concern

- a) The results show a deficit for the year of £3,770 (deficit £4,130, 2019). The company is a not for profit organisation and occasionally will break even or make a small loss as was the case this year due in part to the Covid-19 virus outbreak.
- b) The reserves policy is that the Association will attempt to make a surplus of 10% of its income each year of which approximately 5% would be transferred to the reserves and the balance reinvested in membership benefits and the Association's mission.
- c) The directors are confident that the Association and can meet all its liabilities during the ensuing year.

8. Contingent Liabilities

There are no contingent liabilities.

9. Related Party Transactions

- a) Travel expenses were paid in the year to C. Lenton in the sum of £1,372 (£1,031, 2019), C. N. W. Sanders in the sum of £928 (£557, 2019), J. Hacking £114 (£0, 2019) and T. Morris in the sum of £581 (£62, 2019) all of whom are or have served as directors of the company during the financial year.
- b) Other services were provided by companies in which two of the directors had an interest. During the year fees of £20,000 (£20,000, 2019) were charged in respect of corporate governance, finance and administration services rendered by Lenton & Associates Limited, in which C. T. Lenton, director of the company, is a director and fees of £6,000 (£6,000, 2019) were charged in respect of marketing services rendered by S&S Partners Limited in which C. N. W. Sanders a director of the company, is a director.

10. Not for Profit Company limited by guarantee

The company is limited by guarantee and has no share capital. Each member's liability is limited to £1 (one pound). There is no distribution clause and members cannot benefit from the proceeds of any winding up.

11. Directors

All services by Directors given in their capacity as Directors of the company and on the board, are honorary.

12. Membership

Membership of the Association grew by 8% and as at 31st March 2020 was as follows:

| | 2020 | 2019 |
|----------------------|-------------------|-------------------|
| Fellows | 10 | 7 |
| Individual Members | 605 | 576 |
| Corporate Members | 228 | 201 |
| Corporate Affiliates | <u>19</u> | <u>18</u> |
| Total | <u>862</u> | <u>802</u> |

The Tutors' Association is the Profession Body

Representing the Tutoring Profession in the UK

Its Membership consist of both Individuals and Corporate Members

Who are signed up to a Code of Professional Practice and a Code of Ethics

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A Not for Profit Company Limited by Guarantee

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