

THE TUTORS' ASSOCIATION

9th Annual General Meeting Thursday 28th July 2022

Online

Commencing at 16.00

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Notice is hereby given that the 9th Annual General Meeting of the Tutors' Association will be held
on Thursday 28th July 2022
Online

Commencing at 16.00

Agenda

1. Welcome from John Nichols the President of the Association.
2. Apologies for absence.
3. Approval of the minutes of the 8th Annual General Meeting held on 19th August 2022.
4. To receive the President's report on behalf of the board for the year ending 31st March 2022.
5. To receive the Treasurer's Report on behalf of the board for the year ending 31st March 2022.
6. To announce the composition of the board for the ensuing year 2022/2023.
7. General Members discussion
8. Close 17.00

By order of the Board

Chris Lenton

CT Lenton FTA, FCCA, FCG, FCIM
Director & Secretary
10th June 2022

Minutes of the 8th Annual General Meeting of the Tutors' Association held on
Thursday 19th August 2021
Online

Those Present:

Directors of the Association

John Nichols FTA
Lucy Spencer MTA
Richard Evans FTA
Dave Caddies MTA
Harry Cobb MTA
Oliver Gilsenan MTA
Sarah Gordon MTA
Emma Williams MTA
Chris Sanders MA, FCIM
Chris Lenton FTA, FCCA, FCG

Office Held

President
Vice President
Treasurer

Chief Executive & Secretary

Members of Staff

Jessica Cilliers
Bernice Malaquin

Marketing Manager
Membership Administrator

Members

Ajitpal Atwal MTA
Acchut Bakal MTA
Helen Clark MTA
Jen Fidai MTA
Sunitha Grandhi MTA
Robert Hardy MTA
Chin Hui Tan MTA
Selina Idiens MTA
Susan Johnson MTA
Thomas Maher FTA
Qudus Majiyagbe MTA
Tim Morris FTA

Members

Carolyn Moss MTA
Adam Muckle FTA
Alexander Nikitich FTA
Louise Nixon MTA
Joseph Onakoya MTA
Michael Richmond-Coggan MTA
Sam Romeo MTA
Cathleen Beth Sagisi MTA
Emma Swanson MTA
Jonah Ulebor MTA
Melanie Williams-Browne MTA

Corporate Members

Black Stream Education
Bonas MacFarlane
British Home Tutors
Carfax Private Tutors
Education Boutique
Elite IB Tutors
Get My Grades
Leap Tutors Education and Training Services
Lextra Learning
Naota Kabaf Global Ventures
Pearson UK

Represented By

Jen Fidai MTA
Harry Cobb MTA
Thomas Maher FTA
Alexander Nikitich FTA
Lucy Spencer MTA
Sam Romeo MTA
John Nichols FTA
Joseph Onakoya MTA
Jonah Ulebor MTA
Qudus Majiyagbe MTA
Melanie Williams-Browne MTA

Corporate Members (continued)

Star Gleam Education
The Profs
Tutor Doctor Bristol
Tutor Doctor Crew
Tutor Doctor Leeds Northwest
Tutoring Futures
Wildwood Childcare

Represented By

Sunitha Grandhi MTA
Richard Evans FTA
Chin Hui Tan MTA
Selina Idiens MTA
Michael Richmond-Coggan MTA
Emma Swanson FTA
Louise Nixon MTA

Apologies

Joan Opie MTA
Chris Sanders MA, FCIM
Emily Sweerts de Landas Wyborgh MTA

Proceedings:

AGM 01/21 Apologies for absence

Apologies for absence are noted in the attendance record above.

AGM 02/20 Approval of the Minutes of the 7th AGM held on 30th June 2020.

The minutes of the 7th Annual General Meeting held on 30th June 2020 were approved unanimously.

Proposed: Adam Muckle
Seconded: Richard Evans

AGM 03/21 President's Address and Report on behalf of the Board for the year ended 31st March 2021

The president welcomed members to the meeting and gave his report as follows:

NTP

The advent of the NTP has seen a tremendous shift in the profile of the professional tuition sector across the UK. Whereas the tuition sector has very rarely been mentioned in government documentation by the DfE prior to 2020, suddenly it has been front page news for many news outlets, not just the education sector and for very good reason. Professional tuition has been singled out as one of the main planks of the government's response policy to the pandemic in terms of education and it accounted for around two thirds of the funding announced by the DfE in 2021 in their spending review, following the announcements by the DfE earlier this year.

Tuition has really been thrust into the limelight but, unfortunately, the NTP hasn't been an unqualified success. There have been a number of bumps along the way not least of which, very early on, is that it was constructed in a way that it would exclude close to 95% of the tuition sector within the UK. As you can imagine, the Association has put in a great deal of behind the scenes work on behalf of members and the sector more broadly, to try and make this well known to those running Phase 1, which was a consortium of charities led by the Education Endowment Foundation.

We were very vociferous in our efforts to change but unfortunately, as is generally the way when organisations are given large government contracts, very little ended up changing following our protestations. Although there have been elements of success, we've seen Phase 1 of the NTP miss its potential.

This year the NTP is being run by a different organisation although we may still encounter problems and we anticipate that we will need substantial, sustained lobbying and engagement to ensure that Phase 2 doesn't also fall foul of its potential. The Association will have more work to do in the coming year. The NTP is only one aspect of the TTA's involvement with government policy holders this past year, and how it continues to engage with them on an increasing level going forwards.

BEIS

We have engaged directly with the press not just on the NTP but on tuition more generally and we continue to be closely involved with the department of business enterprise and industrial strategy and their efforts to investigate the tuition sector under the arcane auspices of the Employment Agencies Act 1973. Members likely to be affected by this will receive further updates in due course.

The National Conference

Due to the pandemic, we did not hold a conference in 2020 but this year's conference will be held on-line on Friday 29th October, and I look forward to seeing as many of you there, as possible. WE are pleased to be able to announce that the Secretary of State for Education the Rt Hon Gavin Williams MP has agreed to be our keynote speaker.

CPD

The conference will see us announcing and launching our new, TTA CPD platform, enabling members free access to another level of support in terms of high quality, continuous professional development, providing the best quality teacher training materials, tailored to the tutoring sector and how the sector works.

I would like to say a huge thank you to those closely involved – the CPD Panel, Members of the Board, Emma Williams who has put in a tremendous effort to assist with this, Sarah Gordon and Emma Thomas all of whom have put in a substantial amount of time to make this happen as well as Samantha Nichols and many others who were involved. Their input is greatly valued and appreciated.

The Board

I would also like to thank the Directors of TTA over the last year for their substantial amounts of time and effort to ensure that the Associations governance is carried out properly and continuous improvement in the Association.

I am very proud of the Board we have and what they have achieved. I would also like to thank the Board for their confidence in me, evidenced by my re-election as President for another term. I look forward to working with them to continue making great progress for our Association and its members.

Richard Evans

I would like to say a particular thank you and farewell to one of our Board, Richard Evans who has made a huge contribution over the last 4 years. Richard has worked tirelessly behind the scenes on BEIS, on which he is very knowledgeable; he has worked hard to making the Board more accountable and more active.

I would be delighted if Richard would open the envelope which I hope he has close to hand, as we are awarding him his Honorary Fellowship of the Association which is richly deserved.

Richard responded by saying that he would be displaying his Certificate of Fellowship which he says will soon be proudly hung in his new office. Richard thanked Chris Lenton for forming the TTA and the Past Presidents under whom he has worked. He particularly wanted to thank Anna Pindoria for creating the webinars which have been one of the best innovations in the last couple of years.

A number of financial questions were asked, and these have been recorded under the Treasurer's report below.

With regard to operational matters Members commented as follows:

- a) Tim Morris: It's great to see a 53% growth in 20/21 – a testament as to how the Association has improved and people are wanting to engage with us. How are we seeing that progressing since March? CL stated that since April 1st the Association has put on 143 new members; 98 individuals and 38 corporates but we have lost a few to. Some 60 members have been suspended because they don't have a current enhanced DBS certificate. They will be reinstated when they renew. Overall the acquisition of new members is progressing at a good rate.
- b) Qudus Majiyagbe thanked John for the information on NTP. He suggested what about forming some sort of association where we can work with schools, with the new programme coming out? It could reach out to schools to develop their own version of NTP to create jobs perhaps for members in various regions in competition with Randstad.
- c) John Nichols responded that there is a schools-led tuition grant coming out this academic year and we have said that we will offer assistance to schools in that regard, to connect schools with TTA members who would encourage them to provide effective, good tuition themselves.
- d) Lucy Spencer commented that this has been discussed at great length, to forge links with schools and to get our name out to parents so that they understand who we are. As we are all professionals, we should be careful about giving tuition pro bono as this devalues our worth. I don't believe our first conversations with schools should be about free tutoring as this undermines the value of the tutors themselves although some do offer their skills at no charge.

The report was received unanimously.

Proposed: Tomas Maher

Seconded: Oliver Gilsenan

AGM 04/21 Fellowship Award

The President announced that following a meeting of the Fellowship Richard Evans FTA had been made an Honorary Fellow of the Association in recognition of his four years' service on the board and his considerable contribution to the Association and the Tutoring Profession during in that time.

AGM 05/21 Treasurer's report on behalf of the board for the year ending 31st March 2021

The Honorary Treasurer referred members to the statutory report and accounts and commented as follows:

The Association had had a good recovering from two years of loses to record a surplus of £7,647. This was particularly impressive given that the Association did not have a conference which would ordinarily contribute to half the surplus.

The current surplus was driven by a phenomenal increase in membership which grew by 53%, also driven by the quality of new leadership and the Association's social media presence. The spike might be temporary as a result of individuals and Corporates joining the Association in the wake of the NTP. However it was encouraging to note that individuals and organisations felt the need to join so as to have access to and a voice in the new scheme. We secured a bounce back loan as a protective measure against tutoring business going under and membership falling which turned out not to be the case and the fact that no conference might adversely affect the finances.

There is a question for the board as I hand over the role of Treasurer to Oliver Gilsean as to whether we morally repay the loan. However there is no fiduciary obligation to do so and that the loan can be used for finance the strategic development of the Association. Finally I will continue as a fellow of the Association to encourage the Association to invest in its future and also retain a reserves policy of having at least three months of operating costs covered. The cash flow is strong, and I would encourage the board to continue to invest in more membership benefits particularly for Corporate Members and also lobby government on behalf of members. The Association is in very good position, and I look forward to next year to see what the new directors can achieve.

Members commented as follows:

- a) Tom Maher: What are the NTP costs which have been written off? Chris Lenton (CL) confirmed that the Association had spent £5,200.
- b) Tom Maher: The Association had applied for a bounce back loan. Are you able to put a figure on that and a timescale for repaying it? CL replied that the loan was £28000 with no repayment or interest for the first year. The repayment terms are 5 years which began in May this year. It was applied for as a precaution, during the pandemic. There were a few months when our cash flow was poor, and we had to dip into the loan, but we could repay it immediately if the Board choose to do so.
- c) Robert Hardy: Stated that he was sure the Board has discussed this but is there a potential conflict of interest with regard to Chris Lenton and Lenton & Associates Limited? Have all the right procedures and disclosures been put in place?

- d) The President responded by reassuring members that all the proper procedures and legal and statutory disclosures have been met. There are no financial transactions relating to the Secretary authorised by him or in respect of payments to Lenton & Associates Limited who provided administrative and company secretarial services . Everything is pre-agreed by the President and the Treasurer before any payments are made.
- e) Chris Lenton thanked Robert for raising the question and explained that when the Association began, he was the sole member of staff and was paid nothing. In fact he donated time and money to get the Association up and running in the early years. Lenton & Associates Limited, a company in which he has a 25% interest, receive fees which were heavily discounted for administrative and company secretarial services they provided which the officers approve. His services as a Director are currently donated. All disclosures under s177 of the Companies Act 2006 have been made and can be found in note 10 of the statutory accounts.
- f) Richard Evans commented that Chris has given a substantial amount of pro bono work and time to the Association. In addition he had provided a personal loan of £16,000 to the company when times were difficult. I would estimate his pro bono work at £10,000 to £20,000.
- g) Robert Hardy suggested that this be minute at the next Board meeting, as a matter of precaution, for the benefit of both the Board and Chris.
- h) Tom Maher: Have the Board considered having an external audit? Is there a trigger point which would make this happen? Might there be a stage when we feel our accounts should be audited and what is the legal criteria for a statutory audit?
- i) CL replied that the level at which a statutory Audit was compulsory under the Companies Act 2006 is where the company exceed two of the following three criteria.
- i) an annual turnover of no more than £10.2 million
 - ii) assets worth no more than £5.1 million
 - iii) 50 or fewer employees on average
- Currently the board feels that the Association is too small to warrant the cost of a full audit and this task undertaken by the Treasurer who is provided with full details and schedules of all the accounts. However the Association is very small and it maybe that the board decide as a first step obtaining an independent accountant's report.
- j) Other members comments are summarised as follows:
- i) Perhaps the accountant's review and report could be conducted prior to the Treasurer's review.
 - ii) We are clearly too small to justify and full audit and given the simplicity and transparency of the accounting and reporting members should suitably reassured by the Officers and the Treasurer.
 - iii) The board should keep all these issues under review.
- k) Richard Evans Commented that it is a useful exercise to do over a number of years, but we should question whether the costs of a full audit is good value for money when we need to improve the benefits. As Chris Lenton is a Chartered Certified Accountant and a Chartered Secretary with a practicing certificate the Association has had the benefit of many years of pro bono accounting work.

- l) Tom Maher asked why the bounce back loan was £28,000? Richard Evans: It was the maximum amount available being 25% of the turnover.

The Treasurer's report was received unanimously.

Proposed: Tom Maher

Seconded: Qudus Majiyagbe

AGM 06/21 The Composition of the board for the ensuing year 2021/22

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>
John Nichols FTA	President	2022	Elected
Lucy Spencer MTA	Vice President	2023	Elected
Oliver Gilsenan MTA	Treasurer	2023	Elected
David Caddies MTA		2023	Elected
Harry Cobb MTA		2023	Co-Opted
Sarah Gordon MTA		2023	Elected
Emily Sweerts de Landas Wyborgh MTA		2022	Elected
Emma Williams MTA		2023	Elected
Christopher Sanders MA, FCIM			NED Appointed
Christopher Lenton FTA, FCCA, FCG	CEO & Secretary		Ex Officio

AGM 07/21 General Members' Discussion

- a) Tom Maher asked if the Association was involved in the second wave of the NTP.
- b) The President responded by stating that the Association did not apply to be an approved provider in the second round of the NTP as the process did not allow for consortium bids. In phase one we were informed that they only intended to approve between 30 to 40 providers. Of course we were keenly aware that there were very many more providers in the UK and that some 400 were in membership. We proposed that their limitation would be insufficient to deliver the programme and that one way around this would be for them to accept consortium bids. We submitted a bid representing some 20 organisations which was not successful as they did not want such a large consortium.

The NTP phase 2 is being running in a different manner in that there is no cap on providers. They instituted an open access system which would allow numerous organisations to apply. Therefore the Association didn't consider it necessary to put in its own bid. We did however provide guidance on how to put bids in and of course Randstad provided guidance itself. We have instead focused on engaging with Randstad directly on other issues about how they are going to run the programme, how they are going to address the conflicts of interest they have being both provider and administrator of the entire programme, and also data protection being that they wish to collect all the data relating to all the tutors engaged on the programme. This is a key issue as the Association wishes to prevent Randstad for poaching providers tutors.

AGM 08/21 Date and time of the next general meeting

The Annual General Meeting for 2022 was provisionally scheduled for Thursday 28th July 2022 commencing at 16.00

The President thanked all members for attending the meeting and hoped to meet them all in person next year.

The meeting concluded at 17.05 pm.

Chris Lenton

**Chris Lenton FTA, FCCA, FCG,
Chief Executive & Secretary**
23rd September 2021

Company Number: 6729532

A Private Company Limited by Guarantee

The Tutors' Association

Report and Financial Statements

to

31st March 2022

Company Number: 6729532, A Private Company Limited by Guarantee,
Report and Financial Statements as at 31st March 2022

Directors	Office	Appointments or Resignations during the financial year
J. J. Nichols FTA	President	
L. A. Spencer	Vice President	
O. C. J. Gilsenan MTA	Treasurer	
H. T. Cobb MTA		Resigned 19 th August 2021
D. G. Caddies MTA		
R. N. T. Evans MTA		Resigned 19 th August 2021
S. L. Gordon MTA		Resigned 29 th September 2021
S. L. Nichols		Appointed 28 th September 2021
C. N. W Sanders MA		
E. A. Sweerts de Landas Wyborgh MTA		Resigned 29 th September 2021
E. C Williams MTA		
C. T. Lenton FTA, FCG, FCCA	Secretary	

Secretary and Registered Office

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

Solicitors

Gardener Leader
7 Frascati Way
Maidenhead, Berkshire,
SL6 4JA

Bankers

HSBC Plc 46 High Street, Marlow, Bucks, SL7 1AT	Nat West Plc. 7 High Street, Marlow, Bucks, SL7 1AY
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Report of the Directors

The directors present their report and financial statements for the year ended 31st March 2022.

Review of Activities

The Tutors' Association has had an exceptionally busy year in 2021/22. This period has seen the tuition sector navigate the transition out of the Covid-19 pandemic which saw widespread disruption in almost every walk of life. For the tuition sector itself, the cancellation of examinations again in 2021 and the imposition of restrictions (or the risk of further restrictions) has caused continued disruption.

Membership

The total membership of the Association has declined overall by around 7% in the course of the academic year. Whilst numerous factors outside of the Association's control may have contributed to this, it is a fact that cannot be escaped that this is a disappointing performance and substantive action is required to rejuvenate the Association and set it on a new upward trajectory.

As a consequence of this, far-reaching changes will be implemented in the coming year to improve and modernise almost every aspect of the Association. This will include changes to the Articles of Association, an overhaul of the digital experience of members and a review of the benefits provided to members with the Association re-aligning itself to focus ruthlessly on what it can do best to support the tuition sector - including corporate, individual and affiliate members.

The National Conference 2021

Due to the ongoing uncertainty around the Covid-19 pandemic, TTA's National Conference was held online for the first time in 2021. In many ways it was a great success, being very well attended throughout the day and with an address from the Secretary of State for Education (at the time), the Rt. Hon. Nadhim Zahawi MP.

Government Representation

The Tutors' Association has made enormous progress in its engagement with government departments, regulatory agencies and politicians/legislators on all sides. The Association sees this work, in aggregate, as an invaluable benefit for its membership and the tuition sector at large. Representation to government departments and agencies enables the Association to play a role in shaping and improving government policy as well as safeguarding the interests of members.

The National Tutoring Programme (NTP)

The National Tutoring Programme is a large government programme to fund tuition through schools. TTA has been heavily engaged with both the DfE (both ministers and civil servants) as well as the government's appointed contractors (first the EEF, then Randstad; in future, this will be largely Tribal Group Plc) to ensure that the programme is properly run. The evidence to date shows that government policy has changed significantly in the direction we have been suggesting.

BEIS, Regulation and Compliance

Over the past year, TTA and its membership have been lucky to have a handful of individuals, notably including Nathaniel McCullagh and Charles Bonas, engaged in discussions with the Employment Agency Standards Inspectorate (EAS) to find a way forward in relation to compliance with the Employment Agencies Act 1973. A framework along with requirements for compliance has been agreed and compliance events are being organised for the membership.

The New Strategy and Constitution for the Association

The board of directors have agreed to a rejuvenated new vision for the Association, which will see sweeping changes to the way the Association operates and delivers value for members. This will also see changes to the way that the Association is run. In aggregate, these changes will lead to a modernisation of TTA in order to make it a more agile, efficient and capable organisation. The vision, mission and strategic objectives of the Association will be as follows:

Vision:

The vision of The Tutors' Association is to ensure that all students have access to safe, high-quality tuition to support their education when they need it.

Mission:

The Tutors' Association exists to represent the tuition sector, including both individual tutors and companies, providing them with support, enforcing minimum standards and helping them to provide quality tuition to students that need it.

Strategic Objectives:

1. To set and enforce minimum standards within the tuition sector.
2. To attract individual tutors, tuition companies and tuition support companies into membership.
3. To represent the tuition sector to government, regulatory agencies, the press and wider society.
4. To provide or facilitate supporting services and opportunities for the tuition sector.

Constitution and Governance

The Board

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

Directors	Office	Appointments or Resignations during the financial year
J. J. Nichols FTA	President	
L. A. Spencer	Vice President	
O. C. J. Gilsenan MTA	Treasurer	
H. T. Cobb MTA		Resigned 19 th August 2021
D. G. Caddies MTA		
R. N. T. Evans MTA		Resigned 19 th August 2021
S. L. Gordon MTA		Resigned 29 th September 2021
S. L. Nichols		Appointed 28 th September 2021
C. N. W Sanders MA		
E. A. Sweerts de Landas Wyborgh MTA		Resigned 29 th September 2021
E. C Williams MTA		
C. T. Lenton FTA, FCG, FCCA	Secretary	

Summary

The Association will be redoubling its efforts to improve the value it offers to members, modernising the way it operates to improve efficiency and member experience. The changes will also seek to broaden the appeal of the Association and simplify some of the rules/regulations by which it is governed, whilst ensuring that appropriate checks and balances are in place to protect against abuse. The Association has, as its ambition, the intention of becoming the world-leading representative organisation for the tuition sector and a source of invaluable advice, assistance and support for its members.

J. J. Nichols FTA
President of The Tutors' Association

21st of July, 2022

Honorary Treasurer's Report

Overview

This year the Association made a deficit of £10,174, (surplus £7,647, 2021) due in the main to the pandemic and resultant economic factors.

Income and Expenditure

Income for the year rose 23% to £153,490 (£124,308, 2021) and costs rose to £163,633 (£116,732, 2021). We continue to invest in staffing, particularly in customer and membership services and marketing. These costs rose 40% in the year as the Association geared for growth. In the event membership declined the main reasons were:

- a) The Covid-19 virus outbreak and the resultant government restrictions continued into the current financial year.
- b) Many members joined the Association as a result of The National Tutoring Programme when it was thought that the Association would be an approved tuition provider. This was not the case and many of the members who joined solely for that purpose did not renew.
- c) In addition the economic consequences of the lockdowns, high inflation and the cancellation of examinations has resulted in a 7% reduction in membership and the resultant deficit.

Statement of Compliance

The directors reviewed the financial statements of the company which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to them. The Accounts have been completed in accordance with the current accounting standards.

The Directors confirmed the balance sheet as at 31st March 2022 and confirm that the company has kept adequate accounting records and prepared financial statements that give a true and fair view under the Companies Act 2006. The Directors consider that the company is exempt from the statutory requirement for an audit for the year.

Outlook

The Directors have approved a new strategic plan for 2022/23 which is currently being implemented. The Directors and I are confident that during the forthcoming year the Association should produce a surplus of approximately 10% of income from a significantly larger membership - as we did this year. 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. We remain confident that the Association will continue to develop and grow and that it will have a prosperous year ahead.

Oliver Gilsenan

O. C. J Gilsenan MTA

Honorary Treasurer & Director

Date: 12th June 2022

Income and Expenditure Account for the Period
Ending 31st March 2022

	£ 2022	£ 2021
Income		
Membership Subscriptions	135,323	120,135
Conference, Workshops and Seminars	18,167	4,245
Total Income	<u>153,490</u>	<u>124,380</u>
Expenditure		
Accounting & Finance	3,098	2,007
Conference, Workshop and Seminars	13,725	-
National Tutoring Programme	-	5,281
Membership and Benefits	3,569	4,494
Governance and Board	1,825	424
Staff Costs	125,778	89,708
Office Expenses	8,146	6,441
Rent & Rates	3,000	3,000
IT & Web	4,081	3,899
Travel	442	479
Total Expenditure	<u>163,664</u>	<u>116,733</u>
Surplus/(Deficit) for the Period	<u>(10,174)</u>	<u>7,647</u>
Balance Brought Forward	21,646	13,999
Balance Carried Forward	<u>11,472</u>	<u>21,646</u>

**Balance Sheet
as at 31st March 2022**

	Notes	<u>2022</u> £	<u>2021</u> £
Fixed Assets			
Furniture and Fittings	1	1,543	1,844
Software	1	-	-
Total Net Fixed Assets		<u>1,543</u>	<u>1,844</u>
Current Assets			
Bank	2	12,258	36,835
Debtors	3	21,521	12,340
Stock		2,000	2,416
Other Debtors	4	3,428	2,481
Total Current Assets		<u>39,207</u>	<u>54,072</u>
Current Liabilities			
Amounts falling due within one year	5	<u>(5,803)</u>	<u>(6,270)</u>
Net Current Liabilities		<u>34,947</u>	<u>47,646</u>
Creditors			
Amounts falling due after one year	6	23,475	28,000
Total Assets Less Current Liabilities		<u>11,472</u>	<u>21,646</u>
Reserves			
Accumulated Reserves		<u>21,646</u>	<u>13,999</u>
Income and Expenditure Account		<u>(10,174)</u>	<u>7,647</u>
Total Reserves		<u>11,472</u>	<u>21,646</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

Oliver Gilshan

**O. C. J Gilshan MTA
Honorary Treasurer & Director**

Date: 12th June 2022

Statement of Cash Flows
for the year ended 31st March 2022

	Notes	2022	2021
Cash flows from operating activities			
Operating income or (deficit) for the financial year		<u>(10,174)</u>	<u>7,647</u>
Adjustments to reconcile Net Income to Net Cash:			
Debtors		(9,182)	14,825
Prepaid Expenses		(947)	13,282
Stock		416	(835)
Software depreciation		-	(3,998)
Accounts payable		1,297	(17,195)
Deferred income		3,465	(1,500)
Payroll HMRC		772	270
Pensions		-	(98)
VAT Liability		_____	<u>(913)</u>
Total Adjustments		<u>(4,179)</u>	<u>3,838</u>
Net cash from operating activities		<u>(14,353)</u>	<u>11,485</u>
Investing Activities			
	1		
Tutoring For All Limited Share Capital		-	(2,000)
Furniture and Fittings		228	(1,780)
Depreciation		73	896
Software		_____	<u>6,638</u>
Net Cash provided by investing activities		<u>301</u>	<u>3,754</u>
Financing Activities			
HSBC	6	(4,525)	28,000
Lenton & Associates		(6,000)	(10,336)
Tutoring For All Limited		-	2,000
Net Cash Increase for period		<u>(10,525)</u>	<u>19,664</u>
Cash at the beginning of the period		<u>36,835</u>	<u>1,932</u>
Cash at the end of the period	2	<u>12,258</u>	<u>36,835</u>

This statement has been produced in accordance with FRS 102 Section 7 December 2018.

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

	2022	2021
Furniture and Fittings Cost		
At 1 st April 2021	5,516	3,182
Additions	<u>479</u>	<u>2,334</u>
At 31 st March 2022	<u>5,995</u>	<u>5,516</u>
Depreciation		
At 1 st April 2021	3,672	2,776
Charge for the year	<u>781</u>	<u>896</u>
At 31 st March 2022	<u>4,453</u>	<u>3,672</u>
Net Book Value	<u>1,542</u>	<u>960</u>
Software Cost		
At 1 st April 2021	-	6,638
Additions	-	-
At 31 st March 2022	<u> </u>	<u>6,638</u>
Depreciation		
At 1 st April 2021	-	3,998
Charge for the year	-	2,640
At 31 st March 2022	<u> </u>	<u>6,638</u>
Net Book Value	<u> </u>	<u>2,640</u>
At 1st April 2021		<u>3,600</u>
At 31st March 2022	<u>1,542</u>	

2. Banking

The Association has three bank accounts as a result of the creation of Tutoring For All Limited which was the proposed vehicle for the Association Consortium Bid to The National Tutoring Programme (NTP). The Directors have decided to retain the company and the account in the event it is required for Phase 2 of the NTP. Also, the Tutoring Federation is owned by the Association but is currently dormant. (See note 11 below)

	2022	2021
HSBC – The Tutors’ Association	10,258	34,835
Nat West – The Tutoring Federation	-	-
Nat West – Tutoring For All Limited	<u>2,000</u>	<u>2,000</u>
Total	<u>12,258</u>	<u>36,835</u>

3. Debtors

The accounts are prepared on a receipts basis and subscriptions are invoiced when they are paid. Those who have not paid within three months are removed from membership. All commercial income is invoiced on an accrual basis.

4. Other Debtors	2022	2021
Prepaid Expenses		
Conference 2019	-	1,414
Insurance	402	
Membership Software	790	770
Prepayments	2,236	297
Total	<u>3,428</u>	<u>2,481</u>

5. Creditors amounts falling due within one year

Trade and Other Creditors	2022	2021
Trade Creditors	1,297	-
Loan: Lenton & Associates Limited	-	6,000
HMRC	1,041	270
Deferred income Awards Dinner	3,465	
Total	<u>5,803</u>	<u>6,270</u>

The short-term loan made in 2019 was from Lenton & Associates Limited and was fully repaid in the year.

6. Creditors amounts falling due beyond one year

Loans	2022	2021
HSBC Plc Bounce Back Loan	23,475	28,000
Total	<u>23,475</u>	<u>28,000</u>

Creditors amounts falling due beyond one year continued

The Association took advantage of the Government's Bounce Back Loan facility on 2021. It is repayable from 1st May 2021 through to 30th April 2026. The first year was interest free; subsequently it will be at the rate of 2½% flat rate.

7. 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 as "mutual" in nature and therefore not taxable. Profits on all commercial activities will be subject to corporation tax at 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.

8. Going concern

- d) The results show a deficit for the year of £10,174, (2021 - Surplus £7,647). The company is a not-for-profit organisation and occasionally will break even or make a loss. The Covid-19 virus outbreak and the resultant government restrictions continued into the current financial year.
- e) Many members joined the Association as a result of The National Tutoring Programme when it was thought that the Association would be an approved tuition provider. This was not the case and many of the members who joined solely for that purpose did not renew.
- f) In addition the economic consequences of the lockdowns, high inflation and the cancellation of examinations has resulted in a 7% reduction in membership and the resultant deficit.
- g) 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.
- h) The directors are confident that the Association can meet all its liabilities during the ensuing financial year.

9. Contingent Liabilities

There are no contingent liabilities.

10. Related Party Transactions

- a) **Travel expenses** were paid in the year to C. Lenton in the sum of £232 (£394, 2021), J. Nicholls £100 (£85, 2021) both of whom have served as directors of the company during the financial year.
- b) **Get My Grades Limited:**
- i) During the year, the Association contracted with Get My Grades Limited to use their Learning Management System for the purposes of the Association's continuous professional development.
 - ii) In addition Get My Grades were also contracted by Tutoring For All Limited, the Association's wholly subsidiary to create a tutor training programme for the Laidlaw School Trust for it to trainings its scholars. The contract value was £10,570.
 - iii) The President J. Nichols and S. Nichols are directors of Get My Grades Limited and also of the Association.

11. Subsidiary Companies

The Association has two wholly owned subsidiary limited companies.

<u>Company</u>	<u>Shareholding</u>	<u>Status</u>
The Tutoring Federation	Sole signatures to the guarantee	Dormant
Tutoring For All Limited	2000 Ordinary shares fully paid	Active

Tutoring For All Ltd commenced trading during the year with the Laidlaw School Trust and Get My Grades Ltd contracts mentioned in note 10 above. Its year end is 30th October 2022 this will be changed to 31st March 2023 to coincide with the year end of the Association.

12. Not for Profit Company limited by guarantee

The Tutors Association is a company 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 sale or winding up.

13. Directors

All services by Directors given in their capacity as Directors of the company and for services rendered whilst serving on the board, are undertaken in an honorary capacity.

14. Membership and Affiliations

Membership of the Association declined by 7% and as at 31st March 2022 was as follows:

Full Membership Grades	2022	2021
Fellows	15	15
Individual Members	845	919
Corporate Members	321	351
Non Membership Grade		
Corporate Affiliates	<u>41</u>	<u>37</u>
Total	<u>1,222</u>	<u>1,322</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 Practice**

www.thetutorsassociation.org.uk

01628 306108

info@thetutorsassociation.org.uk



A Not-for-Profit Company Limited by Guarantee

Registered Office: 15 Bencombe Road, Marlow, Bucks, SL7 3NZ

Company Registration No: 06729532