

5689928

**Futurelab Education**

Report and Financial Statements

Period Ended

31 March 2010



**BDO LLP**  
Chartered Accountants

## **FUTURELAB EDUCATION**

### **Annual report and financial statements for the period ended 31 March 2010**

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#### **Contents**

##### **Page:**

2 - 8	Report of the Trustees
9 - 10	Report of the independent auditors
11	Statement of financial activities
12	Balance sheet
13 - 18	Notes forming part of the financial statements

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## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010**

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The Trustees present their report and audited financial statements for the period ended 31 March 2010

**Charity Name:** Futurelab Education

**Charity registration number:** 1113051

**Company registration number:** 05689928

**Registered Office and operational address:**

1 Canons Marsh  
Harbourside  
Bristol BS1 5UH

**Trustees:**

Lord Puttnam of Queensgate  
Gareth Mills (resigned 31 March 2010)  
Jeremy Silver  
Sue Thexton  
Lynne Turner  
John Willis  
Peter Hyman  
Dylan Wiliam

**Secretary:**

Stephen Breslin

**Senior Management Team:**

Stephen Breslin	Chief Executive
Stephen Sayers	Operations & Planning Director
Christopher Godden	Non Executive Director for Finance

**Auditors:**

BDO LLP  
One Victoria Street  
Bristol  
BS1 6AA

**Bankers:**

Barclays Bank  
Park House  
Newbrick Road  
Stoke Gifford  
Bristol BS34 8YU

**Solicitors:**

Metcalfes  
46 Queen Square  
Bristol  
BS1 4LY

## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010 (continued)**

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#### **Structure, Governance and Management**

##### *Governing document*

Futurelab Education (Futurelab) is a charitable company limited by guarantee, incorporated and registered as a charity on 27 January 2006. On this date Nesta Futurelab, part of NESTA, agreed Futurelab would take over the business and operate independently. The organisation 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. In the event of the organisation being wound up, members are required to contribute an amount not exceeding £1.

##### *Recruitment and Appointment of the Board of Trustees*

Under the requirements of Futurelab's Memorandum and Articles of Association there shall be no fewer than three Trustees in office. The current Trustees may serve for a period of two terms or until the third if it is agreed by the Board. This term expires at the date of the AGM. A retiring Trustee shall be eligible for re-appointment as a Trustee with effect from the end of the AGM at which they retire.

The members of the Board of Trustees bring a broad range of skills which have been invaluable to Futurelab. They bring business and finance skills, with expertise in broadcast, digital media and publishing. Specialist skills in education research and curriculum development mean that Futurelab can receive guidance in evaluating the effect its work has on our target audiences.

Subsequent additions or replacements to the Board of Trustees are likely to be found within our network, targeting individuals who are willing to be part of shaping the organisation, who bring particular skills or experience in the educational technology and research areas.

##### *Induction and Training*

Some Trustees are already familiar with the work of Futurelab. Trustees are invited to Futurelab in its offices in Bristol to meet the team and spend time familiarising themselves with the aims of the organisation. These inductions are arranged after the new Trustee has been given an induction pack which includes:

Briefing Notes – giving background information on Futurelab's recent activity and key achievements

Business plan – the current business plan

Meeting dates – dates for Futurelab Board of Trustees meetings in the coming year

Memorandum & Articles – the Memorandum and Articles of Association including the objects of the charity

Terms of Reference and Code of Practice for Trustees

Declaration of Interest Policy – the procedures governing Declaration of Interest at meetings

Guidelines on becoming a Trustee – the Charities Commission publication 'The Essential Trustee' on the Hallmarks of an Effective Charity and the Trustee's role

Forms for signature – a Trustee undertaking form, a Trustee declaration form, Form AP01 for Companies House, a contact details form, bank details form, and a declaration of interest form

Visits and contact with Futurelab are encouraged between Board meetings, and one meeting per year is normally held in the office premises in Bristol.

##### *Risk Management*

The major risks to which the organisation is exposed, as identified by the Trustees, have been reviewed and systems or procedures have been established to manage those risks. Specifically the financial performance and the resulting financial situation of the organisation are reviewed at every meeting of the Main Board of Trustees. As required, external audits are also conducted. The critical risk register is reviewed by the Main Board annually.

## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010 (continued)**

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#### **Objectives and Activities**

##### *Objects of the organisation*

The principal activity of Futurelab is research and development for innovation in education. In setting our objectives and planning our activities, our Governors have given careful consideration to the Charity Commission's general guidance on public benefit.

In order to enable learners of all ages to cope with and contribute to the changing social, economic, cultural and global life of the country, Futurelab believes it is critical to create innovative learning resources and practices. To be effective, these must offer different approaches to teaching and learning, operate within transformed educational institutions and draw on the best that is offered by digital resources.

We believe that in order to create engaging and effective learning approaches, we need to harness the expertise of the education, creative, technical and research communities and enable the participation of the UK's children, parents and teachers in designing educational futures.

Our mission is *"to effect positive change to the education system by stimulating and demonstrating creative approaches to the development of future learning resources and practices"*

All that Futurelab does is designed to impact a positive change in educational policy and practice. Similarly, all that we do is in partnership with industry, research, policy and practice.

#### **Operational Report/Achievements and Performance**

##### **Games in Families**

- Review of the research and evidence on families and gaming

This report has been prepared for web publication. It synthesizes the existing research and evidence, and identifies emerging challenges around the role and perceptions of computer games in families.

- Quantitative findings report

This survey data report has been externally prepared and made available as a web publication.

- Policy recommendations report

This report compiles the fieldwork and survey data along with the workshop outcomes to produce a series of considered and well-informed policy recommendations in response to the Byron Review, The Children's Plan and Harnessing Technology 2.

- Parental guidance on computer gaming handbook

Aimed specifically at parents, this accessible publication provides guidance on the benefits and risks of computer games for their children, and details the ways in which computer games may be used beneficially in family contexts.

##### **Home School**

- Review of the research and evidence on home school communication to support children's learning

This report reviews, synthesises and critiques available research policy and grey literature.

- Teachers' Handbook

This handbook is written for an audience of teachers and schools seeking to develop strategies for using technologies to support home-school communications to support children's learning. It presents a rationale and findings from the study, case studies from teachers', parents' and children's perspectives, and guidance on working with children and parents to develop strategies and use technologies to support home-school communications that enhance children's learning.

## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010 (continued)**

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#### **Digital participation**

- Review of the research and evidence

This report comprises a comprehensive review of research in digital literacy, identifying key challenges for educators and policymakers. It summarizes relevant literature in an accessible format, and makes top-line comparisons of existing statistical data on digital literacy and participation.

- User scenarios for primary & secondary teachers

A series of 6 scenarios for digital literacy practices in specific classroom settings and contexts will be devised based on observed activities during the programme. Two sets will be produced: the first 3 for primary teachers and the second 3 for secondary school teachers.

- Video scenarios

Short 'pod-cast' style videos, one for each of primary and secondary series. Likely to be around 15 minutes total length divided into chapters. Suitable for web distribution or incorporation into presentations.

- Digital literacy and participation handbook

This final document will produce a critical analysis of digital literacy, summarizing the available literature and evidence, demonstrating emerging practices, discussing the implications for policy and practice, and detailing the findings and conclusions from the programme of activity.

#### **Greater Expectations**

- A working resource with appropriate functionality, content and resources to enable learners exploration and realisation of their rights and entitlements
- Research report

The research report includes findings and recommendations from both desk and field research carried out during Year 2. It outlines the process of stakeholder engagement in designing, populating and piloting the resource and provide rationale for any changes made regarding the direction of the design, content and development of the resource to ensure the most effective use and audience engagement. It also provides an explanation how the resource fits within the national policy context and findings on the best promotional and sustainability strategies for the project.

#### **Map of Innovations**

- A fully functional and live web resource for sharing innovations, with appropriate functionality and content

#### **Overcoming Barriers to Educational Innovation**

- Overcoming barriers to educational innovation review

This review outlines the barriers and resistances to educational innovation, drawing on data collected through several Futurelab projects as well as from other emerging studies for an audience in the policy (Becta, QCA, TDA), industry, school leadership sectors.

#### **Mobilising Technology Leadership**

##### 'inspirED' e-briefings

Continuation of 'e-summaries' (with associated website) of new developments in the fields of education, technology, creative and digital media – three over the period of July 09-Mar 2010

##### VISION magazine

A bi-annual (June and Dec) magazine that features possible visions of the future of learning with digital technologies and other innovative resources. It offers inspiration to those on the cusp of embracing technology in education. Includes results of readership study.

## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010 (continued)**

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#### BETT 2010

Both the constituency of ICT-engaged and cutting-edge practitioners and the diverse community of educational practitioners who might be described as not yet fully exploring the use of digital technologies in learning converge at BETT. As such, a stand including innovative practice from Futurelab and beyond with associated activities such as seminars, drinks reception and pre-show mailshot are ideal for inspiring both target groups

#### Podcasts

A second series of six podcasts of 15-30 minute audio programmes covering innovative practice from Futurelab and beyond designed specifically for online and mobile consumption consisting of interviews with teachers on their experiences using technology and innovative practice, Q&As with industry experts, discussions between Futurelab project leaders, and publication launch overviews etc

#### Showcase event

An event that brought together education stakeholders (both education technology advocates and those needing further inspiration to adopt innovation) to see cutting-edge developments in education and technology, and to share ideas regarding putting them into practice. Includes post event analysis summary

#### Portable exhibit

An inspiring, engaging, interactive, portable exhibit to showcase and provide experience of innovative technology that could be used for education

## **PUBLICATIONS**

### **Games in Families**

Review of the research and evidence on families and gaming  
Quantitative findings report  
Policy recommendations report  
Parental guidance on computer gaming handbook

### **Home School**

Review of the research and evidence on home school communication to support children's learning  
Teachers' handbook

### **Digital participation**

Review of the research and evidence  
User scenarios for primary & secondary teachers  
Digital literacy and participation handbook

### **Greater Expectations**

Research report (fieldwork + desk research)

### **Overcoming Barriers to Educational Innovation**

Overcoming barriers to educational innovation review

### **Mobilising Technology Leadership**

'inspirED' e-briefings (X3)  
VISION magazine (X2)

## **Financial Review**

### *Overview*

The total income for the period was £2,454,663 (2009 £3,226,014) Total expenditure for the year was £2,916,632 (2009 £2,931,615) to give a deficit of £461,969 (2009 surplus of £294,399) Within this deficit, there is a deficit of £125,441 against restricted funds (2009 surplus of £100,065)

Within the financial statements the cost of activities includes all costs directly incurred in relation to projects. The cost of provision of services cover the overheads not directly related to these projects

## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010 (continued)**

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#### *Reserves and Investment Policies*

In order to provide ongoing financial stability, the organisation aims to hold reserves at a level that will provide funds to cover a minimum of six months of costs in the event of a failure to secure funding. Currently we have £1,898,215 in unrestricted reserves which we consider sufficient.

During the year Futurelab had £1,343,261 on deposit through Barclays Wealth. The average return on this investment was 2.0% against an average base rate for the same period of 0.5%. These funds are included within the cash and bank balances.

The funds available for investment are split into the following categories:

**Short term** – Funds that need to be immediately available to cover the next three months of trading. These shall be held on bank deposit at the best available rates. Immediate access to the funds is required. Management of these funds will be delegated to the organisation's management team.

**Medium term** – Funds that need to be available on short notice to cover the activities between three and six months. These shall be held in low risk investments with a target income return greater than bank base rate. Access to the funds is required at a maximum of one week's notice. Management of these funds will be delegated to an Investment Manager.

**Long term** – The remaining funds available for investment on a longer term basis. Long term funds shall be held in investments that are likely to provide enhanced income and capital growth. Access to the fund is required at a maximum of three month's notice. Management of these funds will be delegated to an Investment Manager.

#### *Funding sources and how expenditure has supported key objectives of the charity*

The main source of funding for the charity is Becta. Engagement directly with them has enabled Futurelab to influence educational policies and further education through the investigation of new ways of teaching and learning. A variety of other funding sources are spread through the education system including government agencies and commercial partners. Projects undertaken with these partners form both a source of income and a route into the educational network essential to our work.

#### **Future plans**

Over the next year we will continue to work with Becta to provide research and evidence to support the Harnessing Technology Strategy, in particular:

- Digital Participation,
- Games in Learning,
- New Assessment Scenarios,
- Digital Interactions and Learning

We will also continue to develop and promote the Education Eye programme which provides a free, research aggregation services for educational resources.

In addition, we will be developing a number of propositions for schools, local authorities and industry as the basis for new revenue streams for the organisation, to secure an independent, sustainable future for the organisation.

To support the ongoing financial stability of the company we are considering setting up a trading subsidiary to provide a vehicle for taking advantage of funding opportunities outside the scope of our charitable objectives.

#### **Descriptions of Restricted Funds**

**Becta and Becta (Spark)** joint research programmes with Becta to support the delivery of the Harnessing Technology Strategy.

**Enquiring Minds** 3 year research and development programme which aims to create opportunities for learners to be independent.



## **FUTURELAB EDUCATION**

### **Report of the Trustees for the period ended 31 March 2010 (continued)**

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**Beyond Current Horizons** is the joint research project conducted with Becta that was established to enable education to prepare and respond to social and technological changes in the future

#### **Trustees responsibilities**

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- state whether United Kingdom Generally Accepted Accounting Practice, 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 company will continue in business.

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

#### **Auditors**

All of the current trustees have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The trustees are not aware of any relevant audit information of which the auditors are unaware.

BDO LLP have expressed their willingness to continue in office and a resolution to reappoint them as auditors will be proposed at the next annual general meeting.

#### **Small Company Exemptions**

In preparing this report, advantage had been taken of the small companies' exemption. The report follows the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice 2005.

Approved by the Board of Trustees and signed on its behalf by



**Trustee**

Date 20 July 2010

## **FUTURELAB EDUCATION**

### **Report of the independent auditors to the members of Futurelab Education**

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#### **Independent auditors report to the trustees of Futurelab Education**

We have audited the financial statements of Futurelab Education for the year ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### *Respective responsibilities of trustees and auditors*

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities 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) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993, rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that act.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees' Annual Report is not consistent with those financial statements, the charity has not kept adequate accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### *Basis of audit opinion*

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## **FUTURELAB EDUCATION**

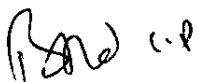
### **Report of the independent auditors to the members of Futurelab Education (continued)**

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#### *Opinion*

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and
- the financial statements have been properly prepared in accordance with the Companies Act 2006



**BDO LLP**

*Chartered Accountants and Statutory Auditor*

Epsom

United Kingdom

Date: 26 July 2010

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

## FUTURELAB EDUCATION

### Statement of financial activities for the period ended 31 March 2010

	Note	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
<b>Incoming resources from generated funds</b>					
<i>Activities for generating funds</i>					
Investment income		26,874	-	26,874	72,045
Other incoming resources	2	57,573	-	57,573	42,637
<i>Incoming resources from charitable activities</i>					
Grants and contracts		510,216	1,860,000	2,370,216	3,111,332
<b>Total incoming resources</b>		<b>594,663</b>	<b>1,860,000</b>	<b>2,454,663</b>	<b>3,226,014</b>
<b>Resources expended</b>					
<i>Charitable activities</i>					
External cost of projects		181,164	566,583	747,747	817,434
Cost of provision of services		533,898	1,574,316	2,108,214	2,055,451
Governance costs		60,671	-	60,671	58,730
<b>Total resources expended</b>	3	<b>775,733</b>	<b>2,140,899</b>	<b>2,916,632</b>	<b>2,931,615</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>(181,070)</b>	<b>(280,899)</b>	<b>(461,969)</b>	<b>294,399</b>
Transfers between funds	9	(155,458)	155,458	-	-
<b>Net incoming resources and net movement in funds</b>	4	<b>(336,528)</b>	<b>(125,441)</b>	<b>(461,969)</b>	<b>294,399</b>
Balance brought forward at 1 April 2009		2,234,743	125,441	2,360,184	2,065,785
<b>Balance carried forward at 31 March 2010</b>		<b>1,898,215</b>	<b>-</b>	<b>1,898,215</b>	<b>2,360,184</b>

All amounts relate to continuing activities  
All gains and losses recognised in the year are included above

The notes on pages 13 to 18 form part of these financial statements

**FUTURELAB EDUCATION**Company number  
**05689928****Balance sheet at 31 March 2010**

	Note	2010	2009
		£	£
<b>Fixed assets</b>	6	20,505	36,442
<b>Current assets</b>			
Debtors	7	325,704	663,788
Cash and bank balances		1,846,635	2,259,200
		<u>2,172,339</u>	<u>2,922,988</u>
<b>Creditors: amounts falling due within one year</b>	8	(294,629)	(599,246)
		<u>1,877,710</u>	<u>2,323,742</u>
<b>Net current assets</b>			
		<u>1,898,215</u>	<u>2,360,184</u>
<b>Net assets</b>			
		<u>1,898,215</u>	<u>2,360,184</u>
<b>Financed by:</b>			
<b>Funds of the charity</b>			
Restricted funds	9	-	125,441
Unrestricted funds			
General funds	9	1,898,215	2,234,743
		<u>1,898,215</u>	<u>2,360,184</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008)

The company has elected to take advantage of the audit exemption conferred by section 477 of the Companies Act 2006 in relation to entities below the small companies audit threshold and has accordingly elected for the financial statements to be audited under the Charities Act 1993

The financial statements on pages 11 to 18 were approved by the trustees and authorised for issue on 20 July 2010


**Trustee - D Puttnam****Trustee - J Silver**


The notes on pages 13 to 18 form part of these financial statements

## **FUTURELAB EDUCATION**

### **Notes forming part of the financial statements for the period ended 31 March 2010**

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#### **1 Accounting policies**

##### *Basis of accounting*

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), Accounting and reporting by Charities (SORP 2005) published in March 2005 and applicable accounting standards and FRSE.

##### *Income*

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. All income arose in the UK.

##### *Depreciation*

Fixed assets are stated at cost less depreciation.

Depreciation is provided on the following tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Leasehold improvements	- 33.3% per annum on cost
Plant and equipment	- 33.3% per annum on cost

Assets are capitalised where the cost exceeds £500 and are depreciated from the month of purchase.

##### *General Funds*

Unrestricted General Funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds are funds, which have been given for a specific purpose by the donor or statutory body. Expenditure which meets these criteria is charged to the fund, together with fair allocation of management and support costs on an employee basis.

##### *Resources expended*

External cost of projects are those costs directly incurred in connection with the various projects carried out by the company.

Expenditure is included in the financial statements on an accruals basis. Expenditure where possible is charged directly to the projects.

Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, together with fair allocation of management and support costs on an employee basis.

##### *Leases and hire purchase contracts*

Rentals paid under operating leases are charged to the Statement of Financial Activities as they fall due.

##### *Pension schemes*

Contributions to the group's defined contribution pension scheme are charged to the statement of financial activities in the year in which they become payable.

##### *Going concern*

Whilst there is uncertainty with regard to future funding as a result of the closure of Becta, the trustees are confident that the company has sufficient free reserves and ongoing other income to continue as a going concern. There are plans in place to deal with any future deficit in accordance with the long term strategy as outlined further in the trustees report.

## FUTURELAB EDUCATION

Notes forming part of the financial statements for the period ended 31 March 2010  
(Continued)

### 2 Other income resources

	2010 £	2009 £
<i>Other income</i>		
Membership scheme	-	5,000
Delegate income	40,246	20,331
Literature reviews	193	164
Speaker fees/conferences	13,821	-
Other	3,313	17,142
	<b>57,573</b>	<b>42,637</b>

### 3 Expenditure

	External cost of projects £	Cost of provision of services £	Governance £	2010 £	2009 £
Purchases	669,549	-	-	669,549	690,976
Salaries	-	1,336,819	44,343	1,381,162	1,281,601
Pension contribution	-	117,707	-	117,707	104,182
Temporary and contract staff	-	56,832	-	56,832	79,666
Recruitment	-	6,762	-	6,762	28,328
Staff development and training	-	14,863	-	14,863	27,008
Enhanced benefits	-	37,261	-	37,261	36,868
Rent and rates	-	85,933	-	85,933	85,446
Heat and light	-	10,044	-	10,044	11,601
Other premises costs	-	17,595	-	17,595	20,715
Printing, postage and stationery	-	9,290	-	9,290	9,771
Telephone	-	22,812	-	22,812	18,859
Insurance	-	11,505	-	11,505	13,580
Subscriptions	-	1,092	-	1,092	2,776
Office equipment	-	29,147	-	29,147	23,336
Travel and subsistence	-	119,077	-	119,077	123,762
Entertaining	-	8,275	-	8,275	6,985
External meeting rooms	-	2,875	-	2,875	7,969
Marketing materials	3,975	511	-	4,486	45,490
Publications	74,223	-	-	74,223	108,205
Press and PR	-	54,405	-	54,405	47,049
Website	-	18,733	-	18,733	26,947
Conference fees	-	6,908	-	6,908	10,346
Legal and professional	-	6,642	-	6,642	2,237
Audit and accountancy	-	-	11,800	11,800	10,050
Board costs	-	-	4,528	4,528	5,407
Sundry expenses	-	2,221	-	2,221	2,117
Bank charges and interest	-	1,361	-	1,361	1,874
Depreciation	-	25,258	-	25,258	42,195
Disposal of fixed assets	-	(797)	-	(797)	749
Bad debts	-	21,139	-	21,139	-
Non-reclaimed VAT	-	83,944	-	83,944	55,520
	<b>747,747</b>	<b>2,108,214</b>	<b>60,671</b>	<b>2,916,632</b>	<b>2,931,615</b>

## FUTURELAB EDUCATION

### Notes forming part of the financial statements for the period ended 31 March 2010 (Continued)

#### 3 Expenditure continued...

	2010 £	2009 £
Cost of activities	747,747	817,434
Cost of provision of services	2,108,214	2,055,451
Governance costs	60,671	58,730
	<u>2,916,632</u>	<u>2,931,615</u>

#### 4 Net incoming resources

Net incoming resources are stated after charging -

	2010 £	2009 £
Audit services	10,500	10,000
Other services	1,300	-
Depreciation	25,258	42,195
Operating leases		
Land and buildings	63,000	63,000
Other	3,596	3,596
	<u></u>	<u></u>

#### 5 Salaries

	2010 £	2009 £
Gross salaries and wages	1,239,989	1,151,563
Employers national insurance	141,173	130,038
Pension	117,707	104,182
	<u>1,498,869</u>	<u>1,385,783</u>

The staff costs of the charity are shown above The average number of full time equivalent employees in the year was

	2010 Number	2009 Number
Management	3	3
Administration	30	28
	<u>33</u>	<u>31</u>

3 employees earned more than £60,000 in the year (2009 2) Their emoluments fell into the following bands

	2010 Number	2009 Number
£60,000 to £69,999	1	1
£110,000 to £119,999	-	1
£120,000 to £129,999	1	-
£140,000 to £149,999	1	-



## FUTURELAB EDUCATION

### Notes forming part of the financial statements for the period ended 31 March 2010 (Continued)

Contributions to the defined contribution pension scheme in respect of these employees were £7,658 (2009 £7,253)

The Chairman of the Trustees received £39,960 for his services in line with the Articles of Association (2009 £38,956), which has been included in governance costs. This was paid through the company's payroll. No other trustees received any remuneration in the year (2009 £nil)

There was no reimbursement of Trustees travel and subsistence expenses during the current or previous year

#### 6 Fixed assets

	<b>Leasehold improves. £</b>	<b>Plant and equipment £</b>	<b>Total £</b>
<i>Cost</i>			
At 1 April 2009	313,863	345,425	659,288
Additions	-	9,320	9,320
Disposals	-	(7,529)	(7,539)
	<hr/>	<hr/>	<hr/>
At 31 March 2010	<b>313,863</b>	<b>347,216</b>	<b>661,079</b>
<i>Depreciation</i>			
At 1 April 2009	308,227	314,619	622,846
Charge for the year	2,332	22,926	25,258
Eliminated on disposals	-	(7,530)	(7,530)
	<hr/>	<hr/>	<hr/>
At 31 March 2010	<b>310,559</b>	<b>330,015</b>	<b>640,574</b>
<i>Net book value</i>			
At 31 March 2009	<b>5,636</b>	<b>30,806</b>	<b>36,442</b>
	<hr/>	<hr/>	<hr/>
At 31 March 2010	<b>3,304</b>	<b>17,201</b>	<b>20,505</b>
	<hr/>	<hr/>	<hr/>

#### 7 Debtors: amount falling due within one year

	<b>2010 £</b>	<b>2009 £</b>
Trade debtors	293,078	561,464
Other debtors and prepayments	32,626	102,324
	<hr/>	<hr/>
	<b>325,704</b>	<b>663,788</b>
	<hr/>	<hr/>

## FUTURELAB EDUCATION

Notes forming part of the financial statements for the period ended 31 March 2010  
(Continued)

### 8 Creditors: amounts falling due within one year

	2010 £	2009 £
Bank overdraft	53,225	98,769
Trade creditors	132,243	289,448
Other creditors	9,385	9,663
Tax and social security creditor	54,222	50,494
Accruals and deferred income	45,554	150,872
	<u>294,629</u>	<u>599,246</u>

### 9 Statement of Funds

	B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	C/fwd £
<b>Unrestricted funds</b>					
General funds	2,234,743	594,663	(775,733)	(155,458)	1,898,215
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Restricted funds</b>					
Enquiring Minds	3,941	-	(39,061)	35,120	-
Becta (Spark)	121,500	-	(212,363)	90,863	-
Beyond Current Horizons	-	360,000	(362,575)	2,575	-
Becta	-	1,500,000	(1,526,900)	26,900	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	125,441	1,860,000	(2,140,899)	155,458	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total funds</b>	<u>2,360,184</u>	<u>2,454,663</u>	<u>(2,916,632)</u>	<u>-</u>	<u>1,898,215</u>

Transfers have been made, in line with our reserves policy, to cover excess staff costs incurred in completing the projects

### 10 Funds

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>Fund balances at 31 March 2010 are represented by:</b>				
Tangible fixed assets	20,505	-	20,505	36,442
Current assets	2,172,339	-	2,172,339	2,824,219
Current liabilities	(294,629)	-	(294,629)	(500,477)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	1,898,215	-	1,898,215	2,360,184
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

## **FUTURELAB EDUCATION**

**Notes forming part of the financial statements for the period ended 31 March 2010**  
**(Continued)**

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### **11 Pensions**

The pension charge amounted to £117,707 (2009 £104,182) At the year end £9,385 (2009 £9,663) was outstanding and is included in other creditors

### **12 Commitments under operating leases**

At 31 March 2010 the company had annual commitments under non-cancellable operating leases as follows

	<b>2010</b> <b>£</b>	<b>2009</b> <b>£</b>
Expiring		
Within one to two years	3,596	3,596
Over five years	63,000	63,000
	<hr/>	<hr/>
	66,596	66,596
	<hr/>	<hr/>