

Companies House

Charity Registration No. 1125265

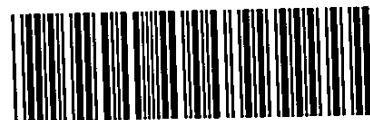
Company Registration No. 06402194 (England and Wales)

ENGLISH IN THE COMMUNITY

**TRUSTEES REPORT AND
UNAUDITED ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2011

WEDNESDAY



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COMPANIES HOUSE

ENGLISH IN THE COMMUNITY

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Report of the Trustees for the year ended 31 March 2011

The Members of the Board of Trustees of English in the Community, who are also Directors of the Charity for the purposes of the Companies Act, submit their Annual Report and Independently Examined Financial Statements for the year ended 31st March 2011

English in the Community

English in the Community is an independent Registered Charity (Number 1125265) Incorporated as a Company limited by Guarantee (Number 6402194) on 17 October 2007, the Company became a Registered Charity on 30th July 2008

Objectives and Activities of the Charity

Our objectives may be summarised as follows

- That no speaker of other languages resident in the UK should lack the opportunity to become fully integrated into society through lack of English language skills
- That no speaker of languages other than English, resident in the United Kingdom, should lack the opportunity to be introduced to service providers who may be of assistance to them and voluntary experience which may be of benefit to them
- That no qualified English language teacher in the UK should have difficulties obtaining relevant employment and training opportunities because of nationality, race or age
- That positive relationships between local people, voluntary and other service providers and members of the international community are actively promoted within every UK community
- That the role played by community centres and similar venues in enriching the lives of people in their locality and fostering good community relations is actively promoted on both a local and national level

Principal Activities

Regular Free English Language Lessons, including.

- Scheduled courses
- One-to-one lessons at our ESOL 'drop-in' centres
- Classes to suit special requirements women-only, literacy
- Speakers on subjects of special interest

Specialist Teacher Training, including

- Teaching beginners, grammar and pronunciation, addressing illiteracy
- RARPA and other assessment and monitoring methods
- Cultural insights

Community Advocacy, including

- Referring beneficiaries for advocacy training
- Participation in forums and discussions

Community Events and Projects, including

- Informative exhibitions
- Cultural and fund-raising events
- Community Library projects
- Community learning projects

Networking, Information and Advice, including

- Signposting services for beneficiaries
- Providing research and insights to assist local community groups, agencies and councils
- Extensive networking with a wide range of organisations, businesses, community groups, statutory and local government agencies
- Participation in a number of migrant and community forums and associations
- 'Mentoring' of newly formed community groups Providing advice, introductions, assisting with venue space

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities they should undertake.

Governance and Management

The Articles of Association of the Company provide for a minimum of three Directors. No maximum is mentioned. New Directors are appointed by an ordinary resolution. One third of the Directors, or the number nearest to that, retire by rotation at each Annual General Meeting.

We have continued to improve our policies and procedures, reviewing existing policies and writing new ones. As a fairly new group which has grown very rapidly, our governance requirements have grown more complex and this is currently being addressed. Thanks to increased funding, we now have two full-time staff: a Project Manager and a Director of Studies. We have introduced recruitment and employment policies and the creation of a comprehensive employees' handbook in support of these paid posts.

Risk Management and Internal Control

The Trustees have continued to assess the major risks to which English in the Community is exposed. The Board are satisfied that English in the Community has established review systems in place which allow these risks to be managed and mitigated to an acceptable level in day to day operations. The Board delegates the detailed consideration of risks faced to the Project Manager, who regularly reports back to the Trustees.

The Board of Trustees maintains and monitors a system of financial controls appropriate to the size and nature of the organisation, including budgetary control and reviewing the annual budget. A detailed review of English in the Community's operation and staff policies has taken place, including health and safety, equal opportunities and volunteer recruitment and training, as well as the services provided by English in the Community, with a view to mitigating any associated risks.

Copyright Protection

EITC recognises the value of its intellectual property and has developed systems to ensure copyright protection for the organisation's many unique services, publications and artwork.

Trustee Recruitment, Appointment and Training

EITC recognises the importance of having a strong Board in which each member has considerable experience in community related work in addition to specialist skills relevant to their post. We seek to balance the Board by recruiting Directors with talent and skill from amongst our own volunteers and beneficiaries - individuals who are passionate about the work of English in the Community and want to play a part in its governance. We have now appointed two new Directors - Ann Johnston and Giuditta Meneghetti Qureshi - from amongst our volunteers. Their insight and dedication to our project has proven invaluable. Each new inductee has received a copy of the Charity Commission's guide 'The Essential Trustee', together with our Memorandum and Articles, our Annual Report and financial statements and organisational information about the Charity. New Trustees are also offered attendance at training sessions with Hastings Voluntary Action, 3VA and other local organisations.

Volunteer Recruitment and Training

We continue to attract highly qualified volunteers, and now have over 60 on our team, the majority of whom are qualified EFL/ESOL teachers. Recruits include former headmasters, ESOL/EFL senior managers, teachers with PhDs and former language school owner/managers. Several have worked as educational examiners and inspectors. We also have a growing number of volunteers, often existing or former beneficiaries, acting as community liaisons within our organisation. As a result, we have established excellent links with a wide range of communities, some of which are considered particularly difficult to access. We believe our growing reputation as a quality educational provider and community champion may be responsible for the high calibre of our volunteers. By providing work experience, training and references many of our unemployed

volunteers have gone on to secure good jobs and we feel this is an important aspect of our work. Around half of our volunteers come from the BME/non-native community. Many encourage their friends to join us.

Achievements and Performance

The last year has been outstanding in terms of the growth and development of our organisation. Starting in May, 2010, English in the Community received the first funding for a three year project through The Big Lottery Fund Reaching Communities programme. This, in addition to three years' funding from the J Paul Getty Jr Charitable Trust received in October 2009, has served as a solid foundation from which our organisation has begun to achieve its dream of ensuring every speaker of other languages in our region has the opportunity to acquire good English language skills and integrate successfully within their community. In the last year alone, over 300 beneficiaries have accessed our learning opportunities. The total who have accessed our learning opportunities since our inception in 2007 now stands at nearly 650 beneficiaries. In spite of having only two paid staff and - until recently - sparse funding, EITC is now recognised as one of the largest and most influential migrant organisations in East Sussex.

This year, we have been able to extend our pioneering work after receiving additional funds from the East Sussex County Council Migrant Impact Fund, and from smaller grants and donations from various foundations, trusts as well as corporate sponsorship. We have set up free learning centres in new towns and put extra resources into helping the most socially isolated and disadvantaged migrant communities. Recent confidential surveys of our beneficiaries show a nearly 100% satisfaction rate. Beneficiaries report a better quality of life, improved language and communication skills, greater confidence and 'feeling happier and more a part of the community'.

Review of Services and Activities

The entirely free services provided and activities that English in the Community has carried out during the last year include the following:

One-to-One 'Drop-in' ESOL Sessions

EITC volunteers celebrated when we received Big Lottery Fund (BLF) Reaching Communities funding, enabling us to at last set up our ground-breaking one-to-one ESOL 'drop-in' sessions, providing individually tailored personal tuition on a flexible basis for the many migrant residents who have been unable to access scheduled English language lessons. This revolutionary method of teaching was developed in response to the high percentage of speakers of other languages (up to 40% of those assessed in St. Leonards/Hastings) who, because of work, caring or religious commitments, are unable to attend regular ESOL classes. The one-to-one tuition offered - which is structured and closely monitored - has exceeded virtually all target outcomes. Most beneficiaries receiving this intensive personalised tuition have made outstanding progress. The BLF funding has also enabled us to lease our first permanent base - a shop which we have converted to an educational centre in the heart of St Leonards-on-Sea - one of the most deprived wards in the UK with a large multicultural community.

ESOL Courses

In addition to the drop-in centre sessions, we continue to offer classes at different times and venues to suit our beneficiaries' needs, including classes in community centres and rooms rented from other community groups. All our courses are free of charge, attracting students from a diverse range of cultures. We have now extended our work to include Peacehaven and Bexhill, in addition to our existing work in Eastbourne, the St Leonards/Hastings area and occasional provision in rural Crowborough. As well as providing ESOL courses for Beginner (Entry Level 1) to Upper-Intermediate (Level 3), we have set up special classes to address particular needs we have identified. These include women only classes, a literacy course for migrants who speak English well but are unable to read or write and special classes for absolute Beginners. Other innovative

projects for which we have received funding but have not yet started include. ESOL-Assisted Small Business Enterprise Training for immigrant entrepreneurs (in partnership with Arcana Enterprise Training) and 'English for Work', a special intensive course teaching English in the context of job seeking including CV writing, interview skills and basic computer skills. EITC continues to lead the way in identifying and delivering effective educational solutions in a time of great social and economic change

We invite speakers from agencies and other community groups to visit classrooms and present information on topics of interest to the students (such as housing and health issues), as well as taking our students on 'field trips', with recent examples being the local library and conducting surveys in their community We take pride in our 'holistic' approach in which we work to address the needs and aspirations of the individual, by providing education, information and cultural awareness, or by signposting other organisations able to offer assistance

Special Classes for Absolute Beginners

We are gaining recognition for our specialist work teaching people with little or no English, who may also be illiterate or semi-literate in their own language as well as ours Few other ESOL providers in this region are currently serving this beneficiary group and, due to a high level of referrals from various agencies, almost half our students currently fall into this category These students, often from war zones, present complex educational, social and cultural challenges and are often amongst the most disadvantaged individuals in society We are working with a number of agencies, local government officials and community groups to ensure this often overlooked group is recognised and that appropriate help, in the form of education and other services, is available

Individuals Having No Recourse to Public Funds

We are one of the very few groups in Sussex currently working with individuals categorised as having 'No Recourse to Public Funds' and are lobbying for greater recognition of the number of people - including children - who fall into this category and the extent of the often, very severe hardships they are facing We have been invited to join a high level task force being created to explore how best to help the 'undocumented' people in our communities, offering advice and anecdotal evidence regarding this group whilst remaining absolutely committed to maintaining their wish for individual anonymity

Teacher Training

We have spent a significant amount of our time and resources on training and have achieved excellent outcomes for our volunteers as a result Each teacher receives an induction with our Director of Studies prior to starting with us, and receives mentoring and support from their team supervisor afterwards As many of our volunteer teachers are either newly-qualified, unemployed or retired, they often lack confidence in their teaching abilities. Confidential internal surveys report a substantial increase in confidence after volunteering with EITC We are fortunate to have a top English language teacher trainer working with us, delivering a programme on a range of subjects chosen by our teachers themselves Our volunteers are now sought after by schools and many achieve excellent employment or academic placements as a result of the training and experience gained while working with us We have many enthusiastic testimonials in our case study file

Communications Systems and IT

We have constructed a bespoke comprehensive student database which can deliver detailed information including nationality, native language, age, sex, tested English skills level and class attendance records As our beneficiaries past and present now number in the hundreds, this information can be selected to provide us with a useful snapshot of the immigrant, refugee and asylum seeker population in several East Sussex towns. The database has been secured with highly restricted access, reflecting our commitment to learner confidentiality and data protection

A facebook page for English in the Community volunteers and students is under construction, and

we are investigating an in-house forum which will enable our teachers to post lesson plans which other teachers can download and modify for their own use. This system will make a significant improvement to our current in-house communication, with volunteers and managers able to quickly exchange useful information and ask questions. We are also examining twitter as an option for communicating with beneficiaries, volunteers and the many organisations with which we work.

Library and Teaching Materials

Our extensive library, consisting of nearly 2500 English language books, CDs and teaching resource packs, catalogued and labelled by our dedicated library team, has proven an invaluable asset for classroom and teacher training purposes. We now keep separate libraries at each of our teaching locations, providing teachers with a wide range of materials to suit individual beneficiary requirements.

Our teaching team has been encouraged to recommend new materials and to review existing resources for their effectiveness. Their enthusiastic input has proven invaluable. We have more recently added resources relating to business and employment skills, as well as literacy and numeracy.

Information and Research for Local Community Groups and Agencies

As a front-line service working 'on the ground' with volunteers from many different communities, English in the Community is often 'ahead of the curve' in identifying changing trends and requirements within the international community. English in the Community has been sought for advice and consultations with a number of organisations, agencies and local government officials, including local Councils, PCTs, Adult Social Care, housing trusts, the library service, Children's Centres, schools and colleges.

Membership of Select Committees, Forums and Panels

Our specialist expertise gained from working closely with large numbers of people from an unusually diverse range of nationalities is considered of great value by planners and service providers seeking to more fully understand the migrant community. We are currently members of the East Sussex County Council Migrant Action Group, the BME Practitioners Group, Activating Eastbourne, the Hastings and St Leonards Neighbourhood Community Learning Forum and SpeakUp, amongst others.

Partnership Working

English in the Community regularly works with other organisations to provide a range of good quality learning opportunities. Projects include a range of courses in partnership with other members of the Migrant Action Group, the very successful 'Street Learning' Project (an EITC concept) led by Eastbourne Homes, providing free courses in practical skills for disadvantaged people, and classes for Muslim women in partnership with Adult Social Care. We also work closely with Diversity Resource International, which provides Information, Advice and Guidance for non-native residents.

Press Coverage

English in the Community has an excellent PR team which has good relations with the local media. Our projects have received regular coverage in local newspapers, as well as occasional radio and television coverage. Our bi-monthly newsletter which has just been launched is distributed to students, volunteers, partner organisations and other stakeholders in both hard copy and electronic formats.

Future Developments

We have a number of exciting plans for the future, which are based on needs we have identified during our in-depth work with non-native communities

Accreditation

We are currently seeking accreditation so that our students can sit exams and receive recognised qualifications and certificates on successful completion of their studies with us

Specialist English Language Teacher Training

We have identified a need for specialist English language teacher training for those seeking to work with migrant, refugee and asylum seeker groups. We would like to share the extensive expertise we have gained in working with large numbers of adults with particularly challenging learning needs, especially those who speak little or no English. Plans for the future include offering courses for teachers working in this field of community English language learning

English Language Teaching Materials

As a further extension of our acquired expertise we are in the early stages of developing our own range of specialist English language teaching materials. We have a large team of exceptionally talented teachers, many of whom are already writing some of their own bespoke material and we intend to publish these materials when completed and offer these resources for an affordable price online, or in disc or printed format. Current English language teaching materials are prohibitively expensive and there are virtually no teaching materials available which address the more challenging learning requirements we experience daily

Small Business Enterprise Training

We have evidence there is a great need for employment skills and small business enterprise training for non-native people, with these courses supported by English language teaching assistants who would be able to provide additional language support during training

Broad Range of Beneficiaries

We believe all of the above will be of great benefit to so many speakers of other languages, our own volunteers, other teachers and organisations providing ESOL in their communities and communities as a whole

Review of Financial Activities

The statement of Financial Activities, with its accompanying Notes, shows income for the period of £124,138 and expenditure of £83,149. Of the funds held at the year end of £84,358, £18,500 is designated for specific projects leaving a balance in the General Fund of £65,858.

The Accounts distinguish between Restricted and Unrestricted Funds and indicate the amounts expended during this period in each category. This distinction is explained more fully in Note 1 to the Accounts.

Reserves Policy

EITC policy is to maintain the level of unrestricted funds which have not been designated for a specific use at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Donations and Grants

As a Charity, English in the Community is dependent upon the kind help given by a range of Charitable Trusts and the generosity of Companies and individual donors, many of whom were our own students. We are grateful to all of our supporters, some of whom are listed below, without whose help our work would not be possible.

Eastbourne Borough Council
J Paul Getty Jnr Charitable Trust
Peter Storrs Trust
Neighbourhood Learning Capital Fund
East Sussex Fire and Rescue Community Safety Partnership
The Big Lottery Fund
Allen Lane Foundation
Sovereign Harbour Limited
Vodafone World of Difference

Volunteers

The Trustees would like to express their sincere thanks to the many volunteers who donated their time so freely, including teachers, teaching assistants, translator/facilitators and general assistants. It is impossible to express the financial benefit of this generosity, but it is, without question, this level of support that has enabled English in the Community to provide such a professional service to our beneficiaries.

Partner Organisations

We would also like to thank the many organisations with whom we work in partnership, especially those who have provided us with invaluable advice and information, subsidised premises or specialist services.

Statement of Trustees' Responsibilities

Company Law requires the Directors, who are also the Charity's Trustees, to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit for that period. In preparing these financial statements the Trustees are required

- To select suitable accounting policies and apply them consistently
- To make judgements and estimates which are reasonable and prudent
- To state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- To prepare the financial statements on an ongoing concern basis unless it is inappropriate to assume that the Company will continue on that basis

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

A resolution proposing that Mr M N Preece of Price & Company, Chartered Accountants, be re-appointed as Independent Examiner of the Charity will be put to the AGM.

This report was approved by the Board of Trustees on 6 September 2011

and authorised to be signed on its behalf by



Martyn Relf, Chairman

Legal and Administrative Information

English in the Community is an independent Registered Charity (Number 1125265) Incorporated as a Company limited by Guarantee (Number 6402194) on 17 October 2007, the Company became a Registered Charity on 30th July 2008

The names of the Trustees (Directors for the purposes of the Companies Act) serving during the year are as follows

Martyn Relf BA (Hons)	Chairman	
John Bennewith FCA	Treasurer	(Appointed 25 February 2010, Resigned 20 December, 2010)
Traci Gasson BA	Secretary	
Amal Turner-Robinson	Trustee	(Appointed 20 January 2010, Resigned 30 October 2010)
Zdenka Tottova	Trustee	(Appointed 20 January 2010, Resigned 24 February 2011)
Ann Johnston	Trustee	(Appointed 27 October 2010)
Guiditta Meneghetti Qureshi	Trustee	(Appointed 11 February 2011)

No Trustee has any beneficial interest in the Company. All Trustees are members of the Company and guarantee to contribute £10 each in the event of winding up. In accordance with the Articles of Association one third of the Trustees will retire at each Annual General Meeting by rotation according to length of service. Directors of the Company are deemed to be Trustees of the Charity in accordance with the Articles of Association

Correspondence

All correspondence relating to the Charity should be addressed to the Project Leader

Nancy Grayland
English in the Community
11 Broadview Close
Eastbourne
East Sussex BN20 9RB

Tel (01323) 482847 or 07971 908 141
Email info@englishinthecommunity.org.uk
Website www.englishinthecommunity.org.uk

The Independent Examiner is

Malcolm Preece BA FCA DChA
Price & Company
30/32 Gildredge Road
Eastbourne
East Sussex BN21 4SH

The Solicitor acting for the Charity is:

Margaret Gardner
Lawson Lewis & Co.
37 Brassey Avenue
Eastbourne
East Sussex BN22 9QD

The Bankers to the Charity are

Lloyds TSB
104 Terminus Road
Eastbourne
East Sussex BN21 3AH

The registered address of the Charity is

30/32 Gildredge Road
Eastbourne
East Sussex BN21 4SH

ENGLISH IN THE COMMUNITY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ENGLISH IN THE COMMUNITY

I report on the accounts of the for the year ended 31 March 2011, which are set out on pages 12 to 19

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of English in the Community for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993, the 1993 Act, and that an independent examination is needed.

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

- (i) examine the accounts under section 43 of the 1993 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- (iii) to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

- (a) which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice. Accounting and Reporting by Charities,
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Price & Company
30-32 Gildredge Road
Eastbourne
East Sussex
BN21 4SH

M N Preece BA FCA DChA

Dated 6 September 2011

ENGLISH IN THE COMMUNITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
<u>Incoming resources from generated funds</u>					
Donations and legacies	2	40,807	-	40,807	409
Incoming resources from charitable activities	3	4,000	79,331	83,331	53,600
Total incoming resources		44,807	79,331	124,138	54,009
<u>Resources expended</u>					
Costs of generating funds					
Costs of generating donations and legacies	4	4,927	-	4,927	326
Net incoming resources available		39,880	79,331	119,211	53,683
Charitable activities					
Unrestricted activities		17,268	-	17,268	5,326
Restricted activities		-	59,398	59,398	10,151
Total charitable expenditure		17,268	59,398	76,666	15,477
Governance costs		-	1,556	1,556	2,582
Total resources expended		22,195	60,954	83,149	18,385
Net income for the year/ Net movement in funds		22,612	18,377	40,989	35,624
Fund balances at 1 April 2010		43,246	123	43,369	7,745
Fund balances at 31 March 2011		65,858	18,500	84,358	43,369

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

ENGLISH IN THE COMMUNITY

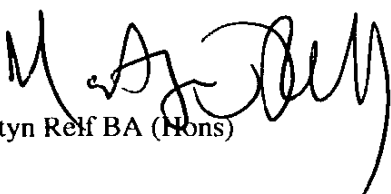
BALANCE SHEET AS AT 31 MARCH 2011

	Notes	2011 £	£	2010 £	£
Current assets					
Debtors	8	2,687		1,131	
Cash at bank and in hand		82,270		43,201	
		<u>84,957</u>		<u>44,332</u>	
Creditors: amounts falling due within one year	9	<u>(599)</u>		<u>963</u>	
Total assets less current liabilities			<u>84,358</u>		<u>43,369</u>
Income funds					
Restricted funds	10		18,500		123
Unrestricted funds			<u>65,858</u>		<u>43,246</u>
			<u>84,358</u>		<u>43,369</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 6 September 2011


Martyn Reif BA (Hons)

Company Registration No. 06402194

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when received
The value of services provided by volunteers has not been included in these accounts

1.3 Resources expended

Expenditure is recognised on an accrual basis

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. Governance costs include those costs associated with the constitutional and statutory requirements of the Charity and include the fees of the independent examiner and costs linked to the strategic management of the Charity

All support costs are allocated between the expenditure categories of the SoFA on the basis of actual costs incurred on a particular activity, thereby reflecting the use of the resource

1.4 Funds accounting

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors. Any expenditure incurred on a specific project in excess of restricted funds available will be treated as expenditure from unrestricted funds

Unrestricted funds are accumulated funds that are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for any other purpose

ENGLISH IN THE COMMUNITY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011**

2 Donations and legacies

	2011	2010
	£	£
Donations and gifts	3,575	409
Grants receivable for core activities	37,232	-
	<u>40,807</u>	<u>409</u>
Donations and gifts		
Unrestricted funds:		
Donations and gifts - general	3,575	409
	<u>3,575</u>	<u>409</u>

3 Incoming resources from charitable activities

	Unrestricted	Restricted	Total	Total
	funds	funds	2011	2010
	£	£	£	£
Grants received	<u>4,000</u>	<u>79,331</u>	<u>83,331</u>	<u>53,600</u>
Included within income relating to grants received are the following grants				
EBC			-	2,000
J Paul Getty Jnr			-	46,357
Peter Storrs Trust			4,000	-
Capital Fund			-	2,743
C S P			-	2,500
Big Lottery Fund			76,331	-
Allen Lane Foundation			3,000	-
			<u>83,331</u>	<u>53,600</u>

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

4 Total resources expended

	2011 £	2010 £
Costs of generating funds		
Costs of generating donations and legacies	4,927	326
	<hr/>	<hr/>
Charitable activities		
<u>Unrestricted activities</u>		
Activities undertaken directly	17,268	5,326
<u>Restricted activities</u>		
Activities undertaken directly	59,398	10,151
	<hr/>	<hr/>
	76,666	15,477
	<hr/>	<hr/>
Governance costs	1,556	2,582
	<hr/>	<hr/>
	83,149	18,385
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ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

5 Activities undertaken directly

	2011	2010
	£	£
Other costs relating to unrestricted activities comprise		
Training	240	3,300
Venue hire	567	1,076
Copying, stationery and postage	88	87
Sundry	667	4
Promotion and publicity	-	800
Office expenses	201	59
Salaries and NI	12,438	-
Teaching	2,500	-
Travel	536	-
Volunteer support and expenses	4	-
Computer maintenance	27	-
	<u>17,268</u>	<u>5,326</u>

Other costs relating to restricted activities comprise:

Teaching	2,713	2,000
Training	2,368	10
Venue hire	6,798	2,222
Books	4,000	1,832
Copying, stationery and postage	1,916	712
Travel	2,257	1,438
Office equipment	5,430	1,025
Sundry	1,863	623
Office expenses	894	289
Salaries and NI	24,320	-
Recruitment	1,339	-
Volunteer support and expenses	653	-
Rent and rates	4,626	-
Light and heat	221	-
	<u>59,398</u>	<u>10,151</u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

7 Employees

Number of employees

The average monthly number of employees during the year was

	2011 Number	2010 Number
Employees	<u>2</u>	<u>-</u>

There were no employees whose annual remuneration was £60,000 or more

8 Debtors

	2011 £	2010 £
Prepayments and accrued income	<u>2,687</u>	<u>1,131</u>

9 Creditors: amounts falling due within one year

	2011 £	2010 £
Other creditors	-	662
Accruals	<u>599</u>	<u>301</u>
	<u>599</u>	<u>963</u>

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Movement in funds			Balance at 31 March 2011 £
	Balance at 1 April 2010 £	Incoming resources £	Resources expended £	
H I G	123	-	(123)	-
Big Lottery Fund	-	76,331	(60,090)	16,241
Allen Lane Foundation	-	3,000	(741)	2,259
	<u>123</u>	<u>79,331</u>	<u>(60,954)</u>	<u>18,500</u>

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2011 are represented by			
Current assets	66,457	18,500	84,957
Creditors amounts falling due within one year	599	-	(599)
	<u>65,858</u>	<u>18,500</u>	<u>84,358</u>