

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 2012**

MONDAY



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COMPANIES HOUSE

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# **ENGLISH IN THE COMMUNITY**

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# **ENGLISH IN THE COMMUNITY**

## **Report of the Trustees Year to 31 March 2012**

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 2012

### **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**

- 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
- ESOL Assisted Small Business Enterprise Training
- English for Work - ESOL for job seekers
- Speakers on subjects of special interest

Specialist Teacher Training, including:

- Teaching beginners, grammar and pronunciation, teaching unplugged
- RARPA and other assessment and monitoring methods
- Cultural insights

Community Advocacy, including.

- Participation in forums and discussions
- Referral for advocacy services

Community Events and Projects, including

- Information stands at exhibitions
- Cultural and fund-raising events
- Community Library projects
- Support for 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 and assistance 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 Trustees. No maximum is mentioned. New Trustees are appointed by an ordinary resolution. One third of the Trustees, or the number nearest to that, retires 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 Trustees 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.

Two of our current Directors have been recruited from amongst our volunteers. Giuditta Meneghetti Qureshi is a volunteer administrator and Raquel Santander - who is also a former EITC student - has assisted with administration work. 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 between 40 and 60 qualified EFL/ESOL teachers on our team at any given time. Recruits include 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 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 a third 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 spent consolidating the structure and range of services offered by EITC, whilst implementing a number of quality control initiatives throughout the organisation A new in-house curriculum, together with improved systems for data capture and student progress helps us to maintain our reputation as educational providers working to the highest standards.

During this last year EITC has diversified it's income streams, and has received monies for contracts from East Sussex County Council, the European Social Fund and grants from smaller trusts, in addition to ongoing funding from the Big Lottery and J Paul Getty Jr Chantable Trust

In the last year alone, over 354 beneficiaries have accessed our learning opportunities The total who have accessed our learning opportunities since our inception in 2007 now stands at 1000 beneficiaries In spite of having only two paid staff EITC is now recognised as one of the largest and most influential migrant organisations in East Sussex

Although not a strong focus for our activities at the outset of the project, according to our end of year survey, a surprise major outcome has been the number of beneficiaries who have gained employment as a result, 29 percent of them, with a further 24 percent getting a better job - all the more impressive when considering that the majority of our beneficiaries are beginner or elementary level speakers. 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 additional 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 we offer - which is formally 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.

Our learning centres are now located throughout East Sussex - from Peacehaven and Bexhill to Eastbourne and the St. Leonards/Hastings area. As well as providing ESOL courses for Beginner (Entry Level 1) to Pre-Intermediate (Entry 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 tuition for absolute Beginners

Other innovative projects 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. The ground-breaking Business Enterprise course was featured in a Youtube video whilst 50% of English for Work beneficiaries obtained jobs during or just after the course

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 fire station 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

## **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. 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. These workshops are provided free for all our volunteers. We have also joined the Sussex Director of Studies Association, which gives our volunteer teachers access to a wide range of free workshops by top EFL experts. We are now working to develop specialist ESOL teacher training courses to address common skills weaknesses we've identified

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

## **Library and Resources**

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 immediately accessible 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, and has enabled us to create a comprehensive bespoke in-house curriculum. These modular courses combine role play, realia, speaking exercises, visual aids and writing exercises designed for quick, fun and effective improvement in the language skills of Absolute Beginner to Pre-Intermediate level beneficiaries



## **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 East Sussex County Council Migrant Action Group, BME Practitioners Group, Activating Eastbourne, 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. A great many of our beneficiaries are referred to us by Job Centre Plus, Home Works, Citizens Advice Service, Hastings and St. Leonards Chinese Association.

Other organisational beneficiaries include: Kurdish Welfare Association, Links Project in St Leonards, Migrant English Project, Sussex Interpreting Services, TEALS (East Sussex), Refugee Radio, Vandu Language Services, Chapel Park Community Centre, CommunityWise, Eastbourne and Wealden YMCA, Street Learning Project, Seaside Centre, BELTE, Sussex DoSA, Hastings Trust, Hastings and St Leonards Community Learning Forum, BME SpeakUp, Rother Voluntary Action, Action in Rural Sussex, Eastbourne Borough Council, Hastings Borough Council, Peacehaven Town Council

### **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.

## **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**

Our specialist in-house teacher training also draws on our considerable expertise to provide English language teacher training which simply isn't offered anywhere else - for example 'Teaching Beginners from non-Roman alphabet backgrounds', 'Effective One-to-One Teaching', etc. Our volunteer team of around 60 qualified English language teachers regularly feed back to us those areas where they find their previous teacher training has proven inadequate for some of the challenges our user group can present us with. Their suggestions have proven invaluable in our creating an in-house teacher training programme (free for all our volunteers) which is at the cutting edge of ESOL teacher training.

We are now in the process of designing new courses which fill a gap in the market and which we believe will appeal to both English language teachers and advanced level English language students.

## **English Language Teaching Materials**

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. As a further extension of our acquired expertise we have now developed our own range of specialist English language teaching materials. These modular courses combine role play, realia, speaking exercises, visual aids and writing exercises designed for quick, fun and effective improvement in the language skills of Absolute Beginners to Pre-Intermediate level beneficiaries.

## **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 £162,648 and expenditure of £114,440. Of the funds held at the year end of £132,566, £97,404 is designated for specific projects leaving a balance in the General Fund of £35,162.

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.

J Paul Getty Jnr Charitable Trust  
Big Lottery Fund  
Allen Lane Foundation  
Alan and Nesta Ferguson Charitable Trust  
European Social Fund  
Henry Smith Charity  
East Sussex County Council Migrant Impact Fund

## **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 1985 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 Chanty will be put to the AGM

This report was approved by the Board of Trustees on 1 October 2012

and authorised to be signed on its behalf by



.....  
**Martyn Relf, Chairman**

# **ENGLISH IN THE COMMUNITY**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Martyn Relf BA (Hons) Traci Gasson BA Raquel Santander Giuditta Meneghetti Qureshi
<b>Secretary</b>	Traci Gasson BA
<b>Charity number</b>	1125265
<b>Company number</b>	06402194
<b>Registered office</b>	30-32 Gildredge Road Eastbourne East Sussex BN21 4SH
<b>Independent examiner</b>	M N Preece BA FCA DChA Price & Company 30-32 Gildredge Road Eastbourne East Sussex BN21 4SH
<b>Bankers</b>	Lloyds TSB 104 Terminus Road Eastbourne East Sussex BN21 3AH
<b>Correspondence</b>	Zephyr Grayland, Project Manager English in the Community 11 Broadview Close Eastbourne East Sussex BN20 9RB
<b>Telephone</b>	Zephyr Grayland, Project Manager Office: 01323 416002 Mobile: 07971 908141

## **ENGLISH IN THE COMMUNITY**

### **INDEPENDENT EXAMINER'S REPORT**

#### **TO THE TRUSTEES OF ENGLISH IN THE COMMUNITY**

I report on the accounts of the charity for the year ended 31 March 2012, which are set out on pages 15 to 22

#### **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 144(2) of the Charities Act 2011, the 2011 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 145 of the 2011 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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**

In connection with my examination, no matter has come to my attention

- (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: 1 October 2012

## ENGLISH IN THE COMMUNITY

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b><u>Incoming resources from generated funds</u></b>						
Donations and legacies	2	23,234	-	-	23,234	40,807
Incoming resources from charitable activities	3	27,073	-	112,341	139,414	83,331
<b>Total incoming resources</b>		<b>50,307</b>	<b>-</b>	<b>112,341</b>	<b>162,648</b>	<b>124,138</b>
<b><u>Resources expended</u></b>						
<b>Costs of generating funds</b>						
Costs of generating donations and legacies	4	5,708	-	-	5,708	4,927
<b>Net incoming resources available</b>		<b>44,599</b>	<b>-</b>	<b>112,341</b>	<b>156,940</b>	<b>119,211</b>
<b>Charitable activities</b>						
Unrestricted activities		25,295	-	-	25,295	17,268
Restricted activities		-	-	81,966	81,966	59,398
<b>Total charitable expenditure</b>		<b>25,295</b>	<b>-</b>	<b>81,966</b>	<b>107,261</b>	<b>76,666</b>
Governance costs		-	-	1,471	1,471	1,556
<b>Total resources expended</b>		<b>31,003</b>	<b>-</b>	<b>83,437</b>	<b>114,440</b>	<b>83,149</b>
<b>Net incoming resources before transfers</b>		<b>19,304</b>	<b>-</b>	<b>28,904</b>	<b>48,208</b>	<b>40,989</b>
Gross transfers between funds		(50,000)	50,000	-	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(30,696)</b>	<b>50,000</b>	<b>28,904</b>	<b>48,208</b>	<b>40,989</b>
Fund balances at 1 April 2011		65,858	-	18,500	84,358	43,369
<b>Fund balances at 31 March 2012</b>		<b>35,162</b>	<b>50,000</b>	<b>47,404</b>	<b>132,566</b>	<b>84,358</b>

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 2012

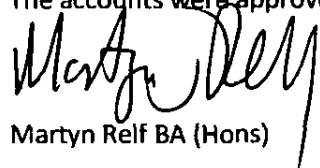
	Notes	2012 £	£	2011 £	£
<b>Current assets</b>					
Debtors	8	1,681		2,687	
Cash at bank and in hand		131,849		82,270	
		<u>133,530</u>		<u>84,957</u>	
<b>Creditors: amounts falling due within one year</b>	9	(964)		599	
<b>Total assets less current liabilities</b>			<u>132,566</u>		<u>84,358</u>
<b>Income funds</b>					
Restricted funds	10		47,404		18,500
Unrestricted funds					
Designated funds	11		50,000		-
Other charitable funds			35,162		65,858
			<u>132,566</u>		<u>84,358</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 2012. 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.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

The accounts were approved by the Board on 1 October 2012



Martyn Relf BA (Hons)

Company Registration No. 06402194



# ENGLISH IN THE COMMUNITY

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2012

#### **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 2012

#### 2 Donations and legacies

	2012 £	2011 £
Donations and gifts	95	3,575
Grants receivable for core activities	23,139	37,232
	<u>23,234</u>	<u>40,807</u>
<b>Donations and gifts</b>		
Unrestricted funds		
Donations and gifts - general	95	3,575
	<u>95</u>	<u>3,575</u>

#### 3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Grants received	27,073	112,341	139,414	83,331
	<u>27,073</u>	<u>112,341</u>	<u>139,414</u>	<u>83,331</u>
Included within income relating to grants received are the following grants				
Peter Storrs Trust			-	4,000
ESCC			27,073	-
Big Lottery Fund			75,669	76,331
Allen Lane Foundation			-	3,000
Henry Smith Charity			9,725	-
Allan & Nesta Ferguson Charitable Trust			15,000	-
European Social Fund			11,947	-
			<u>139,414</u>	<u>83,331</u>

## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

#### 4 Total resources expended

	2012	2011
	£	£
<b>Costs of generating funds</b>		
Costs of generating donations and legacies	5,708	4,927
	<hr/>	<hr/>
<b>Charitable activities</b>		
<u>Unrestricted activities</u>		
Activities undertaken directly	25,295	17,268
	<hr/>	<hr/>
<u>Restricted activities</u>		
Activities undertaken directly	81,966	59,398
	<hr/>	<hr/>
	107,261	76,666
	<hr/>	<hr/>
<b>Governance costs</b>	1,471	1,556
	<hr/>	<hr/>
	114,440	83,149
	<hr/> <hr/>	<hr/> <hr/>

## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

#### 5 Activities undertaken directly

	2012	2011
	£	£
Other costs relating to unrestricted activities comprise		
Training	3,900	240
Venue hire	740	567
Copying, stationery and postage	511	88
Sundry	4,818	667
Office expenses	170	201
Salaries and NI	14,760	12,438
Teaching	-	2,500
Travel	179	536
Volunteer support and expenses	27	4
Computer maintenance	-	27
Office equipment	190	-
	<u>25,295</u>	<u>17,268</u>

#### Other costs relating to restricted activities comprise

Teaching	2,284	2,713
Training	1,937	2,368
Venue hire	10,582	6,798
Books	2,257	4,000
Copying, stationery and postage	2,211	1,916
Travel	4,877	2,257
Office equipment	1,847	5,430
Sundry	895	1,863
Office expenses	1,456	894
Salaries and NI	44,154	24,320
Recruitment	1,070	1,339
Volunteer support and expenses	1,707	653
Rent and rates	6,292	4,626
Light and heat	397	221
	<u>81,966</u>	<u>59,398</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 2012

#### 7 Employees

##### Number of employees

The average monthly number of employees during the year was

	2012 Number	2011 Number
Employees	2	2

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

8 Debtors	2012 £	2011 £
Prepayments and accrued income	1,681	2,687

9 Creditors: amounts falling due within one year	2012 £	2011 £
Accruals	964	599

#### 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 2012 £
	Balance at 1 April 2011 £	Incoming resources £	Resources expended £	
Big Lottery Fund	16,241	66,710	(64,751)	18,200
Allen Lane Foundation	2,259	-	(1,361)	898
Henry Smith Charity	-	9,725	(7,988)	1,737
Allan & Nesta Ferguson Charitable Trust	-	15,000	(8,138)	6,862
European Social Fund	-	11,947	(1,199)	10,748
Big Lottery Supporting Change	-	8,959	-	8,959
	<u>18,500</u>	<u>112,341</u>	<u>(83,437)</u>	<u>47,404</u>

## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

#### 11 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2011	Incoming resources	Movement in funds		Balance at 31 March 2012
			Resources expended	Transfers	
	£	£	£	£	£
Property acquisition reserve	-	-	-	50,000	50,000
	-	-	-	50,000	50,000

#### 12 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2012 are represented by				
Current assets	36,126	50,000	47,404	133,530
Creditors amounts falling due within one year	964	-	-	(964)
	35,162	50,000	47,404	132,566