

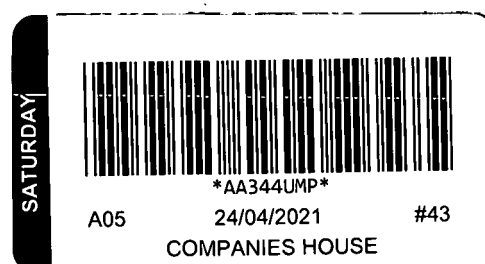
Company Number: 04302657

Charity Number: 1143680

Surrey Lifelong Learning Partnership

Trustees' Report and Unaudited Financial Statements for the Year Ended 31st July 2020

Brewers Chartered Accountants
Bourne House
Queen Street, Gomshall
Surrey, GU5 9LY



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The Board of Trustees presents its directors' report and unaudited financial statements for the year ended 31st July 2020.

Company Information

Name of Charity	Surrey Lifelong Learning Partnership
Registered Company Number	04302657
Registered Charity Number	1143680
Registered Office	Unit 208, Lansbury Estate, 102 Lower Guildford Road, Knaphill, Surrey, GU21 2EP
Independent Examiners	Brewers Chartered Accountants, Bourne House, Queen Street, Gomshall, Surrey, GU5 9LY
Solicitor	HHCS, Little Daux Farm, East Street, Billingshurst, West Sussex, RH14 9DB
Bankers	HSBC, PO Box 160, 12A North Street, Guildford, GU1 4AF
Chair and Trustees	Anne Rouse (Chair) Derek Pollard OBE (Chair resigned 29 th June 2020) Susan Hackman Maureen Kilminster Diana Pogson (resigned 10 th December 2019) Paul Wilson
Company Secretary	Kevin Delf
Chief Executive	Kevin Delf

Mission

We work with partners to ensure that those, in Surrey and beyond, who have missed out on learning in the past, have opportunities to learn and to reach their full potential.

Objectives

We seek to build a bridge linking potential learners from disadvantaged communities with life changing opportunities.

The bridge will be constructed in a variety of ways:

- **Developing the capacity of communities to benefit from learning** through helping them to develop their own community learning projects; training trusted members of the community as Community Champions to provide information and inspire confidence; and working with partners to arrange for courses to take place within local venues.
- **Ensuring ongoing support for learners engaged** to ensure that when they start their learning journey they have opportunities to progress.
- **Developing new provision and approaches** to engage learners more effectively and using this knowledge to provide training partner organisations which provide for these learners.
- **Helping providers of learning to understand what potential learners need and want** and therefore what needs to be done differently to engage these. We act as a 'centre for intelligence' providing information about successful approaches to engage disadvantaged learners in communities.
- **Improving the services offered to learners by influencing** the policies and plans of those responsible for planning and funding learning.

Target Audiences

- Disadvantaged communities living in Surrey and other parts of the South East
- 19+ Adults (and young disadvantaged adults 14-19 where these are not being catered for)
- Families
- Partner organisations providing support for these groups

Introduction from Anne Rouse – Chair of Trustees

“This year I was appointed as Chair of Surrey Lifelong Learning Partnership. I would like to pay tribute to Dr Derek Pollard OBE, who has led the charity through a very successful period. As the charity celebrates its 20th year of helping people across Surrey to re-engage in learning and in so doing change their lives for the better there is still much to do.



Today we face health, economic and environmental challenges never encountered in our lifetimes. Never has the role of Surrey Lifelong Learning Partnership in providing for

those who may have missed out on their education, or those who simply wish to learn new skills, been more vitally important. The good news is that we have excellent staff supported by an enthusiastic team of Trustees. I am relishing the chance to visit all of our projects, meet with those who are benefitting from our work, and to help the organisation use its talents to the full”.

We are grateful to our staff, to partners and funders who support our work and to the many volunteers who give their time freely and make a substantial contribution to our work.

Anne Rouse
Chair of Trustees
23rd April 2021

How our Activities Deliver Public Benefit

Indices of multiple deprivation allow us to map those areas within Surrey where people are suffering disadvantage. The indices take into account income, employment, health deprivation and disability, education skills and training, barriers to housing and services, crime and living environment. We have been supporting communities living in the areas with the highest level of deprivation. We have engaged:

- adults who were seeking employment, referred to us by Job Centre Plus, housing associations and local councils - many of these needed to gain work in order to secure accommodation.
- older learners aiming to develop new skills to access local services which are increasingly delivered online.
- younger people aged 16-19 who have found education challenging and require a new environment in which to gain new skills and enthusiasm.

Learning in communities

By offering courses in community venues (through our community learning and skills hubs) we have been able to overcome barriers to learning relating to travel and low confidence.

Learning through enterprise

Social enterprises such as our Bike Project have been developed to provide real work experience to young people and disadvantaged adults. This project engages volunteers to help refurbish second-hand bicycles, provides training and qualifications to equip trainees for employment and further learning, and at the same time generates income which is reinvested in the enterprise.

Learning for work

Through projects such as the ETHOS project we support those who need to secure employment and to be able to afford accommodation. Our Advisers work with these individuals, who have often been unemployed for a long period, by helping them to prepare for work and gain the necessary skills where needed.

All of our charitable activities focus on improving the opportunities for people to re-engage in learning so that they develop the confidence and skills needed to reach their full potential.

Achievements and Performance



Park Barn Community Learning Centre

- 42 local residents engaged in learning
- 7 gained employment
- 9 undertaking literacy, numeracy, IT, and conversational English courses

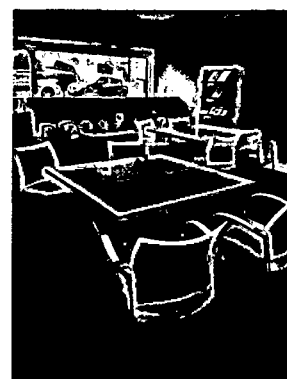
The aim was to provide a learning and support hub within the heart of the community aimed at addressing financial, educational and social inequalities. In the first nine-months (pre-lockdown) the centre significantly exceeded the targets set (35) and engaged 42 beneficiaries.

For example, seven people have achieved full-time employment and nine are receiving regular coaching in literacy, numeracy, IT, conversational English, and employability skills. All clients have bespoke action plans and learning goals and staff work with partners to overcome and address barriers to learning. Such barriers include;

- Debt management and help with benefit entitlement
- Social care support (e.g. housing and PIP applications)
- Employability skills
- Conversational English & ESOL
- Confidence building
- Functional Skills (Maths & English)
- Job interview techniques

The original proposal was for a single tutor co-ordinator. It was quickly discovered that more resources were required and staff numbers were increased on site to two. Building on the use of online learning resources has been crucial as has capitalising on links with other projects which provide work experience and skills.

We used the Covid lockdown period wisely in terms of remote support (telephone/online) for clients, particularly around anxiety and mental health. In mid-September, a considered decision was taken to reopen for face to face appointments at new premises located at 109, Southway (the SLLP bike project venue). This provided confidentiality and the ability to ensure Covid-compliant visits (temperature checks, social distancing and so forth).



On a more practical level, with the support of partners such as Community Foundation Surrey plus donated paint (Guildford Borough Council) and furniture (tables and chairs from a local business), the venue has been transformed into a safe and welcoming space as the picture above demonstrates. To date, a further eighteen clients have been engaged in just seven sessions and are fully booked until the third week in December. This coming year (post-Covid), we aim to work with at least a further fifty beneficiaries on bespoke programmes to help them overcome life barriers.

Epsom & Ewell Community Skills Hub

The Skills Hub opened during the Coronavirus Pandemic. Initially face-to-face support had not been possible. As a result we developed our expertise and skills in supporting local people online. Some of the learning we have delivered ourselves, and some we have arranged in liaison with partners such as Nescot College. We have been pleased with the results to date:

- 3 learners on Literacy course
- 2 learners on numeracy course
- 3 on basic digital course
- 4 on IT Level 1
- 1 on IT Level 2
- 4 have taken Health & Safety, SIA (security) or CSCS courses
- 1 is on a bookkeeping course
- 2 are engaged on pre ESOL Entry Level course
- 5 are engaged on other courses including Level 2 Counselling Skills, Childhood Illnesses, Creating a Business Start Up, Office Administration, Hairdressing Apprenticeship

The demand for support is growing and we are now delivering some face-to-face work.

The ETHOS Project



- received 258 client referrals
- 649 client interactions undertaken
- 175 client action plans drawn up
- 27 enrolled on training courses
- 58 employment outcomes achieved
- 7 went into volunteering

During 2019/20 our Learning and Employment Advisers worked with anyone living within one of the boroughs and districts councils which fund ETHOS, namely Elmbridge; Epsom and Ewell; Tandridge and Mole Valley. Clients are usually unemployed; working fewer than 16 hours a week or in insecure employment; and may also have insecure housing. Typically, clients may be homeless, or in private rented accommodation faced with eviction; they may be struggling with mortgage repayments or living in a hostel. They might be a dependent adult living at home, but not working - unable to contribute to the household and feeling unfulfilled. They could be a lone parent; a person aged 50 + whose job has been made redundant; or someone with a health condition and/or complex needs. They may have limited English language skills and be isolated from their community for cultural and/or domestic reasons.

Despite the Covid pandemic we maintained the service providing learning opportunities, mentoring and other support throughout. We exceeded our target for supporting people into employment.

The Bike Project

The Bike Project refurbishes donated bikes, provides free skills, accredited training and work experience for local jobseekers and disengaged young people in both the Guildford and Walton-on-Thames areas. The bikes are sold to the local community at an affordable price and the income "recycled" to sustain the project.

This year the Project registered with the Institute of the Motor Industry to enable it to offer IMI Cycle Mechanics Awards at Levels 1, 2 and 3. We developed this learning offer to provide opportunities for young people in Years 10 or 11 who had been excluded from, or were experiencing difficulties at, school. 4 learners enrolled on the Level 1 course and 6 on the Level 2 course. However, due to Covid restrictions we had to postpone these courses. 10 learners did complete programmes of alternative learning and work experience. In addition, 15 volunteers supported the project in a wide range of roles, including workshop mechanics, office support; retail, recycling and driving. The project could not exist without the fantastic contribution that the volunteers make.

The GLADE Project

GLADE is a social enterprise run in partnership with a local mental health charity, Oakleaf Enterprise, and Guildford Borough Council. It offers work experience, learning and engages the local community in in Park Barn and Westborough (Guildford) in projects to support recycling and the environment. As a result of the impact of the COVID Pandemic the GLADE Project will come to an end on 14th December 2020. The figures below reflect some of the achievements of the Project over the past three years.

	Performance		
	2017-18 (12 months)	2018-19 (12 months)	2019-20 (4 months)
<u>Volunteers engaged in delivering services</u>	23	25	3
- Achieving qualification	42	4	0
- Completing vocational qualification	27	33	7
- Completing garden maintenance skills	15	15	7
- Confidence & employability course	32	35	5
- Language skill, numeracy, basic IT course	52	54	5
<u>People securing employment</u>	17	5	0
<u>Volunteers community Projects</u>	7	88	7

Financial Review

Challenges Faced

The accounts for 2018-19 show a surplus of £15k at the year-end which is better than the forecast budget.

SLLP has continued to provide support for its beneficiaries throughout the Covid Pandemic. Inevitably we have had to close our Bike operation and this resulted in an estimated loss of income of c £20,000. This was offset by the Covid business grants provided by Guildford Borough Council and through the furlough of 2 staff for part of the lockdown period.

In addition, a Bounce Back Business Loan was secured from HSBC to protect the charity against any unforeseen cashflow problems which might have arisen due to the period of Covid lockdown.

Reserves policy

SLLP needs to hold reserves to:

- Provide an appropriate level of working capital
- Allow for the development of new initiatives
- Provide against any significant drop-in short-term funding.
- If necessary, to close the charity down in a controlled way, meeting all currently known liabilities.

The charity has used its own unrestricted funds to support projects and the nature of some of the projects involves an element of trading which is financially more risky. The trustees may also wish to temporarily fund projects or continue to fund projects where grants have ceased or been

substantially reduced, to avoid a stop-start approach. Reserves need to be held to provide for these possibilities.

Management accounts (with year-end forecasts) are monitored and reviewed quarterly at Board meetings to ensure that this level of reserves is maintained, and that if there should be any impact on reserves that appropriate action is taken to address this. The Reserves Policy is similarly reviewed on a regular basis.

The current level of reserves now stands at £85,686. The Board has agreed that this is sufficient to meet obligations given reduced staffing levels.

It is recognised that some projects have required a net investment from SLLP. We are working hard to ensure that costs are covered and additional income to address any funding gaps is secured.

Risk Management

A register of the major risks to which the Charity is exposed is considered by the Trustees at Board meetings to ensure that systems and procedures are in place to manage those risks and that appropriate insurances are in place.

Principal risks and mitigating factors are:

- Financial uncertainty – the charity works hard to keep its costs down and to diversify income.
- Loss of key staff – the organisational structure is being reviewed.
- Safeguarding – staff receive training and safeguarding is kept under review by the Trustees.
- Data Protection – data protection is kept under review by Trustees.

The budget for 2020-21 has been agreed and provision made for additional administrative support for the Chief Executive.

The charity continues to operate a money purchase staff pension scheme (the People's Pension) set up in April 2016. The charity does not have any significant pension liabilities.

Acknowledgements

We are grateful to the many partner organisations and funding organisations who have supported our work.

Aspire Sussex
British Transport
Brooklands College
Coast to Capital
Community Foundation Surrey
Clarion Futures
Education & Skills Funding Agency
Elmbridge Borough Council
Enterprise M3
Epsom & Ewell Borough Council
Epsom Surestart Children's Centre
European Social Fund
Evans Cycles

Farnham Heath End School
Guildford Borough Council
Guildford College
Guildford Philanthropy
Jobcentre Plus
Local councillors
London Learning Consortium
Military Partnership Board
Mole Valley District
Oakleaf Enterprise
P A Housing
Riverview Children's Centre
Romsey Community School Ltd

Rosebery Housing
South West Trains
Surrey Police
Surrey Supported Employment Fund
Surrey Young Person's Funds
Surrey Care Trust
Community Action Surrey
Surrey County Council
Tandridge District Council
University of Surrey
Voluntary Action Elmbridge
Walton Charity
Weydon School
Woking Borough Council

With special thanks to ...

Walton Charity for providing funding and support to develop the Walton Bike project and to promote literacy skills.



Surrey County Council for providing premises and start up funding for the Walton Bike Project.



Community Foundation Surrey for contributions towards the staff costs of the Guildford Bike Project.



Good Things Foundation for providing IT devices to support remote learning during the Covid crisis.

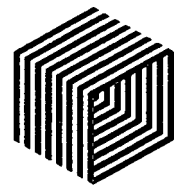


The Building Better Opportunities programme – part-funded by the European Social Fund (ESF) matched by the Lottery Fund, for supporting two projects to help disadvantaged people into employment



With special thanks to:

To the following partners for supporting the ETHOS project, through funding, facilitating referrals to the project and attending quarterly meetings to review progress and develop plans.



CLARION
HOUSING GROUP



ROSEBERY
HOUSING ASSOCIATION



To HM Government for Covid Pandemic Support Grants - £9,000 via the Job Retention Scheme and £20,000 via the retail, hospitality and leisure grant fund.

Future Developments

In 2020-21 we will focus on:

- Developing community learning hubs to meet the needs of local communities.
- Growing SLLP to increase the charity's effectiveness and robustness. We will continue to seek to diversify income streams to place the charity on a surer financial footing.
- Refreshing the SLLP Board by recruiting new Trustees to bring new areas of experience and expertise.
- Extending the ETHOS service to new areas
- Ensuring that the learner voice is heard more and listened to.

In all that we do we will continue to provide support to those who are disadvantaged by helping them to re-engage in learning so that they are able to enhance their employment opportunities, develop new skills, access local services more easily or improve their sense of wellbeing.

Structure Governance and Management

Surrey Lifelong Learning Partnership was established in 2000 and registered as a charity on 6th September 2011.

It is a company limited by guarantee and has articles of association developed from the Charity Commission's Model Articles of Association in which the Trustees are responsible for appointing new Trustees.

The Trustees are provided with bespoke training to support them in undertaking their role as Trustees.

The Board has delegated day-to-day management of the Charity to the Chief Executive. However, a system of governance is in place and calendar of Board agenda items has been created to ensure that Trustees maintain proper oversight and control of operations and keep under review all matters required in order to comply with Charity Commission rules.

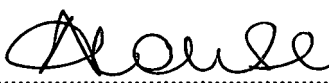
Staff remuneration is reviewed annually. Staff roles have been benchmarked to ensure that salaries are matched appropriately to roles and responsibilities. No other external bodies are entitled to appoint Trustees.

The Trustees have considered the guidance published by the Charity Commission with regard to public benefit and the Charity.

The Trustees have reviewed and confirmed the Charity's objectives.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees on 15th April 2021 and signed on behalf of the Board by


.....
Anne Rouse – Chair of Trustees

Date: 23.4.2021
.....

Independent Examiner's Report to the Trustees of Surrey Lifelong Learning Partnership

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Surrey Lifelong Learning Partnership ('the charitable company') for the year ended 31 July 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities

applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



A M Skilton ACA
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall, Surrey GU5 9LY

Date: 23rd April 2021

Surrey Lifelong Learning Partnership

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31st July 2020
Including the income and expenditure Account

	Note	Unrestricted Funds General	Restricted Funds	Total Funds	
				2020	2019
		£	£	£	£
INCOME					
Income from Charitable Activities:					
ESFA funding	1	4,659	-	4,659	35,309
Project income		299,163	56,141	355,304	426,820
Investment income - bank interest		66	-	66	35
Other income	2	29,434	-	29,434	-
TOTAL INCOME		333,322	56,141	389,463	462,164
EXPENDITURE					
Charitable Activities					
Project costs		288,878	53,900	342,778	446,151
Support costs including governance allocated to Charitable Activities	3	30,045	2,323	32,368	37,182
TOTAL EXPENDITURE		318,923	56,223	375,146	483,333
NET INCOME / (EXPENDITURE)					
		14,399	(82)	14,317	(21,169)
Transfers between funds		(82)	82	-	-
Net Income/(Expenditure) for the year		14,317	-	14,317	(21,169)
Net movement in funds					
Balances b/fwd at 1 st August 2019		70,611	-	70,611	91,780
Balances c/fwd at 31st July 2020		84,928	-	84,928	70,611

Surrey Lifelong Learning Partnership
BALANCE SHEET AS AT 31st July 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible fixed assets	5	1,122	3,243
CURRENT ASSETS			
Debtors and prepayments	6	18,410	24,900
Cash at bank and in hand		<u>183,486</u>	<u>103,236</u>
		<u>201,896</u>	<u>128,136</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Creditors and accruals	7	<u>118,090</u>	<u>60,768</u>
NET CURRENT ASSETS		<u>83,806</u>	<u>67,368</u>
Charitable Activities		<u>84,928</u>	<u>70,611</u>
FUNDS			
Unrestricted funds:			
General funds		84,928	70,611
Restricted funds	11	-	-
TOTAL FUNDS		<u>84,928</u>	<u>70,611</u>


For the year ending 31/07/2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees, who are also directors, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The notes on pages 17 to 21 form part of these financial statements.

Approved by the Board on 15.4.2021 and signed on their behalf by


 Director and Chair of Board of Trustees
 ANNE ROUSE

Surrey Lifelong Learning Partnership

NOTES TO THE FINANCIAL STATEMENTS
YEAR TO 31st July 2020

1. Accounting Policies

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Surrey Lifelong Learning Partnership meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Funds

General funds represent the funds that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. The purpose of any restricted funds is noted in the accounts.

Income

All incoming resources are included on the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

Direct costs have been included in respect of the activity to which they relate. Staff costs have been allocated to the activity and to support costs to which they relate in proportion to the time spent where applicable.

Support costs

Support costs include the costs of running the charity including general management, accounting, information technology and governance. Support costs have been allocated to projects in proportion to total expenditure.

Fixed assets

Depreciation of fixed assets is calculated to write off their cost over their estimated useful lives as follows:

Computer equipment - 33% on cost

Fixtures & fittings - 25% on cost

Motor Vehicles - 25% on cost

Assets are capitalised if their value exceeds £2,000

Debtors

Debtors are amounts owing to the charity or paid in advance by the charity at 31st July.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Surrey Lifelong Learning Partnership

NOTES TO THE FINANCIAL STATEMENTS
YEAR TO 31st July 2020

1. ESFA Funding

	2020	2019
	£	£
Community learning	29	7,929
Adult Skills	4,630	27,380
	<u>4,659</u>	<u>35,309</u>

2. Other Income

Guildford Borough Council GRANT	20,000	-
HMRC JRS Grant	8,932	-
Other Income	502	-
	<u>29,434</u>	<u>-</u>

3. Charitable expenditure

	£	£	2020	2019
	Unrestricted	Restricted	£	£
			TOTAL	
Charitable Activities				
3.a Salaries, NIC, Casual wages and employment	191,273	43,236	234,509	250,006
Rent and rates	6,429	-	6,429	6,373
Telephone	1,880	97	1,977	3,801
Stationery & computer costs	482	290	772	1,113
Light & heat	545	-	545	854
Project costs	97,605	10,567	108,172	196,145
Travel & subsistence	2,327	-	2,327	3,495
Insurances	2,455	218	2,673	2,710
Bank charges	519	-	519	255
Legal & Professional Fees	266	-	266	4,555
Training	190	-	190	
Sundries	1,094	202	1,296	1,912
Website / IT Services and computer costs	1,300	1,213	2,513	2,384
Clearly Creative HQ Staff costs	5,086	-	5,086	3,828
Depreciation	2,122	-	2,122	2,122
Governance - Independent Examination fee	2,258	-	2,258	2,150
Governance - Accounts preparation and Bookl	3,095	400	3,495	1,630
Total	<u>318,923</u>	<u>56,223</u>	<u>375,146</u>	<u>483,333</u>

Apportioned on the following basis:

	£	£	£	£
	Unrestricted	Restricted	TOTAL	
Direct costs of running the projects	288,878	53,900	342,778	446,151
Support costs allocated	30,045	2,323	32,368	37,182
Total charitable costs	<u>318,923</u>	<u>56,223</u>	<u>375,146</u>	<u>483,333</u>

Surrey Lifelong Learning Partnership

NOTES TO THE FINANCIAL STATEMENTS
YEAR TO 31st July 2020

4. Support costs	2020 £	2019 £
Premises and insurances	11,309	9,938
Administration	18,736	23,644
Salary costs	2,323	3,600
Total support costs are allocated to projects pro rata to total expenditure.	<u>32,368</u>	<u>37,182</u>

Governance costs, included in Administration costs above include:

	2020 £	2019 £
Independent examiners fee	2,258	2,150
Accounts preparation	1,550	1,000
Bookkeeping and Payroll processing	1,945	630
	<u>5,752</u>	<u>3,780</u>

3.a Staff costs

	£	£
Salaries	213,401	230,547
Social security and pension costs	15,814	16,322
Casual wages/childcare vouchers	5,294	3,137
	<u>234,509</u>	<u>250,006</u>

The average monthly number of employees during the year was 12 (2019: 13).

There were no employees with emoluments above £60,000 per annum.

The key management personnel of the Charity comprise the trustees, the Chief Executive Officer and the Senior Management team. The total remuneration and benefits received by key management personnel was £113,292 (2019: £108,553)

No trustees received any remuneration or any other benefits during the year. No trustees were reimbursed for out of pocket expenses during the year.

Surrey Lifelong Learning Partnership

NOTES TO THE FINANCIAL STATEMENTS
YEAR TO 31st July 2020

5. Fixed assets

	Computer Equipment £	Office Equipment £	Motor Vehicle £	Total £
Cost				
1st August 2019	36,910	3,434	5,500	45,844
Additions	-	-	-	-
Disposals	-	-	-	-
31st July 2020	<u>36,910</u>	<u>3,434</u>	<u>5,500</u>	<u>45,844</u>
Depreciation				
1st August 2019	34,667	3,434	4,500	42,601
Charge for year	1,121	-	1,000	2,121
Disposals	-	-	-	-
31st July 2020	<u>35,788</u>	<u>3,434</u>	<u>5,500</u>	<u>44,722</u>
Net book value				
31st July 2020	<u>1,122</u>	<u>-</u>	<u>-</u>	<u>1,122</u>
31st July 2019	<u>2,243</u>	<u>-</u>	<u>1,000</u>	<u>3,243</u>

6. Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	13,015	11,015
Prepayments	2,291	2,791
Accrued income & sundry debtors	1,956	11,094
VAT	1,148	-
	<u>18,410</u>	<u>24,900</u>

7. Creditors

	2020 £	2019 £
Amounts falling due within one year:		
Trade creditors	16,225	3,958
Taxation and social security	4,198	12,023
Deferred Income	42,812	41,007
Accruals	4,855	3,780
Other creditors (HSBC Bounce Back Loan re-payable over 5 years)	50,000	0
	<u>118,090</u>	<u>60,768</u>

8. Deferred Income

Balance brought forward at 1st August 2019	41,007	79,965
Used in year	(41,007)	(79,965)
Deferred in 2020	42,812	41,007
Balance carried forward at 31st July 2020	<u>42,812</u>	<u>41,007</u>

Income is deferred which relate to projects for whom funding is provided beyond the end of the year.

Surrey Lifelong Learning Partnership

NOTES TO THE FINANCIAL STATEMENTS
YEAR TO 31st July 2020

9. Restricted funds

	Movement in Funds:				Balance 31/07/2020 £
	Balance 01/08/2019 £	Income £	Expenditure £	Transfers £	
Bike Project	-	16,720	16,720	-	-
Alliance Project (BBO)	-	9,068	9,068	-	-
Aspire WTFW Project (BBO3)	-	-	82	82	-
Park Barn Learning Centre	-	8,590	8,590	-	-
MVDC Employment Fair	-	5,000	5,000	-	-
Epsom Community Skills Hub	-	16,763	16,763	-	-
	-	56,141	56,223	82	-

Transfers represent the subsidy provided to the projects out of general funds.

The Southway Shop, previously treated as a restricted fund, has on further consideration has been treated as unrestricted.

The ETHOS and GLADE projects were previously treated as restricted funds but on consideration during the were re-allocated as unrestricted in nature in 2018

The Bike Project restricted funds relate to a Community Foundation Grant (£5720) and Walton Charity Grant (£11,000).

Park Barn Learning Centre Guildford Borough Council Aspire Grant

10. Analysis of net assets by fund

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020
Fixed assets	1,122	-	1,122
Current assets	201,896	-	201,896
Current liabilities	(118,089)	-	(118,089)
Fund Balance	84,928	-	84,928

11. Financial Commitments

	2020 £	2019 £
The charity has the following annual commitments due under non-cancellable operating leases		
Less than one year	3,215	3,215
	<u>3,215</u>	<u>3,215</u>

The Southway Shop long-term lease ended in 2018; the property continues to be occupied on a monthly licence.

The offices at Lansbury Estate are occupied under lease terms which expired in June 2019.

Currently on a 6 month Rolling Contract to be reviewed on request.

12. Transactions with Directors

No directors' remuneration or other benefits were provided in the year.

No expenses were either reimbursed to, or paid on behalf of, the directors.

NOTES TO THE FINANCIAL STATEMENTS FOR YEAR TO 31ST JULY 2020

Restricted Funds

Alliance Project (BBO)

Led by Romsey Community School Ltd, the Alliance Project falls within the Building Better Opportunities programme (BBO) which is part-funded by the European Social Fund (ESF) and matched by the Lottery Fund. It helps tackle the poverty and social exclusion faced by the most disadvantaged people in England.

Aspire WTFW Project (BBO3)

Led by Aspire Sussex, the Local Learning Perspectives project falls within the Building Better Opportunities programme (BBO) which is part-funded by the European Social Fund (ESF) and matched by the Lottery Fund. It helps tackle the poverty and social exclusion faced by the most disadvantaged people in England.

Bike Project Grants and support

Pooling the resources of a range of partners, and with support from Guildford Borough Council (which provide premises for the Guildford workshop site), Guildford Philanthropy and Community Foundation Surrey (£5,720 towards training and handover to a new Bike Coordinator) and Walton Charity (£11,000 towards staff costs at the Walton site) and Surrey County Council (which contributes premises for the Walton Bike Project workshop), unemployed volunteers build confidence and skills as they help run this commercial enterprise.

Park Barn Learning Centre

Guildford Borough Council has provided Grant funding including via Aspire Community Grants to support the establishment of a learning centre to support the community in Park Barn Guildford. Guildford Philanthropy and Community Foundation Surrey have committed to providing ongoing support.

MVDC Employment Fair

Mole Valley District Council and Clarion Futures have provided support for engaging employers and learning providers for the benefit of local residents.

Epsom Community Skills Hub

Funded by Epsom & Ewell Borough Council in partnership with Epsom Jobcentre Plus, this pilot is providing a rolling programme of employment related supported learning opportunities for local residents. Community Foundation provided additional funding to support the element of online learning support which had been so important in order to support beneficiaries during the Covid 19 lockdown periods.

Surrey Lifelong Learning Partnership

15. Comparative for the statement of Financial Activities

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR TO 31st July 2019

Including the income and expenditure Account

		Unrestricted Funds General £	Restricted Funds £	Total Funds 2019 £
INCOME				
Income from Charitable Activities:				
ESFA funding	1	35,309	-	35,309
Project income		323,924	102,896	426,820
Investment income - bank interest		35	-	35
TOTAL INCOME		359,268	102,896	462,164
Charitable Activities				
EXPENDITURE				
Charitable Activities				
Project costs		343,255	102,896	446,151
Support costs including governance allocated to Charitable Activities	2	37,182	-	37,182
TOTAL EXPENDITURE		380,437	102,896	483,333
Net Income/(Expenditure) for the year		(21,169)	-	(21,169)
Net movement in funds				
Balances b/fwd at 1 st August 2018		91,780	-	91,780
Balances c/fwd at 31st July 2019		70,611	-	70,611