Company No : 6402194 Charity No : 1125265

ENGLISH IN THE COMMUNITY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

PERIOD ENDED 31 MARCH 2009

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LEGAL AND ADMINISTRATIVE INFORMATION

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

The names of the Directors who have acted during the period are as follows:-

Martyn Relf BA (Hons) Chairman (Appointed 17 October 2007)

Suzanne Reed Treasurer (Appointed 18 October 2007, resigned 2 April 2009)

Secretary Traci Gasson BA (Appointed 17 October 2007) Pamela Hooper BSc Director (Appointed 17 October 2007) Anthony Lilley FCA Treasurer (Appointed 3 April 2009)

No Director has any beneficial interest in the Company. All Directors 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 every General Meeting by rotation according to the length of service. The Directors of the Charity are deemed to be Trustees of the Charity in accordance with the Articles of Association.

All correspondence relating to the Charity should be addressed to the Volunteer Project Leader as follows:-

Tel: (01323) 482847 or 07971 908 141

Margaret Gardner

Lawson Lewis & Co.

37 Brassey Avenue

Eastboume

Nancy Grayland English in the Community 11 Broadview Close

Email: info@englishinthecommunity.org.uk Eastboume East Sussex BN20 9RB Website: www.englishinthecommunity.org.uk

The Independent Examiner is:-

The Solicitor acting for the Charity is:-

Malcolm Preece BA FCA DChA Price & Company 30/32 Gildredge Road Eastboume

East Sussex BN21 4SH East Sussex BN22 9QD

The Bankers to the Charity are:-

The registered address of the Charity is:-

Lloyds TSB 104 Terminus Road Eastbourne East Sussex BN21 3AH 30/32 Gildredge Road Eastbourne East Sussex BN21 4SH

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2009

The trustees present their report and accounts for the period from incorporation on 17 October 2007 to 31 March 2009.

Objectives and Activities of the Charity

The objectives of the charity are 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

We currently offer the following courses and training:

Regular free English language lessons including:

- Scheduled courses
- One to one tutorials
- Speakers on subjects of special interest
- Exam preparation

Community Advocacy including:

- Advocacy training
- Participation in forums and discussions
- Community translation service

Community Events including:

- Informative exhibitions
- Demonstrations and workshops
- Community surveys

Information and advice

- Information and advice for beneficiaries, plus research and insights to assist local community groups, agencies and councils.
- Informative websites, our own: <u>www.englishinthecommunity.org.uk</u> and the Live Better for Less website with useful links: <u>www.livebetterforless.org.uk</u>
- Volunteer training and supervision

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2009 (continued)

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 been working behind the scenes on our Policies and Procedures, reviewing our 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. A new book keeping system, together with the arrival of retired Chartered Accountant Anthony Lilley, who joined our Board as Treasurer on 3rd April, have brought new improvements to our accounts methods and reporting, while reducing costs.

We are currently seeking funding for a full-time Project Leader, as our organisation has grown to such an extent that it is no longer ideal that this position is provided on a purely voluntary basis.

Teacher recruitment: We continue to attract highly qualified volunteers, and have been able to add to our team of ESOL qualified teachers more recently after a successful press campaign resulted in the recruitment of six new teachers and two teaching assistants. We currently have fifteen qualified ESOL teachers and six teaching assistants working with us. Half of these teachers are from the BME community. Our new 'hot desk' office at Hastings Voluntary Action has greatly improved our networking and recruitment efforts in the area. We have also saved money that would have been spent hiring rooms for student and volunteer interviews.

Trustee Recruitment, Appointment and Training

In our first year we concentrated on creating a strong Board in which each member had considerable experience in community related work in addition to specialist skills relevant to their post. During the coming year, we will be seeking to recruit Directors from amongst our own volunteers and beneficiaries, and already have interest from individuals who are passionate about the work of English in the Community and want to have a part in its governance. Each new inductee receives a copy of the Charity Commission's guide 'The Essential Trustee', together with our Memorandum and Articles, our Annual Report (this is our first) and financial statements and organisational information about the charity. New trustees are also offered attendance at training sessions with Hastings Voluntary Action and other local organisations.

Achievements and Performance

We have made a big increase in the range and extent of our services this year. This has been a year of growth and expansion in which our services are now provided in the Hastings/St. Leonards area, in addition to our established activities in Eastbourne.

We have increased our range of courses and activities for speakers of other languages and are constantly striving to respond to their needs and suggestions within the limitations of our resources. We constantly consult with our beneficiaries and volunteers about ways in which we can improve our service and then look creatively at new ideas, involving them in all stages. Our work is now recognised by a wide range of agencies and organisations, and we regularly receive referrals and are asked for advice on a great many issues concerning non-native members of the community.

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2009 (continued)

The work that we have been pioneering since our inception, particularly that of accessible, community-based English language teaching in context, and the training of non-native community advocates, has inspired other groups to explore similar options. In the last two years EITC has taught over 200 ESOL learners. Currently, we offer seven classes in Eastbourne and four in Hastings, with a total of 92 students attending.

During the year we have offered the following -

- ESOL courses. We have provided up to six courses at a time for beneficiaries in Eastbourne, and up to three classes at a time for speakers of other languages in Hastings/St. Leonards. Courses range from Beginner to Upper-Intermediate, and include special 'Direct Method' classes for Beginners, one to one tutorials for students with special requirements, and exam preparation. A number of our students have passed exams such as the Cambridge PET exam (with merit) and the British (UK) Citizenship Test. We continue to offer classes at different times and venues to suit our beneficiaries' needs, including classes in community centres and in a Polish cafe. Additional funding received earlier in the during the last 12 months has enabled us to offer all courses free of charge, which has created a very significant increase in applicants, and has attracted students from a much wider range of cultures, some of which have been considered enclaved and more isolated than other communities. We also invite speakers from agencies and other community groups to visit classrooms and present information on topics of interest, including money matters and the work of the Citizen's Advice Bureau.
- Teacher training. We have spent a significant amount of our funding on volunteer training, and have achieved excellent outcomes for our volunteers as a result. Each teacher has received one to one professional mentoring with our consultant teacher trainer prior to taking a class. As many of our volunteer teachers are either newly-qualified, unemployed or retired, they often lack confidence in their teaching abilities. Teachers report a significant increase in confidence after their initial training and enjoy learning new skills. Our group teacher and teaching assistant training sessions have also been very successful. The first two hour session covering classroom management, was followed by another training evening dedicated to student assessment and exams.
- DVD training. We are now recording training sessions on video so that teachers who have missed a session can study a DVD later.
- Teaching assistant training. We have arranged for teaching assistants to have hands-on experience in the classroom under the supervision of an experienced teacher. Teaching assistants are also helping out with applicant testing and interviews. Many of our teachers have gone on to gain excellent employment or academic placements as a result of the training and experience gained, and we have some enthusiastic testimonials for our case study file.
- Our 550 volume library, which has been catalogued and labelled by our dedicated library team, has proven an invaluable resource both for classroom and teacher training purposes.
 Our intention is to expand this service considerably, using this resource as a basis for our future projects.

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2009 (continued)

- Translator/facilitator training and work experience. Currently, we are providing our team of translator/facilitators with 'hands on' work experience. As well as translating our own marketing and promotion materials, our team also translates documents for other organisations and agencies such as the Citizens Advice Bureau, TEALs (Traveller and English as an Additional Language Service) and the local Primary Care Trust which we provide without cost when the translation is of direct benefit to our user group. We also arrange for less experienced translators to work under the supervision of more experienced volunteers. We have had a particularly impressive track record in helping our volunteer translator facilitators, most of whom were unemployed or underemployed when they began with us, secure excellent employment after working with us and using the letter of reference we provide. During the last year, eight out of ten of our translator volunteers have cited their work and training with us, and the confidence gained, as the catalyst for gaining employment which reflects their education and aspirations.
- Community Advocacy. We encourage our facilitators to serve as community advocates by attending forums and discussion groups which serve the BME and wider community. During the last year this has been particularly successful. Last June, English in the Community volunteers made presentations to the Independent Reconfiguration Panel which afterwards ruled against an earlier decision to close the Eastbourne DGH maternity ward. Volunteers from Iran, Poland and the U.S.A. presented research and anecdotal evidence arguing that the needs of the local migrant community had not been taken into account when the original decision was made. The representation of English in the Community and its volunteers was cited as an important element in the decision to retain the existing maternity ward.
- 'Live Better for Less' credit crunch exhibition. This one day free event was specially designed to provide the widest range of information showing how to survive the credit crunch - all under one roof. Forty stands, ten workshops and three budget cookery demonstrations were packed with useful information which every person we surveyed found useful, interesting and thought-provoking. A range of free entertainment and excellent home made food at very reasonable prices contributed to a festival atmosphere which was enjoyed by all. As many as 1200 people learned how to save money and access advice and information while having fun on the day. Afterwards, groups and local businesses which attended reported a real boost to their endeavours. English in the Community, which conceived the event after identifying increased financial hardship amongst its beneficiaries, worked in partnership with CommunityWise and Eastbourne Homes, together with an excellent committee with representatives from a range of community groups and agencies. Live Better for Less successfully targeted visitors from all walks of life, including those on low or fixed incomes and members of the migrant community. The event has been successfully 'passed forward' to other towns and there are plans to hold a second event in Eastbourne, by popular demand.
- 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 the changing trends and requirements within the international community. English in the Community is sought for advice and consultations with a number of organisations and agencies, including the Citizen's Advice Bureau, the Hastings Trust, Traveller and English as an Additional Language service (TEALs) local Primary Care Trusts, local councils, Sussex Police and Victim Support.

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2009 (continued)

 Press coverage. English in the Community has an excellent PR team which has good relations with the local media. Our projects receive regular coverage in the local newspaper, as well as occasional radio and television coverage.

Plans for the Future

In addition to our existing range of services and activities there are other projects which it is hoped, funds permitting, can be launched in the year ahead. These include one to one literacy lessons for refugees and asylum seekers (many who can speak English reasonably well but are unable to read or write), supported 'drop in' centres in Hastings, Eastbourne and Newhaven, conversational English sessions to cover topics of interest, and an improved translation service for local organisations. It is hoped to produce a range of teaching materials to help people understand and use basic English.

Review of Financial Activities

The statement of Financial Activities, with its accompanying Notes, shows income for the period of £47,462 and expenditure of £39,717. Of the funds held at the year end of £7,745, £7,331 is designated for specific projects leaving a balance in the General Fund of £414. The accounts distinguish between Restricted and Unrestricted Funds, and the generous support of all who have contributed to the Charity is gratefully acknowledged.

The need for adequate reserves has been considered and a policy agreed that a reserve should be created to ensure the continuation of existing services and enable the provision of new services for the benefit of present and future beneficiaries. To facilitate this it has been agreed to establish a reserve equal to the costs of 6 months operating activity.

Donations received members of the public during fund-raising events such as the Dumpling Eating competition and the Live Better for Less raffle were gratefully received and proved useful for the purchase of small items. In particular, we should like to thank all those Trusts and Companies for their generous support during the year. We should also like to thank those individuals who have made donations during this period. A detailed list of all supporters is to be found at the end of this document.

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.

The Trustees would like to express their sincere thanks to everyone who has so generously supported the services and activities offered by English in the Community. This includes the many volunteer hours 'donated' by many people, including the Board of Trustees and regular voluntary helpers including teachers, teaching assistants, translator/facilitators, general assistants and the Project Leader. It is impossible to express the financial benefit of this generosity but it is, without question, this level of support that allows English in the Community to provide such a professional service to our beneficiaries. We would also like to thank the many organisations we work with in partnership, especially those who have provided us with invaluable advice and information, subsidised premises or specialist services. The Trustees would, therefore, like to express their appreciation to all those who have shared their resources or given us their time and expertise during the last year.

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2009 (continued)

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, under normal circumstances, should allow these risks to be managed and mitigated to an acceptable level in its day to day operations. The Board delegates the detailed consideration of risks faced to the Project Leader, 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.

Independent Examiner

A resolution proposing that Mr M N Preece of Price & Company, Chartered Accountants, be appointed as independent examiner of the Charity, will be put to the forthcoming AGM.

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 of the Charity for that period. In preparing those 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.

Signed on behalf of the Trustees

Director (Date) 2.6.09

INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 31 MARCH 2009

I have examined the accounts on pages 9 to 13 for the period ended 31 March 2009.

Respective responsibilities of trustees and examiners

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7) (b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

No matter has come to my attention during the course of our examination that gives me a reasonable cause to believe that, in any material respect:

- accounting records have not been kept in respect of this charity in accordance with section 41 of the 1993 Act; and
- the accounts do not accord with the accounting records and do not comply with the accounting requirements of the 1993 Act.

Further to this, no matter has been brought to my attention in connection with my examination, to which attention should be drawn in the report to enable a proper understanding of the accounts to be reached.

M N Preece BA FCA DChA Price & Company

Chartered Accountants Independent Examiner

Eastbourne 2 June 2009

STATEMENT OF FINANCIAL AFFAIRS PERIOD ENDED 31 MARCH 2009

Incoming Resources Incoming resources from charitable activities Student Fees Incoming resources from generated funds	Total £ 8,399	Restricted £	Unrestricted £ 8,399
Grants received (Note 2) Donations	38,775 288	30,275 0	8,500 <u>288</u>
Total incoming resources	<u>47.462</u>	<u>30,275</u>	<u>17.187</u>
Resources Expended			
Operating expenses (Note 3)	39,717	22,944	16,773_
Total resources expended	39,717	22,944	16,773
Net incoming resources for the period carried forward at			
31 March 2009	<u>7,745</u>	<u>7,331</u>	<u>414</u>

Note:

The above, together with the attached notes, provides details of the Income and expenditure.

BALANCE SHEET AS AT 31 MARCH 2009

	£	£
Current Assets		
Balance at Bank Prepayments	9,842 180	10,022
Creditors: Amounts falling due within one year		
Loan repayable Other creditors	1,000 <u>1,277</u>	<u>2,277</u>
Net current assets Total assets less current liabilities		<u>7.745</u>
Represented by:		
Income Funds		
Restricted Funds General Fund	7,331 <u>414</u>	
		7.745

In preparing these financial statements:

(a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985;

(b) No notice has been deposited under Section 249B(2) of the Companies Act 1985, and

(c) The directors acknowledge their responsibilities for:

(i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and

(ii) 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 results for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Board for issue on 2.6.09

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Notes to the Accounts for the period ended 31 March 2009

1. Accounting Policies

Basis of preparation

The accounts have been prepared on an accruals basis and include the results of the activities described in the Trustees' report. The accounts have been prepared in accordance with applicable accounting standards, the Companies Act 1985, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

Fixed assets

Apart from a few items of equipment there are no fixed assets of any appreciable value. The policy is to treat such equipment purchases, provided the cost of any item does not exceed £2,000, as an expense in the year of purchase.

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.

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.

Resources expended

Expenditure is recognised on an accrual basis.

Charitable expenditure comprise 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.

Notes to the Accounts for the period ended 31 March 2009 (continued)

2. Grants Received

Donor	Grant Received	Expended in Period	Balance held 31 March 2009
Scarman Trust	2,000	2,000	-
O2	2,000	2,000	-
EAVS-PCT Trust	250	250	•
Action in Rural Sussex	3,600	3,600	-
Seedcom Fund	5,000	5,000	-
H.B.C. Small Grant	500	500	-
Awards for All	10,000	7,497	2,503
Henry Smith Charity	3,500	3,500	-
S.C.F.	5,000	5,000	-
H.I.G.	925	-	925
Leigh Trust	5,000	2,097	2,903
Isabel Blackman Trust	<u>1,000</u>	_	<u>1,000</u>
	<u>38.775</u>	31,444	<u>7.331</u>
3. Resources Expended			
	Total	Restricted	Unrestricted
On Charitable Activities			
Teaching	6,2	252 6,252	
Training	•	114 2,414	
Room Hire		589 5,189	400
Books		330 2,830	
Travel		290 2,290	0.047
Office Equipment		247	3,247
Sundry Expenses	· ·	303 1,035	1,268
Promotion and Publicity	•	367 2,245	622
Office Expenses	•	307 689	2,118
Professional Charges	•	307	2,607 <u>10,262</u>
On Consenting Funds	<u>33,</u> 2	<u>206</u> <u>22,944</u>	10,202
On Generating Funds	•	367	867
Promotion and Publicity Professional Charges)79	2,079
Office Equipment	•	247	247
Office Expenses		807	807
Office Experises		000 000	4,000
On Governance			
Room Hire		177	177
Professional charges	2,6	079	2,079
Sundry Expenses		255	255
- •	<u>2,</u>	<u>511</u>	<u>2,511</u>
Total Resources Expended	1 <u>39</u> .	717 22,944	<u>16.773</u>

Notes to the Accounts for the period ended 31 March 2009 (continued)

4. Trustees remuneration

No Trustee has received any remuneration nor have any expenses been reimbursed.

5. Donations

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. We are grateful to all of our supporters, some of whom are listed below, without whose help our work would not be possible:

The Scarman Trust
Churches Together
East Sussex Downs and Weald PCT
O2
Action in Rural Sussex Capital Learning Fund
Margaret Gardner
Awards for All
Seedcom Fund
Sussex Community Foundation Grassroots Grants
The Henry Smith Charity
South Downs Bee Farms
St. Martins Vintners Ltd
Isabel Blackman Foundation
The Leigh Trust
Hastings & Rother PCT