Companies House

Charity Registration No. 1125265

Company Registration No. 06402194 (England and Wales)

ENGLISH IN THE COMMUNITY

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 JULY 2017

FRIDAY

A17

24/11/2017 COMPANIES HOUSE

#382



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees Richard G C Thornton TD

Traci G Gasson BA (Hons)

Giuditta Meneghetti Qureshi BA(Hons), PGCE, Cert Ed, MLfL, MAIC, MIOEE

Raquel Santander Cerezo MBA

Martin J K Sketchley MA, BA(Hons), PGCert TEFL-Q CELTA

Chairman Richard G C Thornton TD

Secretary Traci G Gasson BA (Hons)

Charity number 1125265

Company number 06402194

Registered office 30-32 Gildredge Road

Eastbourne East Sussex BN21 4SH

Independent examiner Price & Company

30-32 Gildredge Road

East Sussex BN21 4SH

Correspondence Zephyr Grayland, Project Manager

English in the Community

11 Broadview Close

East Sussex BN20 9RB

Telephone Office: 01323 482847

Mobile: 07971 908141

CONTENTS

	Page
Trustees' report	1 - 6
Independent examiner's report	7
Statement of financial activities .	8
Balance sheet .	9
Notes to the accounts	10 - 15

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 JULY 2017

The Trustees present their report and accounts for the period ended 31 July 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

English in the Community's (EITC) main objectives are to provide training and learning opportunities which enable disadvantaged or socially isolated people to realise their greatest potential and fully participate in society by:

- The provision of training and learning opportunities to improve communication, decision making and cognitive skills.
- Introducing initiatives which actively promote positive relationships between different segments of society.
- Fostering voluntary opportunities which provide richness of experience and the opportunity to better understand and participate in the local community.

Principal activities

Regular Free English Language Lessons, including:

- Courses ranging from Beginners (ESOL Entry level 1) to Pre-Intermediate (ESOL Entry level 3).
- · Classes to suit special requirements; women-only, literacy.
- · Advanced Grammar.
- English for Work ESOL and Soft Skills Training 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.
- Facilitating voluntary projects and opportunities for disadvantaged learners.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 JULY 2017

Networking, Information and Advice, including:

- Signposting services for beneficiaries.
- Providing research and insights to assist local community groups, agencies and educational organisations.
- Extensive networking with a wide range of organisations, businesses, community groups, statutory and local government agencies.
- 'Mentoring' of newly formed community groups. Providing advice, introductions and assistance with venue space.
- Projects undertaken by our beneficiaries including community information leaflets and surveys.

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

Volunteer recruitment and training

We continue to attract highly qualified volunteers, and typically have between eight and ten qualified teachers on our team at any given time. Recruits include former or current Directors of Study, Lecturers and Heads of Department as well as former language school owners and managers. Several have also 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 and many encourage their friends to join us.

Achievements and performance

EITC continued delivering quality ESOL lessons from its Eastbourne base at Community Wise Community Centre. In each of our classes, we aided disadvantaged and socially isolated beneficiaries, with problems ranging from zero formal education, homelessness and physical and mental health problems. It is testimony to the dedication and immense empathy of our volunteer teachers that each of these projects resulted in substantial improvements in the confidence and language skills of our beneficiaries. Perhaps even more important, was the tangible evidence that many of our learners were instilled with a greater sense of belonging within the wider community. Through voluntary work and other group activities they began to appreciate their own worth and what they had to offer.

Addressing the changing needs of society

EITC completes its last year as a charity having helped over 1,600 non-native speakers learn to communicate and actively participate in British society. EITC has successfully helped many non-native residents overcome the challenges which arise when someone feels they are excluded from society - but social inclusion is not just an issue for immigrants. In Britain today there are entire segments of the population, born and raised here, who feel equally left out in the cold.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 JULY 2017

Collective experience

Over the years, nearly 300 qualified teachers and educators from a broad spectrum of backgrounds came to join our Charity and contributed to our vast bank of knowledge. As well as English language teachers, we also had lecturers and professors, trainers and coaches (from many disciplines), together with researchers, community workers, and IT professionals. One of the reasons our ESOL, business and employment-related courses has been so successful in helping our beneficiaries is because of the input we received from these dedicated volunteers. Their knowledge and experience helped us to shape a flexible, personalised, holistic approach to teaching which ensured each learner received the tuition, help and assistance they needed to communicate with confidence and integrate successfully. Integral to the learning opportunities we provided was our emphasis on voluntary work together with sharing knowledge and experience with those of different backgrounds or cultures, which we believe is key to learners achieving good societal and interpersonal relations, as well as learning more about themselves in the process.

Organisational structure and quality control

Constant monitoring and refinement of our quality control initiatives ensured EITC maintained its reputation as an educational provider working to the highest standards. Systems for data capture and student progress were under constant review, with feedback from service users, stakeholders and funders providing valuable insight.

Communications systems and IT

Our bespoke comprehensive student database delivered detailed information such as nationality, native language, age, gender, tested English skills level and class attendance. As our beneficiaries past and present number over 1,600, this information provided 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.

Partnership working

English in the Community regularly worked with other organisations to provide a variety of high quality learning opportunities. A great many of our beneficiaries were referred to us by Job Centre Plus, with additional referrals from our friends People Matter, Home Works, Eastbourne Food Bank, Eastbourne Works, local Churches, Eastbourne Mosque and local Councillors. We also worked with Community Wise, Eastbourne and the YMCA, local Housing and NHS Trusts and recruitment agencies, as well as individuals working with the Institute of Education and the British Council.

Donations and grants

As a Charity, English in the Community has been 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, without whose help our work would not have been possible.

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 enabled English in the Community to provide such a professional service to our beneficiaries.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 JULY 2017

Partner organisations

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

Financial review

The Statement of Financial Activities, with its accompanying Notes, shows income for the period of £8,951 and expenditure of £21,050. Balance of all funds at the end of the period was £Nil.

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.

EITC's policy was to maintain the level of unrestricted funds which had not been designated for a specific use at a level equivalent to between three and six month's expenditure. The Trustees considered that reserves at this level ensured that, in the event of a significant drop in funding, they would have been be able to continue the Charity's activities whilst consideration was given to ways in which additional funds could be raised.

The Trustees has assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

End of an era

It is with great sadness that EITC's Trustees made the decision to close the Charity after 10 years' service in February 2017. This decision was not made lightly, but was unavoidable due to lack of funding and the retirement of key administrative volunteers. All resources, systems of administration, logos and copyrighted material have been signed over to Community Wise Community Centre in Eastbourne, which has been our primary partner and close ally since EITC's inception. We are actively working with Community Wise to ensure free ESOL provision will continue to be available at the Centre.

Structure, governance and management

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

The Trustees, who are also the directors for the purpose of company law, and who served during the period were:

Richard G C Thornton TD

Traci G Gasson BA (Hons)

Giuditta Meneghetti Qureshi BA(Hons), PGCE, Cert Ed, MLfL, MAIC, MIOEE

Raquel Santander Cerezo MBA

Martin J K Sketchley MA, BA(Hons), PGCert TEFL-Q CELTA

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 JULY 2017

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.

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.

Three of our current Directors have been recruited from amongst our volunteers. Giuditta Meneghetti is a volunteer administrator, Martin Sketchley is a teacher trainer and former volunteer teacher, 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 EAVS and other local organisations.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Policies

EITC's policies are subject to regular review with improvements and updates being made as required. New policies are developed in response to changing legal requirements and guidelines and to address any new areas of work undertaken by the charity.

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 developed systems to ensure copyright protection for the organisation's many unique services, publications and artwork.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 JULY 2017

The Trustees' report was approved by the Board of Trustees.

Traci G Gasson BA (Hons)

Trustee

Dated: 11 October 2017

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

I report on the accounts of the Charity for the period ended 31 July 2017, which are set out on pages 8 to 15

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 period 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 next statement.

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 requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met or

(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: 11 October 2017

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 JULY 2017

		Unrestricted funds	Restricted funds	Total 2017	Total 2016
	Notes	£	£	£	£
Income from:					
Donations and legacies	3	111	-	111	622
Charitable activities	4	3,500	4,980	8,480	14,449
Total income		3,611	4,980	8,591	15,071
Expenditure on:					
Charitable activities	5	6,740	14,310	21,050	16,722
Net expenditure for the year/					
Net movement in funds		(3,129)	(9 <u>,</u> 330)	(12,459)	(1,651)
Fund balances at 1 April 2016		3,129	9,330	12,459	14,110
Fund balances at 31 July 2017				-	12,459
					====

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from activities which ceased at the year end.

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

BALANCE SHEET AS AT 31 JULY 2017

		2017		2016	
	Notes	£	£	£	£
Current assets					
Cash at bank and in hand		-		13,059	
Creditors: amounts falling due within	10				
one year		-		(600)	
Net current assets			_		12,459
					====
Income funds					
Restricted funds	11		-		9,330
Unrestricted funds			-		3,129
			-		12,459

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 July 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The Trustees' responsibilities for ensuring that the charity 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 provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Trustees on 11 October 2017

Traci G Gasson BA (Hons)

Trustee

Company Registration No. 06402194

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2017

1 Accounting policies

Company information

English in the Community is a private company limited by guarantee incorporated in England and Wales. The registered office is 30/32 Gildredge Road, Eastbourne. East Sussex, BN21 4SH.

1.1 Accounting convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The accounts have not been prepared on a going concern basis, as the Charity ceased operating on 31 July 2017.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2017

1 Accounting policies (Continued)

Grants received are recognised using the performance model. A grant which does not impose specified future performance conditions is recognised as revenue when the grant proceeds are received or receivable. A grant that imposes specified future performance-related conditions is recognised only when these conditions are met. A grant received before the revenue recognition criteria are satisfied is recognised as a liability.

1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination fees.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2017

		Donations and legacies
2016	2017	
£	£	
622	111	Donations and gifts
		Charitable activities
2016 £	2017 £	
14,449	8,480 ———	Grants received
		Analysis by fund
	3,500	Unrestricted funds
	4,980	Restricted funds
	8,480	
		For the period ended 31 March 2016
3,500		Unrestricted funds
10,949		Restricted funds
14,449		
		Performance related grants
4,500	3,500	English Language Centre
9,949	<u>.</u>	Awards for All
-	4,980	Sussex Foundation Community
14,449	8,480	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2017

	2017	2010
	£	1
Staff costs	-	6,943
Teaching	15,137	4,520
Venue hire	2,433	2,268
Copying, stationery and postage	408	265
Travel	701	653
Volunteer support and expenses	411	197
Light and heat	48	193
Office expenses	830	654
Bank charges .	109	118
Sundry expenses	353	315
	20,430	16,122
Share of governance costs (see note 6)	620	600
	21,050	16,722
		
Analysis by fund		
Unrestricted funds	6,740	
Restricted funds	14,310	
	21,050	
For the period ended 31 March 2016		
Unrestricted funds		9,360
Restricted funds	,	7,362
		16,722

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2017

6	Support costs						
		Support Governance		2017	2016	Basis of allocation	
		costs	costs				
		£	£	£	£		
		,					
	Legal and professional	-	620	620	600	Governance	
							
		-	620	620	600		
					===		
	Analysed between						
	Charitable activities	-	620	620	600		
			<u> </u>				

Governance costs includes payments to the independent examiner £600 (2016-£600) for fees.

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the period.

8 Employees

Number of employees

The average monthly number employees during the period was:

	2017 Number	2016 Number
Employees	-	1
Employment costs	2017 £	2016 £
Wages and salaries	-	6,941

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2017

9	Financial instruments	2017 £	2016 £
	Carrying amount of financial liabilities	_	_
	Measured at amortised cost	-	600
10	Creditors: amounts falling due within one year		
		2017	2016
		£	£
	Accruals and deferred income	-	600
			=====

11 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 1 April 2016	Incoming resources	Resources expended	Balance at 31 July 2017
	£	£	£	£
Awards For All	9,330	-	(9,330)	-
Sussex Community Foundation	-	4,980	(4,980)	-
				_
	9,330	4,980	(14,310)	-
				=====

12 Related party transactions

There were no disclosable related party transactions during the period (2016-none).