

Companies House

Charity Registration No. 1125265

Company Registration No. 06402194 (England and Wales)

**ENGLISH IN THE COMMUNITY**  
**TRUSTEES REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**



## ENGLISH IN THE COMMUNITY

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Traci G Gasson BA (Hons) Giuditta Meneghetti Qreshi BA(Hons), PGCE, Cert Ed,MLfL, MAIC, MIOEE Raquel Santander Cerezo MBA Richard G C Thornton TD Martin J K Sketchley MA, BA(Hons), PGCert TEFL-Q CELTA
<b>Secretary</b>	Traci G Gasson BA (Hons)
<b>Charity number</b>	1125265
<b>Company number</b>	06402194
<b>Independent examiner</b>	Price & Company 30/32 Gildredge Road Eastbourne East Sussex BN21 4SH
<b>Correspondence</b>	Zephyr Grayland, Project Manager English in the Community 11 Broadview Close Eastbourne East Sussex BN20 9RB
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# ENGLISH IN THE COMMUNITY

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## **ENGLISH IN THE COMMUNITY**

### **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2014**

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The Members of the Board of Trustees of English in the Community, who are also Directors of the Charity for the purposes of the Companies Act, submit their Annual Report and Independently Examined Financial Statements for the year ended 31st March 2014.

## **English in the Community**

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

## **Objectives and Activities of the Charity**

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

## **Principal Activities**

Regular Free English Language Lessons, including:

- Courses ranging from Beginners (ESOL Entry level 1) to Pre-Intermediate (ESOL Entry level 3)
- Lessons at our ESOL 'drop-in' centres
- Classes to suit special requirements; women-only, literacy
- Advanced Grammar
- ESOL Assisted Small Business Enterprise Training
- English for Work - ESOL for job seekers
- Speakers on subjects of special interest

Specialist Teacher Training, including:

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

## **ENGLISH IN THE COMMUNITY**

### **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2014**

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Community Advocacy, including:

- Participation in forums and discussions
- Referral for advocacy services
- Community Events and Projects

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
- Project 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 they should undertake.

## **Governance and Management**

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

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

**Trustee Recruitment, Appointment and Training**

EITC recognises the importance of having a strong Board in which each member has considerable experience in community related work in addition to specialist skills relevant to their post. We seek to balance the Board by recruiting Trustees with talent and skill from amongst our own volunteers and beneficiaries - individuals who are passionate about the work of English in the Community and want to play a part in its governance.

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.

**Volunteer Recruitment and Training**

We continue to attract highly qualified volunteers, and now have between eight and 10 qualified EFL/ESOL teachers on our team at any given time. Recruits include ESOL/EFL senior managers, teachers with PhDs and former language school owner/managers. Several have worked as educational examiners and inspectors.

We also have a number of volunteers, often existing or former beneficiaries, acting as community liaisons within our organisation. As a result, we have established excellent links with a wide range of communities, some of which are considered particularly difficult to access. We believe our growing reputation as a quality educational provider and community champion may be responsible for the high calibre of our volunteers. By providing work experience, training and references many of our unemployed volunteers have gone on to secure good jobs and we feel this is an important aspect of our work. Around a third of our volunteers come from the BME/non-native community. Many encourage their friends to join us.

**Achievements and Performance**

EITC continues delivering quality ESOL lessons from its Eastbourne base at CommunityWise community centre. In December we received a grant of £3,000 from the charitable arm of a local language school, to provide personalised learning for Pre-Entry Beginners. In these classes, we are working with some of the most disadvantaged and socially isolated beneficiaries we have ever encountered, with problems ranging from zero formal education, homelessness and domestic abuse to serious health problems and recovery from slavery. In late February, we received confirmation our application for £8,700 from Eastbourne Borough Council's Community Grants programme was successful. As the Council's average award this year was just £2,000, the grant, for Employment Skills ESOL classes, is testimony to the importance attached to this provision.

### **Addressing the Changing Needs of Society**

The year ending March 2014 has proven a pivotal point in the history of EITC. Since its inception, EITC has implemented a 'cascade' method of working, which has resulted in our holistic, grassroots approach to ESOL transferring to other providers in the South. Since 2007, EITC has provided more than 250 volunteers with teaching experience and specialist training. Many of these volunteers have since gone on to work with other learning providers, or have started schools of their own, where our unique methodologies are now in use. This has resulted in an expansion in the number of community ESOL providers throughout Sussex, allowing EITC to explore the prospect of transplanting our expertise to new areas where the needs of non-native speakers have yet to be fully realised.

Over the years our website has attracted enquires from both learners and would-be volunteers from all over the country, asking if our services are available in their locality. As a significant number of these enquiries are from Londoners, we decided to conduct research to determine whether there was a need for our unique brand of ESOL in the city. Over a period of several months, from late 2013 to early 2014, EITC's Project Manager and a team of volunteers undertook an in-depth examination of ESOL demand and provision in four target London Boroughs. We conducted on-the-street surveys, as well as interviewing a range of voluntary organisations, learning providers and community hubs. We analysed reports from London Colleges and Local Government data, and examined our own history of enquiries. As a result, we concluded that there was a need for specialist learner-centred ESOL provision in 3 of the 4 Boroughs investigated. We then began the initial stages of setting up an office in London, linking up with local community organisations and identifying sources of funding for projects which would address these areas of unmet need.

A 'hot desk' in Islington is currently in the pipeline, and we are in the process of applying for funding for several of the projects addressing the needs we have identified. We have received a warm welcome from London organisations, and are eager to begin working with our new partners and the many London residents who need help with their English.

### **Organisational Structure and Quality Control**

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

### **Communications Systems and IT**

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

## **Review of Services and Activities**

In a time of great social and economic change, EITC continues to lead the way in identifying and delivering effective educational solutions for people seeking to improve their lives. Our wide range of courses and training opportunities, offered entirely free of charge, is the result of many years' teaching *with* our beneficiaries rather than *at* them. This close working alongside both our beneficiaries and volunteers, with constant feedback from both groups, has resulted in learning opportunities designed to instil confidence, improve communication skills and promote stronger communities.

### **'Drop-in' ESOL Sessions**

EITC continues to offer individually tailored lessons on a flexible basis for the many migrant residents who have been unable to access scheduled English language lessons. Originally offered on a one-to-one basis, this service has evolved into the provision of 'mini classes' with three to eight students per teacher. This new approach allows students to learn and interact alongside others of the same level without losing the benefits gained from intensive personalised tuition.

### **Accessibility: The Key to Learner Progress**

We continue to offer classes at different times and venues to suit our beneficiaries' needs, including classes in community centres and a high street shop. All our courses are free of charge, attracting students from a diverse range of cultures.

### **An Innovative Approach to ESOL**

Over the years EITC has developed a wide range of courses in response to the specific needs we have identified within our very large service user group. This has resulted in innovative courses often presenting a new approach to community ESOL teaching. As well as providing ESOL classes for Beginner (Entry Level 1) to Pre-Intermediate (Entry Level 3) learners often using our own in-house curriculum, we also offer specialist courses for learners with unique educational requirements.

### **Special Classes for Beginners**

EITC's specialist work teaching people with little or no English, who may also be illiterate or semi-literate in their own language as well as ours, has attracted interest from EFL and ESOL educators in several countries. Few other ESOL providers in this region are currently focused on proactively responding to the educational challenges presented by this beneficiary group. These students, often from war zones, present complex educational, social and cultural challenges and are amongst the most disadvantaged individuals in society.

Due to a high level of referrals from various agencies, just over half of our students are assessed as Beginners, prompting us to create three separate categories to define their particular needs: Absolute Beginners, Beginners and False Beginners. Our comprehensive volunteer teacher training and work experience programme helps teachers learn the most effective methods for improving the communication skills of this group. These skills are being transferred to other projects which we hope in time will stimulate new approaches to teaching ESOL Beginners.



### **In-House English Language Teacher Training**

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

We are now working in partnership with educators from the British Council, the Institute of Education and local English language schools, sharing our research and insights as a frontline community ESOL provider to aid development of new approaches to English language teaching. EITC is an Associate Member of the Sussex Director of Studies Association, which gives our volunteer teachers access to a wide range of cutting edge workshops by top EFL experts.

We continue to design new courses which fill a gap in need and which we believe will appeal to both English language teachers and learners of all levels.

Our volunteers are sought after by schools and many achieve excellent employment or academic placements as a result of the training and experience gained while working with us.

### **English Language Teaching Materials**

Current English language teaching materials are prohibitively expensive and there are virtually no teaching materials available which address the more challenging learning requirements we experience daily. As a further extension of our acquired expertise we have now developed our own range of English language teaching materials for specific user groups. These modular courses combine role play, realia, speaking exercises, visual aids and writing exercises designed for quick, fun and effective improvement in the language skills of Absolute Beginners to Pre-Intermediate level beneficiaries.

### **Library and Resources**

Our extensive library, consisting of nearly 2,500 English language books, CDs and teaching resource packs, catalogued and labelled by our dedicated library team, has proven an invaluable asset for classroom and teacher training purposes. We now keep separate libraries at each of our teaching locations, providing teachers with a wide range of immediately accessible materials to suit individual beneficiary requirements.

Our teaching team has been encouraged to recommend new materials and to review existing resources for their effectiveness. Their enthusiastic input has enabled us to create a comprehensive bespoke in-house curriculum. These modular courses combine role play, realia, speaking exercises, visual aids and writing exercises designed for quick, fun and effective improvement in the language skills of Absolute Beginner to Pre-Intermediate level beneficiaries.

### **Information and Research for Local Community Groups and Agencies**

As a front-line service working 'on the ground' with volunteers from many different communities, English in the Community is often 'ahead of the curve' in identifying changing trends and requirements within the international community.

### **Partnership Working**

English in the Community regularly works with other organisations to provide a range of good quality learning opportunities. A great many of our beneficiaries are referred to us by Job Centre Plus, with additional referrals from our friends People Matter, Home Works, The Red Cross, Redeeming Our Communities, Eastbourne Works, Eastbourne Mosque and local Councillors.

We also work with a4e, CommunityWise, Eastbourne and Wealden YMCA, BELTE, the Sussex Director of Studies Association, as well as individuals working with the Institute of Education and the British Council.

### **Marketing and PR**

English in the Community has an excellent PR team which has good relations with the local media. Our projects have received regular coverage in local newspapers, as well as occasional radio and television coverage. Marketing of our provision remains dynamic and ongoing. Courses and volunteer opportunities are advertised via leaflets, posters, a comprehensive website, youtube, free advertisements, networking with our partners and via our many community advocates.

### **Future Developments**

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

### **Broad Range of Stakeholders**

We believe all of the above is of great benefit to so many: speakers of other languages, native speakers, their families, our volunteers, other teachers and organisations providing ESOL in their area, community groups, agencies and educational organisations, local businesses and communities as a whole.

### **Review of Financial Activities**

The Statement of Financial Activities, with its accompanying Notes, shows income for the period of £3,025 and expenditure of £58,078. Of the funds held at the year end of £38,251, £2,778 is designated for specific projects leaving a balance in the General Fund of £35,473.

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.

**TRUSTEES REPORT  
FOR THE YEAR ENDED 31 MARCH 2014**

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**Reserves Policy**

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

**Donations and Grants**

As a Charity, English in the Community is dependent upon the kind help given by a range of Charitable Trusts and the generosity of Companies and individual donors, many of whom were our own students. We are grateful to all of our supporters, without whose help our work would not be 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 has enabled English in the Community to provide such a professional service to our beneficiaries.

**Partner Organisations**

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

**Statement of Trustees' Responsibilities**

The Trustees, who are also the directors of English In The Community for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

**ENGLISH IN THE COMMUNITY**

**TRUSTEES REPORT  
FOR THE YEAR ENDED 31 MARCH 2014**

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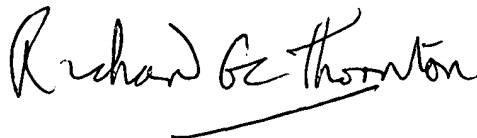
The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

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

This report was approved by the Board of Trustees on 14 October 2014

and authorised to be signed on its behalf by:

A handwritten signature in black ink that reads "Richard G. Thornton". The signature is written in a cursive style and is underlined with a single horizontal line.

**Richard G. C. Thornton, Chairman**

## ENGLISH IN THE COMMUNITY

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

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I report on the accounts of the charity for the year ended 31 March 2014, which are set out on pages 11 to 19.

#### Respective responsibilities of trustees and examiner

The trustees, who are also the directors of English in the Community for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

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

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

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

#### Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 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.

*M N Preece*

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

M N Preece BA FCA DChA

Dated: 15 October 2014

ENGLISH IN THE COMMUNITY

STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2014 £	Total 2013 £
<b><u>Incoming resources from generated funds</u></b>						
Donations and legacies	2	-	-	-	-	5
Incoming resources from charitable activities	3	-	-	3,000	3,000	68,718
Other incoming resources	4	25	-	-	25	925
<b>Total incoming resources</b>		<b>25</b>	<b>-</b>	<b>3,000</b>	<b>3,025</b>	<b>69,648</b>
<b><u>Resources expended</u></b>						
<b>Costs of generating funds</b>						
Costs of generating donations and legacies	5	692	-	-	692	2,674
<b>Net incoming resources available</b>		<b>(667)</b>	<b>-</b>	<b>3,000</b>	<b>2,333</b>	<b>66,974</b>
<b>Charitable activities</b>						
Unrestricted activities		35,920	-	-	35,920	11,093
Restricted activities		-	-	21,311	21,311	93,896
<b>Total charitable expenditure</b>		<b>35,920</b>	<b>-</b>	<b>21,311</b>	<b>57,231</b>	<b>104,989</b>
Governance costs		155	-	-	155	1,247
<b>Total resources expended</b>		<b>36,767</b>	<b>-</b>	<b>21,311</b>	<b>58,078</b>	<b>108,910</b>
<b>Net outgoing resources before transfers</b>		<b>(36,742)</b>	<b>-</b>	<b>(18,311)</b>	<b>(55,053)</b>	<b>(39,262)</b>
Gross transfers between funds		49,890	(50,000)	110	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>13,148</b>	<b>(50,000)</b>	<b>(18,201)</b>	<b>(55,053)</b>	<b>(39,262)</b>
Fund balances at 1 April 2013		22,325	50,000	20,979	93,304	132,566
<b>Fund balances at 31 March 2014</b>		<b>35,473</b>	<b>-</b>	<b>2,778</b>	<b>38,251</b>	<b>93,304</b>

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

## ENGLISH IN THE COMMUNITY

### BALANCE SHEET AS AT 31 MARCH 2014

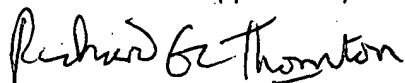
	Notes	2014 £	£	2013 £	£
<b>Current assets</b>					
Debtors	9	537		1,676	
Cash at bank and in hand		38,323		92,240	
		<u>38,860</u>		<u>93,916</u>	
<b>Creditors: amounts falling due within one year</b>	10	(609)		(612)	
<b>Total assets less current liabilities</b>			<u>38,251</u>		<u>93,304</u>
<b>Income funds</b>					
Restricted funds	11		2,778		20,979
Unrestricted funds:					
Designated funds	12		-		50,000
Other charitable funds			35,473		22,325
			<u>38,251</u>		<u>93,304</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

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

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

The accounts were approved by the Board on 14 October 2014



Richard G C Thornton TD

Trustee

Company Registration No. 06402194

## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

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#### **1 Accounting policies**

##### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

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

##### **1.2 Incoming resources**

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

##### **1.3 Resources expended**

Expenditure is recognised on an accrual basis.

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

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

##### **1.4 Funds accounting**

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

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



## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

#### 2 Donations and legacies

	Total 2014 £	Total 2013 £
Donations and gifts	-	5
<b>Donations and gifts</b>		
Unrestricted funds:		
Donations and gifts - general	-	5
	-	5

#### 3 Incoming resources from charitable activities

	2014 £	2013 £
Grants received	3,000	68,718
Included within income relating to Grants received are the following grants		
Big Lottery Fund	-	68,718
English Language Centre	3,000	-
	3,000	68,718

#### 4 Other incoming resources

	2014 £	2013 £
Other income	25	925

## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

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<b>5 Total resources expended</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Costs of generating funds</b>		
Costs of generating donations and legacies	692	2,674
	<hr/>	<hr/>
<b>Charitable activities</b>		
<u>Unrestricted activities</u>		
Activities undertaken directly	35,920	11,093
<u>Restricted activities</u>		
Activities undertaken directly	21,311	93,896
	<hr/>	<hr/>
	57,231	104,989
	<hr/>	<hr/>
<b>Governance costs</b>	155	1,247
	<hr/>	<hr/>
	58,078	108,910
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## ENGLISH IN THE COMMUNITY

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

#### 6 Activities undertaken directly

	2014	2013
	£	£
Other costs relating to Unrestricted activities comprise:		
Training	101	3,500
Venue hire	2,160	945
Copying, stationery and postage	186	-
Sundry	1,014	480
Office expenses	859	-
Salaries and NI	27,074	5,639
Teaching	1,669	210
Travel	1,403	68
Volunteer support and expenses	286	251
Office equipment	8	-
Light and heat	476	-
Rent and lease	684	-
	<u>35,920</u>	<u>11,093</u>
Other costs relating to Restricted activities comprise:		
Teaching	654	5,760
Training	1,122	4,153
Venue hire	7,120	13,535
Books	-	360
Copying, stationery and postage	2,775	4,242
Travel	489	4,473
Office equipment	530	515
Sundry	-	1,525
Office expenses	71	1,837
Salaries and NI	4,446	51,195
Recruitment	-	326
Volunteer support and expenses	72	956
Rent and rates	3,900	4,617
Light and heat	132	402
	<u>21,311</u>	<u>93,896</u>

**ENGLISH IN THE COMMUNITY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2014**

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**7 Trustees**

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

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2014</b>	<b>2013</b>
	<b>Number</b>	<b>Number</b>
Employees	2	2
	<u>          </u>	<u>          </u>

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

**9 Debtors**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	537	1,676
	<u>          </u>	<u>          </u>

**10 Creditors: amounts falling due within one year**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accruals	609	612
	<u>          </u>	<u>          </u>

**ENGLISH IN THE COMMUNITY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2014**

**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:

	Balance at 1 April 2013	Movement in funds		Balance at 31 March 2014
		Incoming resources	Resources expended	
	£	£	£	£
Big Lottery Fund	19,872	-	(19,872)	-
Big Lottery Supporting Change	1,107	-	(1,107)	-
English Language Centre	-	3,000	(222)	2,778
	<u>20,979</u>	<u>3,000</u>	<u>(21,201)</u>	<u>2,778</u>

**12 Designated funds**

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

	Balance at 1 April 2013	Movement in funds			Balance at 31 March 2014
		Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Property acquisition reserve	50,000	-	-	(50,000)	-
	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>(50,000)</u>	<u>-</u>

The previously designated 'property acquisition reserve' was returned to the general fund of the charity when the particular property concerned became unavailable for purchase.

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2014

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13 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2014 are represented by:				
Current assets	36,082	-	2,778	38,860
Creditors: amounts falling due within one year	(609)	-	-	(609)
	<u>35,473</u>	<u>-</u>	<u>2,778</u>	<u>38,251</u>
	<u><u>35,473</u></u>	<u><u>-</u></u>	<u><u>2,778</u></u>	<u><u>38,251</u></u>