

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 2013



ENGLISH IN THE COMMUNITY

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|-----------------------------|---|
| Trustees | Martyn Relf BA (Hons) Traci Gasson BA (Hons) Giuditta Meneghetti Raquel Santander MBA |
| Secretary | Traci Gasson BA (Hons) |
| Charity number | 1125265 |
| Company number | 06402194 |
| Registered office | 30-32 Gildredge Road Eastbourne East Sussex BN21 4SH |
| Independent examiner | M N Preece BA FCA DChA Price & Company 30-32 Gildredge Road Eastbourne East Sussex BN21 4SH |
| Bankers | Lloyds TSB 104 Terminus Road Eastbourne East Sussex BN21 3AH |
| Correspondence | 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

Report of the Trustees Year to 31 March 2013

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 2013

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

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.

We have continued to improve our policies and procedures, reviewing existing policies and writing new ones. As a fairly new group which has grown very rapidly, our governance requirements have grown more complex and this is currently being addressed. Thanks to increased funding, we now have two full-time staff, a Project Manager and a Director of Studies. We have introduced recruitment and employment policies and the creation of a comprehensive employees' handbook in support of these paid posts.

Risk Management and Internal Control

The Trustees have continued to assess the major risks to which English in the Community is exposed. The Board are satisfied that English in the Community has established review systems in place which allow these risks to be managed and mitigated to an acceptable level in day to day operations. The Board delegates the detailed consideration of risks faced to the Project Manager, who regularly reports back to the Trustees.

The Board of Trustees maintains and monitors a system of financial controls appropriate to the size and nature of the organisation, including budgetary control and reviewing the annual budget. A detailed review of English in the Community's operation and staff policies has taken place, including health and safety, equal opportunities and volunteer recruitment and training, as well as the services provided by English in the Community, with a view to mitigating any associated risks.

Copyright Protection

EITC recognises the value of its intellectual property and has developed systems to ensure copyright protection for the organisation's many unique services, publications and artwork.

Trustee Recruitment, Appointment and Training

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

Two of our current Directors have been recruited from amongst our volunteers. Giuditta Meneghetti is a volunteer administrator and Raquel Santander - who is also a former EITC student - has assisted with administration work. Their insight and dedication to our project has proven invaluable. Each new inductee has received a copy of the Charity Commission's guide 'The Essential Trustee', together with our Memorandum and Articles, our Annual Report and financial statements and organisational information about the Charity. New Trustees are also offered attendance at training sessions with Hastings Voluntary Action, 3VA and other local organisations.

Volunteer Recruitment and Training

We continue to attract highly qualified volunteers, and now have between 15 and 25 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

This last year has been one of the most interesting and exciting in EITC's history. It has been a year of significant accomplishment, discovery and consolidation followed by the first steps towards applying our years of experience as a leading grassroots educational provider to meet a wider social need.

As our very successful three year Big Lottery Fund (BLF) Community Supported ESOL Project drew to a close, we reviewed the numerous significant achievements this initiative delivered for local non-native speakers, their families and the communities where they reside. During this three year project, over 1000 learners from a complex mix of ethnic and cultural backgrounds - seventy-eight nationalities at the time of writing - accessed our ESOL assessments and courses. The BLF achievements were mirrored in other separate projects funded by East Sussex County Council (Bexhill Drop-in Centre), the Allen Lane Foundation (women-only classes) and the European Social Fund (English for Work). In total, over 1300 learners and 230 volunteers have benefited from the wide range of quality, free educational and training opportunities provided by EITC since its inception in 2007.

Our specialist ESOL study centres have made a real and tangible difference in terms of empowering and integrating migrant people within their own communities. As one funding representative wrote: *'It was really pleasing to read about the progress your beneficiaries have made over the life of the project as a result of the supported study centres and the impact that this has had on their lives.'* All the more significant when considering that the vast majority of EITC's

learners have been those with the *very lowest levels of English*, who are often vulnerable and isolated as a result.

As part of our routine monitoring process, we survey students at random in each of our Learning Centres at regular intervals to find out how they have progressed since starting their lessons with us. In these anonymous surveys we focus on the key areas of English language, work, education, life in general, advice and assistance received, family, friends and community and any other comments. The resulting data we have gathered is an astonishing testimony to years of hard and fruitful work. For example, even before the official end of the Big Lottery project (in 6 weeks' time) *EITC has already exceeded targets in every category*, and delivered to a quality that clearly attracted learners and teachers alike. Results were consistent with those of previous years and included the following:

English Language Skills

Of those attending our courses, thirty-three percent of our beneficiaries said their English 'had improved a lot'. The remainder were divided roughly equally between 'improved quite a bit' and 'improved a little'. This included new students who had only just begun their course.

Work

During their course, thirty-six percent of our learners 'got a job', a further twenty percent 'got a better job' or 'a better position where I work'. Seventeen percent started voluntary work.

Education

Twenty-eight percent started another English language class. A further seven percent started a training course or business course and nineteen percent started a course at College.

Life

Seventy-seven percent said they felt happier and the same number felt more confident. Three quarters found it easier to communicate and easier to go shopping. Over half found it easier 'to take a bus and travel'. Forty-six percent found it easier to speak to their doctor and over a third found it easier to do their banking, with over two-thirds finding it easier to ask for advice and help.

Advice and Assistance

Over a third of respondents got advice or assistance with doctor visits or health questions. Around fifteen to twenty-five percent learned where to find out more or got help with assistance at home, advice services, benefits, council tax, housing, money problems, cultural organisations in their town, libraries and courses or training. Twelve percent were referred for advice on crime or racial abuse. Twenty-seven percent got advice about other English classes.

Family, Friends and Community

Sixty percent said they 'feel more a part of the community', seventy-seven percent 'made new friends'. Half found it 'easier to speak to my neighbours' and 'can help their family more'. A quarter said that they can help their child with schoolwork. Over three quarters have 'learned more about British culture'.

Any Other Comments

As in most of our surveys during previous years, by far the commonest comment was '*More lessons please!*'

Specialist Courses

Alongside the Big Lottery project we provided a number of highly innovative courses developed in response to needs our beneficiaries and stakeholders have highlighted. These included women-only classes, classes for Absolute Beginners and our hugely successful 'English for Work' courses funded by the European Social Fund, in which fifty per cent of participants found a job during or immediately after the course. 'Grammar Camp', our flagship ESOL intensive teacher training and practical, (and our first fee paying course) was highly rated by all participants

Addressing the Changing Needs of Society

This last year has been a particularly exciting one for EITC as we have been exploring new areas of work to meet the changing needs of the wider community, as well as examining sustainable and new income streams. In tandem with this, we have expanded our work with partners in the local business community including English language schools, as well sharing ideas and insights with individuals working with the British Council and Institute of Education.

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, are 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 instill 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've 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.

English for Work

'English for Work', was another stunning success story for our students this year. Funded by the European Social Fund, this intensive course was developed by a qualified English language teacher with considerable experience working as an employment advisor. 'English for Work' taught English in the context of job seeking including CV writing, interview skills and basic computer skills. A stunning fifty per cent of English for Work beneficiaries obtained jobs during or just after the course.

Stronger Communities

EITC continues to lead the way in promoting student-led initiatives which help the wider community. These projects help students to learn more about their community and feel more a part of it whilst helping others.

All our students this year took part in conducting extensive surveys of non-native speakers in their community, helping us to identify future ESOL and other educational requirements. Another project concluded with the production of a leaflet used to warn people about scams. When a couple of our learners told us their friends had been victims, our Elementary and Pre-intermediate students responded by conducting interviews to assess the extent of the problem, then compared and discussed their results in class. The result was a clearly written leaflet, available in English and several other languages, which warned people of the dangers of this type of crime, what could be done to avoid it and who to contact if they needed help. The leaflets were researched, written, translated and published entirely by the students.

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 - for example 'Teaching Beginners from non-Roman alphabet backgrounds', 'Effective One-to-One Teaching', etc. Our volunteer team of up to 25 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

In addition to this, we have recently designed new courses which fill a gap in the market and which we believe will appeal to both English language teachers and advanced level English language students.

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 2500 English language books, CDs and teaching resource packs, catalogued and labelled by our dedicated library team, has proven an invaluable asset for classroom and teacher training purposes. We now keep separate libraries at each of our teaching locations, providing teachers with a wide range of immediately accessible materials to suit individual beneficiary requirements.

Our teaching team has been encouraged to recommend new materials and to review existing resources for their effectiveness. Their enthusiastic input has 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, the Seaside Centre, Home Works, Eastbourne and Hastings Citizens Advice Bureau, a4e, Hastings and St. Leonards Chinese Association

We also enjoy working with the Hastings Trust, Hastings and Rother Adult and Community Learning Forum, BME SpeakUp, Hastings Voluntary Action, Rother Voluntary Action, Action in Rural Sussex, Eastbourne Borough Council, Hastings Borough Council, Kurdish Welfare Association, Links Project in St. Leonards, Migrant English Project, TEALS (East Sussex), Chapel Park Community Centre, HEMAS, 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.

Accreditation

We are exploring accreditation so that our students can sit exams and receive recognised qualifications and certificates on successful completion of their studies with us.

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 £69,648 and expenditure of £108,910. Of the funds held at the year end of £93,304, £70,979 is designated for specific projects leaving a balance in the General Fund of £22,325.

The Accounts distinguish between Restricted and Unrestricted Funds and indicate the amounts expended during this period in each category. This distinction is explained more fully in Note 1 to the Accounts.

Reserves Policy

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

Donations and Grants

As a Charity, English in the Community is dependent upon the kind help given by a range of Charitable Trusts and the generosity of Companies and individual donors, many of whom were our own students. We are grateful to all of our supporters, some of whom are listed below, without whose help our work would not be possible:

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

Volunteers

The Trustees would like to express their sincere thanks to the many volunteers who donated their time so freely, including teachers, teaching assistants, translator/facilitators and general assistants. It is impossible to express the financial benefit of this generosity, but it is, without question, this level of support that has enabled English in the Community to provide such a professional service to our beneficiaries.

Partner Organisations

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

Statement of Trustees' Responsibilities

Company Law requires the Directors, who are also the Charity's Trustees, to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit for that period. In preparing these financial statements the Trustees are required:

- To select suitable accounting policies and apply them consistently
- To make judgements and estimates which are reasonable and prudent
- To state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- To prepare the financial statements on an ongoing concern basis unless it is inappropriate to assume that the Company will continue on that basis.

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems of

control, financial and otherwise. They are also responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Chanty 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 Chanty and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

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

This report was approved by the Board of Trustees on 2 September 2013

and authorised to be signed on its behalf by



.....
Martyn Relf, Chairman

ENGLISH IN THE COMMUNITY

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

I report on the accounts of the charity for the year ended 31 March 2013, which are set out on pages 15 to 22.

Respective responsibilities of trustees and examiner

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

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

- (i) examine the accounts under section 145 of the 2011 Act, to follow the procedures laid down in the general Directions given by the Charity Commission under
- (ii) 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.



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

M N Preece BA FCA DChA

Dated: 9 September 2013

ENGLISH IN THE COMMUNITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

| | Notes | Unrestricted funds £ | Designated funds £ | Restricted funds £ | Total 2013 £ | Total 2012 £ |
|---|-------|----------------------------|--------------------------|--------------------------|--------------------|--------------------|
| Incoming resources from generated funds | | | | | | |
| Donations and legacies | 2 | 5 | - | - | 5 | 23,234 |
| Incoming resources from charitable activities | 3 | - | - | 68,718 | 68,718 | 139,414 |
| Other incoming resources | 4 | 925 | - | - | 925 | - |
| Total incoming resources | | 930 | - | 68,718 | 69,648 | 162,648 |
| Resources expended | | | | | | |
| Costs of generating funds | 5 | | | | | |
| Costs of generating donations and legacies | | 2,674 | - | - | 2,674 | 5,708 |
| Net incoming resources available | | (1,744) | - | 68,718 | 66,974 | 156,940 |
| Charitable activities | | | | | | |
| Unrestricted activities | | 11,093 | - | - | 11,093 | 25,295 |
| Restricted activities | | - | - | 93,896 | 93,896 | 81,966 |
| Total charitable expenditure | | 11,093 | - | 93,896 | 104,989 | 107,261 |
| Governance costs | | - | - | 1,247 | 1,247 | 1,471 |
| Total resources expended | | 13,767 | - | 95,143 | 108,910 | 114,440 |
| Net (expenditure)/income for the year/ Net movement in funds | | (12,837) | - | (26,425) | (39,262) | 48,208 |
| Fund balances at 1 April 2012 | | 35,162 | 50,000 | 47,404 | 132,566 | 84,358 |
| Fund balances at 31 March 2013 | | 22,325 | 50,000 | 20,979 | 93,304 | 132,566 |

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 2013

| | Notes | 2013 £ | 2012 £ |
|---|-------|---------------|----------------|
| Current assets | | | |
| Debtors | 9 | 1,676 | 1,681 |
| Cash at bank and in hand | | 92,240 | 131,849 |
| | | <u>93,916</u> | <u>133,530</u> |
| Creditors: amounts falling due within one year | 10 | (612) | (964) |
| Total assets less current liabilities | | <u>93,304</u> | <u>132,566</u> |
| Income funds | | | |
| Restricted funds | 11 | 20,979 | 47,404 |
| Unrestricted funds | | | |
| Designated funds | 12 | 50,000 | 50,000 |
| Other charitable funds | | 22,325 | 35,162 |
| | | <u>93,304</u> | <u>132,566</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 2013. 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 2 September 2013.



Martyn Relf BA (Hons)
Chairman

Company Registration No. 06402194

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

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 2013

2 Donations and legacies

| | 2013 £ | 2012 £ |
|---------------------------------------|-----------|---------------|
| Donations and gifts | 5 | 95 |
| Grants receivable for core activities | - | 23,139 |
| | <u>5</u> | <u>23,234</u> |
| Donations and gifts | | |
| Unrestricted funds | | |
| Donations and gifts - general | 5 | 95 |
| | <u>5</u> | <u>95</u> |

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

3 Incoming resources from charitable activities

| | Restricted funds £ | Total 2013 £ | Total 2012 £ |
|---|--------------------------|--------------------|--------------------|
| Grants received | 68,718 | 68,718 | 139,414 |
| Included within income relating to grants received are the following grants | | | |
| ESCC | | - | 27,073 |
| Big Lottery Fund | | 68,718 | 75,669 |
| Henry Smith Charaty | | - | 9,725 |
| Allan & Nesta Ferguson Charitable Trust | | - | 15,000 |
| European Social Fund | | - | 11,947 |
| | | <u>68,718</u> | <u>139,414</u> |

4 Other incoming resources

| | 2013 £ | 2012 £ |
|--------------|------------|-----------|
| Other income | 925 | - |
| | <u>925</u> | <u>-</u> |

5 Total resources expended

| | 2013 £ | 2012 £ |
|--|----------------|----------------|
| Costs of generating funds | | |
| Costs of generating donations and legacies | 2,674 | 5,708 |
| | <u>2,674</u> | <u>5,708</u> |
| Charitable activities | | |
| <u>Unrestricted activities</u> | | |
| Activities undertaken directly | 11,093 | 25,295 |
| | <u>11,093</u> | <u>25,295</u> |
| <u>Restricted activities</u> | | |
| Activities undertaken directly | 93,896 | 81,966 |
| | <u>93,896</u> | <u>81,966</u> |
| | <u>104,989</u> | <u>107,261</u> |
| Governance costs | 1,247 | 1,471 |
| | <u>1,247</u> | <u>1,471</u> |
| | <u>108,910</u> | <u>114,440</u> |

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

6 Activities undertaken directly

| | 2013 £ | 2012 £ |
|--|---------------|---------------|
| Other costs relating to unrestricted activities comprise | | |
| Training | 3,500 | 3,900 |
| Venue hire | 945 | 740 |
| Copying, stationery and postage | - | 511 |
| Sundry | 480 | 4,818 |
| Office expenses | - | 170 |
| Salaries and NI | 5,639 | 14,760 |
| Teaching | 210 | - |
| Travel | 68 | 179 |
| Volunteer support and expenses | 251 | 27 |
| Office equipment | - | 190 |
| | <u>11,093</u> | <u>25,295</u> |
| Other costs relating to restricted activities comprise | | |
| Teaching | 5,760 | 2,284 |
| Training | 4,153 | 1,937 |
| Venue hire | 13,535 | 10,582 |
| Books | 360 | 2,257 |
| Copying, stationery and postage | 4,242 | 2,211 |
| Travel | 4,473 | 4,877 |
| Office equipment | 515 | 1,847 |
| Sundry | 1,525 | 895 |
| Office expenses | 1,837 | 1,456 |
| Salaries and NI | 51,195 | 44,154 |
| Recruitment | 326 | 1,070 |
| Volunteer support and expenses | 956 | 1,707 |
| Rent and rates | 4,617 | 6,292 |
| Light and heat | 402 | 397 |
| | <u>93,896</u> | <u>81,966</u> |

7 Trustees

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

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

8 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2013 Number | 2012 Number |
|-----------|----------------|----------------|
| Employees | 2 | 2 |

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

9 Debtors

| | 2013 £ | 2012 £ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 1,676 | 1,681 |

10 Creditors: amounts falling due within one year

| | 2013 £ | 2012 £ |
|----------|-----------|-----------|
| Accruals | 612 | 964 |

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 2012 £ | Incoming resources £ | Movement in funds Resources expended £ | Balance at 31 March 2013 £ |
|---|------------------------------------|----------------------------|---|-------------------------------------|
| Big Lottery Fund | 18,200 | 68,718 | (67,046) | 19,872 |
| Allen Lane Foundation | 898 | - | (898) | - |
| Henry Smith Chanty | 1,737 | - | (1,737) | - |
| Allan & Nesta Ferguson Charitable Trust | 6,862 | - | (6,862) | - |
| European Social Fund | 10,748 | - | (10,748) | - |
| Big Lottery Supporting Change | 8,959 | - | (7,852) | 1,107 |
| | <u>47,404</u> | <u>68,718</u> | <u>(95,143)</u> | <u>20,979</u> |

ENGLISH IN THE COMMUNITY

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

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 2012 £ | Movement in funds | | Balance at 31 March 2013 £ |
|------------------------------|------------------------------------|----------------------------|----------------------------|-------------------------------------|
| | | Incoming resources £ | Resources expended £ | |
| Property acquisition reserve | 50,000 | - | - | 50,000 |
| | <u>50,000</u> | <u>-</u> | <u>-</u> | <u>50,000</u> |

13 Analysis of net assets between funds

| | Unrestricted funds £ | Designated funds £ | Restricted funds £ | Total £ |
|--|----------------------------|--------------------------|--------------------------|---------------|
| Fund balances at 31 March 2013 are represented by: | | | | |
| Current assets | 22,937 | 50,000 | 20,979 | 93,916 |
| Creditors' amounts falling due within one year | 612 | - | - | (612) |
| | <u>22,325</u> | <u>50,000</u> | <u>20,979</u> | <u>93,304</u> |