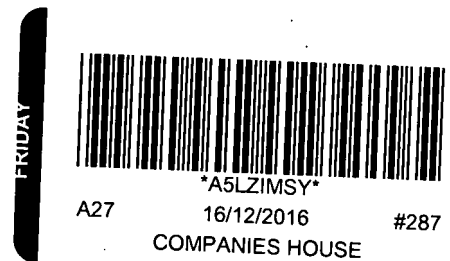


**Company Ltd by Guarantee Number 03865216
Registered Charity Number 1081597**

**Sheffield Association for the Voluntary Teaching of
English**

UNAUDITED FINANCIAL STATEMENTS

for the year ended 31 March 2016



Sheffield Association for the Voluntary Teaching of English

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Sheffield Association for the Voluntary Teaching of English

Legal and administrative information for the year ended 31 March 2016

Also known as
S.A.V.T.E

Directors

Cherry Daniels
Derek Grover
Val Boulding
Sheena Clarke
Brian Helsdon
Jess Elmore (appointed 9 December 2015)
Caroline Hanson (resigned 9 December 2015)

Company Secretary

Sara Saxon

Company number

3865216

Charity number

1081597

Registered office

The Circle
Rockingham Lane
Sheffield
S1 4FW

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner

Sarah Lightfoot, ACA DChA

Voluntary Action Sheffield
Community Accounting Service
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Sheffield Association for the Voluntary Teaching of English

Trustees' annual report for the year ended 31 March 2016

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2016.

Structure, governance and management

Sheffield Association for the Voluntary Teaching of English (Company number 3865216) was incorporated on 26 October 1999 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee. It has no share capital and the liability of each member in the event of winding-up is limited to £1. It became a registered charity on 17 July 2000 (Charity number 1081597).

The Board is made up of elected members, who are elected at the Association's Annual General Meeting. The Board meets on a bi-monthly basis. Day to day project activity is carried out by paid staff and volunteers.

Charitable objects

The objects of the charity are to advance the education and social well-being of people whose relationships are restricted through language difficulties or some degree of illiteracy, in Sheffield and district, without distinction of race, or of sex, or of political, religious or other opinions, by associating with the local authorities and voluntary organisations in the provision of facilities for the teaching of English. The Association shall be non-party in politics and non-sectarian in religion.

Public benefit statement

The trustees of Sheffield Association for the Voluntary Teaching of English (SAVTE) take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission.

SAVTE activities this year continued to meet the aim of promoting the education and advancement of our learners, who wish their proficiency in English language and their skills in communication to be improved and who cannot easily partake in mainstream education.

SAVTE's main activities are:

1. Recruit and train volunteers to teach English as an additional language.
2. The volunteers work with learners who are unable to access mainstream education provision. The volunteers support learners on a one-to-one basis teaching them English and mentoring. They also work in classrooms as support to the tutors.
3. Developing local learning groups that are set up to act as a stepping stone to advancing the learner's language skills, and help their integration into the local community, accessing vocational training and employment opportunities.
4. Developing and managing entry level ESOL classes on behalf of Sheffield City Council.

The beneficiaries are adults from the BME communities, refugees and asylum seekers. They face a range of different barriers to accessing mainstream education provision, e.g. they may be full time carers, have a disability, no experience of formal education or lack the confidence and self esteem needed to attend.

Sheffield Association for the Voluntary Teaching of English

Trustees' annual report (continued) for the year ended 31 March 2016

Through providing opportunities to learn English, SAVTE aims to reduce the isolation of the most excluded members of our community, encourage their participation in local activities, and break down barriers between different communities in our city.

The trustees annually review any benefits to members to ensure that any such benefits are essential to SAVTE service provision.

Review of activities and achievements

SAVTE has not only continued to deliver high quality language learning to some of the most deprived and isolated people in our city but has also continued to develop our offerings in response to our learners' needs. It is particularly pleasing that the quality of our teaching and learning is inspected under the Ofsted Common Inspection Framework and all of our tutors achieved a Grade 2 or 1 this year.

The demands for one to one learning are still on the increase. Last year through the one to one service we delivered 123 placements to learners in their homes. This service provides a lifeline to learners who are some of the most isolated and excluded people in Sheffield. 83% of the project's beneficiaries last year were women and 37% of the same cohort described themselves as disabled.

One to one learners' progression to: ESOL classes 18, Conversation groups 4, Literacy and Functional skills 3, Childcare course 1.

Volunteers - SAVTE continues to attract volunteers and training them to teach ESOL on a one to one placement or facilitating a conversation group. The volunteers are the backbone of SAVTE and without them the needs of the most excluded and isolated ESOL learners in the city would not be met. Over the course of the year **79** volunteers have worked with us. These great people contributed **6162** hours of ESOL tuition supporting learners to develop life changing skills enabling them to engage with the wider community.

Volunteers' Progression - Many volunteers go on to further education, training or employment following their volunteering at SAVTE. This year **12** volunteers have moved onto employment, **4** into other voluntary roles and **4** into further training.

ESOL classes - Our ESOL classes cover the full range of ESOL skills up to Level 2. During the last academic year we supported over 400 learners to progress their English Language Skills. In addition to completing their community-based learning with us, we offer learners the opportunity to achieve ESOL Skills for Life qualifications. **This was our second year of working with a new awarding body, City and Guilds and we have built on our tutors' previous expertise to double the number of exams we offered this year to just fewer than 200, and achieved an excellent 96.5% examination pass rate.**

All this has been achieved against the background of a continuing squeeze on funding for this vital work. We are immensely grateful to Sheffield City Council for their steadfast continuing support, both financial and professional. Without this support we would be unable to survive as an organisation since we need a solid base from which to bid for support from other funders in an increasingly competitive environment.

Reserves policy

Due to the nature of the Charity's funding and in the event that future funding is discontinued, it is imperative that the Charity meets its statutory obligations. For this purpose we have allocated £33,204 from unrestricted funds as designated funds to cover potential redundancy costs and costs of closure.

The remaining unrestricted free reserves are £10,454 (2015: £11,876). The trustees consider that these reserves are necessary to provide flexibility to cope with unexpected contingencies.

Sheffield Association for the Voluntary Teaching of English

Trustees' annual report (continued) for the year ended 31 March 2016

Risk Assessment

The Trustees actively review the major risks which the charity faces on a regular basis and believe that an increase of reserves, combined with an annual review of the controls over financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Exemptions

The trustees have taken advantage of the exemptions available to small companies including the audit exemption (see statement on balance sheet).

Director's responsibilities for the financial statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

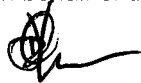
The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Small company provisions:

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

The directors declare that they have approved the directors' report above on 6. xii. 16

Signed on behalf of the directors:



Name: S.J.L. GROVER

Position: Chair of Management Committee

Sheffield Association for the Voluntary Teaching of English

Independent Examiner's report on the Financial Statements for the year ended 31 March 2016

I report on the accounts of Sheffield Association for the Voluntary Teaching of English for the year ended 31 March 2016 which are set out on pages 6 to 12.

Respective responsibilities of the Trustees and the examiner

The Trustees (who are also the directors of the company 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:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the 2011 Act); and
- 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:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep appropriate accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to 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

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Sarah Lightfoot, ACA, DChA

Voluntary Action Sheffield
Community Accountancy Service
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 12 December 2016

Sheffield Association for the Voluntary Teaching of English

Statement of Financial Activities (incorporating the income and expenditure account) For the year ended 31 March 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Income from:					
Donations, legacies and grants	2	669	-	669	6,920
Charitable activities	3	11,928	124,043	135,971	158,433
Investment income - bank interest		56	-	56	50
Other income		-	-	-	396
Total income		12,653	124,043	136,696	165,799
Expenditure on:					
Charitable Activities	4	5,350	132,054	137,404	162,411
Total expenditure		5,350	132,054	137,404	162,411
Net income/(expenditure)		7,303	(8,011)	(708)	3,388
Transfers between funds	11	(4,579)	4,579	-	-
Net movement in funds		2,724	(3,432)	(708)	3,388
Total funds brought forward		40,934	19,046	59,980	56,592
Total funds carried forward		43,658	15,614	59,272	59,980

Sheffield Association for the Voluntary Teaching of English

Balance Sheet As at 31 March 2016

	Notes	Total 2016 £	Total 2015 £
Current assets			
Debtors	8	30,190	23,657
Cash at bank and in hand		34,573	56,612
Total current assets		<u>64,763</u>	<u>80,269</u>
Creditors: amounts falling due within one year	9	(5,491)	(20,289)
Net current assets		<u>59,272</u>	<u>59,980</u>
Total assets less current liabilities		59,272	59,980
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u><u>59,272</u></u>	<u><u>59,980</u></u>
Funds of the Charity			
General funds		10,454	11,876
Designated funds	10	33,204	29,058
Unrestricted funds		43,658	40,934
Restricted income funds	11	15,614	19,046
Total funds		<u><u>59,272</u></u>	<u><u>59,980</u></u>

For the year ending 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the Board on 6th DECEMBER 2016

Signed on behalf of the board:

S. H. Clarke

(print name): SHEENA CLARKE
Director

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts

For the year ended 31 March 2016

1 Accounting Policies

(a) General

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also taken early adoption of Charities SORP (FRS 102) Bulletin 1.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value. There are no restatements require to any balance.

(b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place. The restricted contract income to be spent on administrative costs is treated as unrestricted contract income.

(c) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

(e) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor.

2 Income from donations, legacies and grants

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
General donations	669	-	669	700
Legacy	-	-	-	5,000
Grants				
Equality and fairness	-	-	-	1,220
	<u>669</u>	<u>-</u>	<u>669</u>	<u>6,920</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts (continued) For the year ended 31 March 2016

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Sheffield City Council - Voluntary Sector Grants Fund	-	40,640	40,640	42,675
Learning and Skills Council - Adult and Community Learning	6,613	40,693	47,306	46,231
Neighbourhood Learning in Deprived Communities	2,053	13,347	15,400	59,613
Neighbourhood Learning in Deprived Communities - Learning Champior	787	7,088	7,875	-
Neighbourhood Learning in Deprived Communities -Volunteer Training Programme	2,475	22,275	24,750	-
Sharrow Community Forum	-	-	-	8,414
Sheffield City Council - MIS Project	-	-	-	1,500
	11,928	124,043	135,971	158,433

4 Expenditure on charitable activities

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Salaries and Employment costs	5	(1,456)	79,133	77,677	100,656
Rent, services and utilities		-	5,832	5,832	5,631
Room hire		48	5,028	5,076	1,828
Teaching resources		75	178	253	315
Sessional tutor costs		-	34,550	34,550	37,493
Accreditation		-	-	-	108
AGM costs		323	-	323	284
Staff expenses		618	-	618	514
Insurance		164	-	164	162
Telephone		379	-	379	530
Printing and stationery		751	2,747	3,498	4,798
Office costs		666	-	666	1,101
Equipment, repairs and renewals		-	-	-	712
IT		1,333	-	1,333	1,537
Training		256	-	256	1,461
Volunteer expenses		929	355	1,284	1,304
Bookkeeping and management accountancy		216	3,300	3,516	-
Payroll fees		(276)	931	655	544
Consultancy		-	-	-	2,759
Other expenditure		10	-	10	272
Bank charges		78	-	78	102
Independent examiner's fee	6	1,236	-	1,236	300
		5,350	132,054	137,404	162,411

5 Staff Costs and Numbers

	2016 £	2015 £
Salaries	74,952	96,575
Employer's NI	2,725	4,081
	77,677	100,656

The average number of employees during the year was 5 (2015: 5). No employee received emoluments of more than £60,000 (2015: nil).

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts (continued) For the year ended 31 March 2016

6 Independent examiner's fees and other payments

	2016 £
Independent examiner's fees (3 years)	1,236
Other fees charged to Voluntary Action Sheffield, the independent examiner's organisation:	
Printing and stationery	2,897
Room hire	1,465
Rent, services and utilities	5,832
Volunteer expenses	30
Payroll fees	540
AGM costs	323
Bookkeeping and management accountancy (software)	216
Office costs	6
Telephone	379
IT	1,297
	<u>12,985</u>

The charity is based at Voluntary Action Sheffield's offices.

7 Trustees remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period.

8 Debtors

	2016 £	2015 £
Trade debtors (Contract income)	30,190	23,283
Prepayments	-	374
	<u>30,190</u>	<u>23,657</u>

9 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	4,062	1,236
Accruals	600	1,139
Deferred income	-	15,035
LLSC Course Clawback creditor	829	2,879
	<u>5,491</u>	<u>20,289</u>

10 Designated funds

The trustees have taken the decision to designate a sufficient proportion of the charity's unrestricted reserves for the following purposes:

	Balance at 1-Apr-15 £	Expenditure £	Transfers £	Balance at 31-Mar-16 £
Potential redundancy costs	10,915	-	2,611	13,526
Costs of operational closure	18,143	-	1,535	19,678
	<u>29,058</u>	<u>-</u>	<u>4,146</u>	<u>33,204</u>

The trustees review the level of designated funds held annually, and a transfer is made from/(to) unrestricted funds accordingly. The costs of operational closure are two month's operating costs.

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts (continued) For the year ended 31 March 2016

11 Restricted funds

	Balance at 1-Apr-15 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31-Mar-16 £
Sheffield City Council - Voluntary Sector Grants Fund	-	40,640	(45,219)	4,579	-
Neighbourhood Learning in Deprived Communities	6,622	13,347	(19,969)	-	-
Learning and Skills Council - Adult and Community Learning	12,069	40,693	(40,911)	-	11,851
Neighbourhood Learning in Deprived Communities - Learning Champion	-	7,088	(6,073)	-	1,015
Neighbourhood Learning in Deprived Communities - Volunteer Training Programme	-	22,275	(19,527)	-	2,748
Equality and Fairness	355	-	(355)	-	-
	19,046	124,043	(132,054)	4,579	15,614

Transfers

A transfer of £4,579 from unrestricted funds was required to cover a shortfall in funding from Sheffield City Council.

12 Related party transactions

There were no related party transactions during the year.

13 Agent balance

The charity holds £6,076 in a separate bank account on behalf of the Women's Health Project - an organisation which used to be part of SAVTE and secured this funding. They then became independent of SAVTE but closed before spending all the grant income. SAVTE contacted the funders to inform them of this closure however no funder contacted SAVTE regarding this. The trustees of SAVTE will determine the use of the money within the next couple of years.

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 March 2016

14 Statement of Financial Activities - previous year fund analysis

	2016			2015		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Income from:						
Donations, legacies and grants	669	-	669	5,700	1,220	6,920
Charitable activities	11,928	124,043	135,971	13,639	144,794	158,433
Investment income - bank interest	56	-	56	50	-	50
Other income	-	-	-	396	-	396
Total income	12,653	124,043	136,696	19,785	146,014	165,799
Expenditure from:						
Charitable Activities	5,350	132,054	137,404	7,133	155,278	162,411
Total expenditure	5,350	132,054	137,404	7,133	155,278	162,411
Net income/(expenditure)	7,303	(8,011)	(708)	12,652	(9,264)	3,388
Transfers between funds	(4,579)	4,579	-	(7,716)	7,716	-
Net movement in funds	2,724	(3,432)	(708)	4,936	(1,548)	3,388
Total funds brought forward	40,934	19,046	59,980	35,998	20,594	56,592
Total funds carried forward	43,658	15,614	59,272	40,934	19,046	59,980