

Sheffield Association for the Voluntary Teaching of English

(A Company Limited by Guarantee, registered no. 3865216)

(Registered Charity no. 1081597)

TRUSTEES REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2011

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17/12/2011
COMPANIES HOUSE

Sheffield Association for the Voluntary Teaching of English

Legal and administrative information

For the year ended 31 March 2011

Trustees

Cherry Daniels
Derek Grover
Tanwir Rauf
Val Boulding
Sheena Clarke
Myrtle O'Connor

Company Secretary

Sara Saxon

Charity Number

1081597

Company Registered Number:

3865216

Principal Address & Registered Office

Scotia Works
Leadmill Road
Sheffield
S1 4SE

Bankers

Unity Trust Bank Plc
9 Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Independent Examiner

Raymond Hadley
c/o Scotia Works
Leadmill Road
Sheffield
S1 4SE

Sheffield Association for the Voluntary Teaching of English

Trustees' report

For the year ended 31 March 2011

These financial statements have been prepared in accordance with and agreement with the *Companies Act 2006*, the *Charities Act 2006*, the *Statement of Recommended Practice "Accounting and Reporting by Charities"* (SORP 2005) and the company's Articles of Association

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

The Board is made up of elected members, who are elected at the Associations Annual General Meeting. The Board meet on a bi-monthly basis. Both paid staff and volunteers are involved in the day to day running of the organisation's activities

Organisational Structure

The charitable company (limited by guarantee) is governed by its Memorandum and Articles of Association and has a board of directors which meets bi-monthly. The service is overseen by a full time manager

Trustees who served during the year were

Cherry Daniels - Appointed July 2003
Derek Grover CB - Appointed July 2002
Tanwir Rauf - Appointed October 2007
Val Boulding - Appointed October 2004
Sheena Clarke - Appointed December 2009
Myrtle O'Connor - Appointed December 2009

Review of activities and achievements

Over the past seven years SAVTE has been very fortunate to be funded by Sheffield City Council Revenue Grant. However, securing next year's funding going to be very hard due to the changes in the funding criteria and opening the grant to new organisations, competition for funding is much fiercer

Like many other organisation in the city we are working very hard to secure the future of the organisation. SAVTE continued attract an excellent number of volunteers to support the most excluded and isolated learners in our city

Due to funding cuts across the ESOL provision by central government the demands on SAVTE's services is on the increase e.g. the numbers of learning groups that we support across the city has increased from eight to fourteen. And we are in the process of developing four to seven new conversation English groups

SAVTE is continuing to working in partnerships with the WEA the local authority Lifelong learning Children centres and local schools to maximise the best use of our resources and provide a progression route for our learners

Sheffield Association for the Voluntary Teaching of English

Trustees' report

For the year ended 31 March 2011 (cont)

Reserves

The Trustees believe that due to the nature of the organisation funding, there is a need to establish a reserve policy. The major principle behind this policy is that the unrestricted funds held by the Charity should be a minimum of three (3) months operating costs.

Risk Assessment

The Trustees actively review the major risk which the charity faces on a regular basis and believe that with 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.

Public benefit statements

The trustees of SHEFFIELD Association for the Voluntary Teaching of English (SAVTE) take their responsibilities seriously and are confident that the organisations 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 members, who wish their proficiency in English language and their skills in communication to be improved and who cannot easily partake in mainstream education.

SAVTE 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 English and mentoring. They also work in a classroom as support to the tutors.
- 3 Developing local learning groups - The groups 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.

The beneficiaries are adults from the BME communities, refugees and asylum seekers, they face 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 mainstream.

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.

Financial review

Income for the year is shown at £112,322 (2010 £84,886)

Expenditure is shown at £95,024 (2010 £94,813) with a year end carried forward of unrestricted funds balance of £32,727 (2010 £27,916)

Sheffield Association for the Voluntary Teaching of English

Statement of Trustees' Responsibilities

For the year ended 31 March 2011

Trustees responsibilities for the financial statements

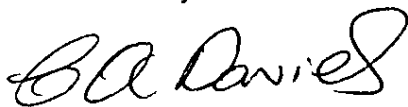
Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to

- ☐ select suitable accounting policies and apply them consistently,
- ☐ make judgements and estimates that are reasonable and prudent
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees *are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities*

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

This report was approved by the Board on 13/12/11 and is signed on their behalf by



Cherry Daniels
Trustee

Sheffield Association for the Voluntary Teaching of English

**Independent Examiner's report on the Accounts of
Sheffield Association for the Voluntary Teaching of English
for the year ended 31 March 2011**

I report on the accounts of the company for the year ended 31 March 2011, which are set out on pages 7 to 11

Respective responsibilities of trustees and 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act,
to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 accounting records in accordance with section 386 of the Companies Act 2006, and

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

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

Signed R. Hadley FCA

Raymond Hadley

Date 12th December 2011

Sheffield Association for the Voluntary Teaching of English

Statement of Financial Activities incorporating Income and Expenditure Account for the year ended 31 March 2011

	Notes	Unrestricted £	Restricted £	2011 £	2010 £
Incoming resources	1				
Incoming resources from Charitable activities	7	11,660	95,136	106,796	78,044
Incoming Resources from generated funds					
Other income		5,507	-	5,507	6,810
Investment income		19	-	19	32
Total Incoming resources		17,186	95,136	112,322	84,886
Resources Expended					
Charitable activities					
Salaries and Employment costs	4	3,333	67,849	71,182	74,661
Rent, services and utilities		6,158	4,968	11,126	10,881
Teaching resources		-	485	485	143
Publicity and AGM		829	-	829	465
Staff expenses		-	1,148	1,148	595
Insurance		-	803	803	891
Telephone and postage		-	730	730	1,010
Printing and stationery		-	1,669	1,669	975
Office costs		501	850	1,351	1,206
Equipment, repairs and renewals		91	-	91	751
Training		-	1,186	1,186	215
Volunteer expenses		-	2,346	2,346	1,885
Beneficiary expenses		-	-	-	400
Consultancy		1,000	-	1,000	-
Translation		408	-	408	-
Governance costs					
Legal fees		-	285	285	267
Bank charges		15	-	15	48
Accountancy		40	330	370	420
Total Expenditure		12,375	82,649	95,024	94,813
Net Incoming/(Outgoing) Resources		4,811	12,487	17,298	(9,927)
Total funds brought forward		27,916	-	27,916	37,843
		32,727	12,487	45,214	27,916

Sheffield Association for the Voluntary Teaching of English
Balance Sheet
as at 31 March 2011

	2011 £	2010 £
Fixed Assets	-	-
Current Assets		
Cash at bank and in hand	49,501	32,765
Debtor (NLDC)	6,652	6,650
Total current assets	56,153	39,415
Creditors: amounts falling due within one year		
Creditors	(300)	(300)
Deferred grant	(10,639)	(11,199)
Total current liabilities	(10,939)	(11,499)
Net current assets	45,214	27,916
Total Assets	45,214	27,916
Represented by		
Unrestricted funds	32,727	27,916
Restricted funds	12,487	-
Total funds	45,214	27,916

For the year ending 31 March 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies


Director's responsibilities,

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

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

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

The financial statements are approved by the Trustees on 13/12/11 and signed on its behalf by



Cherry Daniels
Trustee

Sheffield Association for the Voluntary Teaching of English

Notes to the Financial Statements

For the year ended 31 March 2011

1 Accounting Policies

(a) General

These financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and SORP update Bulletin 1 issued in December 2002.

The Charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

(b) Income

Grants, donations and income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT. The company is not VAT registered. Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees, all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

(g) Fund Accounting

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a particular restricted purpose within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Sheffield Association for the Voluntary Teaching of English

Notes to the Financial Statements For the year ended 31 March 2011

2 Fixed Assets

There are at present no Fixed Assets owned by SAVTE

3 Creditors

These are amounts owed by the charity but not paid during the accounting period

	2011 £	2010 £
Accruals	300	300
	<u>300</u>	<u>300</u>

4 Staff costs and trustees remuneration

Staff costs for the year were as follows

	2011 £	2010 £
Salaries	65,658	69,319
Employers NI	3,921	3,756
Payroll fees	489	472
Pension costs	1,114	1,114
	<u>71,182</u>	<u>74,661</u>

No employee received £50,000 per annum or more

The average number of employees during the year was 5

Trustees did not receive any remuneration (2010 - £nil) or reimbursement for out-of-pocket expenses (2010 - £nil)

5 Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity and amounted to £1114

6 Deferred grants

	2011 £	2010 £
Sheffield City Council - Revenue Grant	10,639	11,199
	<u>10,639</u>	<u>11,199</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Financial Statements

For the year ended 31 March 2011

7 Incoming resources from Charitable Activities

	Unrestricted	Restricted	Total 2011	Total 2010
	£	£	£	£
Grants				
Brelms Trust	-	9,970	9,970	-
Churches Burgess Trust	2,000	-	2,000	-
Community Support	-	10,000	10,000	-
Humberside Learning Consortium	9,060	-	9,060	-
Neighbourhood Learning in Deprived Communities	-	26,405	26,405	32,450
Sheffield City Council - Revenue Grant	-	44,794	44,794	44,794
Sheffield City Council - Small Grant	-	3,967	3,967	-
Donations	600	-	600	800
	<u>11,660</u>	<u>95,136</u>	<u>106,796</u>	<u>78,044</u>

8 Restricted Funds

	Balance at 01/04/10	Incoming resources	Outgoing resources	Balance at 31/03/11
	£	£	£	£
Brelms Trust	-	9,970	-	9,970
Community Support	-	10,000	(10,000)	-
Neighbourhood Learning in Deprived Communities	-	26,405	(26,405)	-
Sheffield City Council - Revenue Grant	-	44,794	(44,794)	-
Sheffield City Council - Small Grants	-	3,967	(1,450)	2,517
	<u>0</u>	<u>95,136</u>	<u>(82,649)</u>	<u>12,487</u>