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## **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 2009**

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

## **Legal and administrative information**

**For the year ended 31 March 2009**

### **Trustees**

Cherry Daniels  
Derek Grover  
Gabi Ward  
Tanwir Rauf  
Val Boulding  
Mushall Khan  
Sheelagh Connelly

### **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 2009**

These financial statements have been prepared in accordance with and agreement with the Companies Act 1985, the Charities Act 1993, 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  
Gabi Ward - Appointed October 2003  
Tanwir Rauf - Appointed October 2007  
Val Boulding - Appointed October 2004  
Sheelagh Connelly - Appointed April 09

#### **Review of activities and achievements**

SAVTE along with many small Voluntary and Community Organisations are facing a huge challenge in securing funding which will enable the sector to continue to deliver much needed services.

Funding that has been available to voluntary and community organisations is changing and in some areas disappearing altogether. The only funding available through central government at the moment is targeted at Infrastructure Organisations and local authorities through the Local Area Agreement and not frontline service providers. The lack of grant funding freezes out small voluntary organisations like ours which are providing a highly-focused and valuable service across the whole city. However, we will continue to look at opportunities to attract funding in order to continue to deliver this unique provision to the most excluded individuals in the city.

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

### **Trustees' report**

#### **For the year ended 31 March 2009 (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 supports 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 provision

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.

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

**Statement of Trustees' Responsibilities**

**For the year ended 31 March 2009**

**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 is prepared in accordance with the special provisions of part VII of the Companies Act 2006 relating to small companies (s246 (8)(b))

This report was approved by the Board on 17/12/09 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 2009**

I report on the accounts of the company for the year ended 31 March 2009, 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: 17/12/2009

## Sheffield Association for the Voluntary Teaching of English

### Statement of Financial Activities incorporating Income and Expenditure Account for the year ended 31 March 2009

	Notes	Unrestricted £	Restricted £	Total 2009 £	Total 2008 £
<b>Incoming resources</b>	<b>1</b>				
Incoming resources from Charitable activities	7	702	93,325	94,027	82,736
Incoming Resources from generated funds:					
Other income		14,198	-	14,198	7,298
Investment income		986	-	986	1,355
<b>Total Incoming resources</b>		<b>15,886</b>	<b>93,325</b>	<b>109,211</b>	<b>91,389</b>
<b>Resources Expended</b>					
<b>Charitable activities</b>					
Salaries and Employment costs	4	-	71,133	71,133	71,343
Rent, services and utilities		-	10,878	10,878	10,127
Teaching resources		-	2,454	2,454	-
Publicity and AGM		-	1,271	1,271	852
Staff expenses		-	484	484	389
Insurance		-	840	840	1,453
Telephone and postage		-	1,039	1,039	716
Printing and stationery		-	1,208	1,208	518
Office costs		-	1,217	1,217	986
Equipment, repairs and renewals		-	2,202	2,202	585
Training		-	55	55	84
Volunteer expenses		-	1,159	1,159	1,822
Beneficiary expenses		-	-	-	50
Accreditation and registration		245	572	817	252
<b>Total Charitable expenditure</b>		<b>245</b>	<b>94,511</b>	<b>94,756</b>	<b>89,177</b>
<b>Governance costs</b>					
Legal fees		-	803	803	30
Bank charges		-	10	10	-
Accountancy		300	214	514	446
<b>Total Expenditure</b>		<b>545</b>	<b>95,538</b>	<b>96,083</b>	<b>89,653</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>15,341</b>	<b>(2,213)</b>	<b>13,128</b>	<b>1,736</b>
Total funds brought forward		15,928	8,787	24,715	22,979
<b>Total funds carried forward</b>	<b>8</b>	<b>31,269</b>	<b>6,574</b>	<b>37,843</b>	<b>24,715</b>

**Sheffield Association for the Voluntary Teaching of English**  
**Balance Sheet**  
**as at 31 March 2009**

	Notes	2009 £	2008 £
<b>Fixed Assets</b>	2	-	-
<b>Current Assets</b>			
Cash at bank and in hand		49,372	47,152
<b>Total current assets</b>		<u>49,372</u>	<u>47,152</u>
<b>Creditors: amounts falling due within one year</b>			
Creditors	3	(330)	(407)
Deferred grants	6	<u>(11,199)</u>	<u>(22,030)</u>
<b>Total current liabilities</b>		<u>(11,529)</u>	<u>(22,437)</u>
<b>Net current assets</b>		<u>37,843</u>	<u>24,715</u>
<b>Total Assets</b>		<u>37,843</u>	<u>24,715</u>
<b>Represented by</b>			
Unrestricted funds		31,269	15,928
Restricted funds		<u>6,574</u>	<u>8,787</u>
<b>Total funds</b>		<u>37,843</u>	<u>24,715</u>

For the period ended 31 March 2009 the company is entitled to the audit exemption conferred by subsection (1) of section 249A of the Companies Act 1985. No notice has been deposited under subsection (2) of section 249B in relation to its accounts for the financial year.

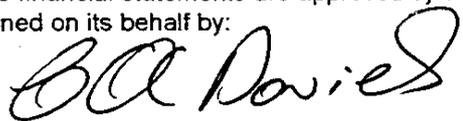
The trustees acknowledge their responsibilities for:

- i. ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985.
- ii. 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 profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

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

In the opinion of the trustees, the company is entitled to these exemptions on the basis that it qualifies as a small company.

The financial statements are approved by the Trustees on 17/12/09 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 2009**

#### **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 V.A.T. 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 purposes 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 2009

#### 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.

	2009	2008
	£	£
Accruals	330	407
	<u>330</u>	<u>407</u>

#### 4 Staff costs and trustees remuneration

Staff costs for the year were as follows:

	2009	2008
	£	£
Salaries	65,791	64,596
Employers NI	3,756	5,184
Payroll fees	472	390
Pension costs	1,114	1,173
	<u>71,133</u>	<u>71,343</u>

No employee received £50,000 per annum or more

The average number of employees during the year was 4

Trustees did not receive any remuneration (2008 - £nil) or reimbursement for out-of-pocket expenses.(2008 - £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 £1142

#### 6 Deferred grants

	2009	2008
	£	£
Sheffield City Council - Revenue Grant	11,199	10,952
Allen Lane Foundation	-	11,078
	<u>11,199</u>	<u>22,030</u>

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

**Notes to the Financial Statements  
For the year ended 31 March 2009**

**7 Incoming resources from Charitable Activities**

	Unrestricted	Restricted	Total 2009	Total 2008
	£	£	£	£
Grants:				
Adult and Community Learning (ACL)	-	-	-	21,438
Allen Lane Foundation	-	11,078	11,078	-
Burngreave New Deal for Communities	-	13,000	13,000	-
Neighbourhood Learning in Deprived Communities	-	25,438	25,438	-
Sheffield City Council - Revenue Grant	-	43,809	43,809	13,407
Sheffield City Council - One-Off Crisis Grant	-	-	-	18,000
Sheffield City Council - Small Grants	-	-	-	1,712
SOVA	-	-	-	1,150
Donations	702	-	702	-
	<u>702</u>	<u>93,325</u>	<u>94,027</u>	<u>55,707</u>

**8 Restricted Funds**

	Balance at 01/04/08	Incoming resources	Outgoing resources	Balance at 31/03/09
	£	£	£	£
Adult and Community Learning (ACL)	7,075	-	(7,075)	-
Allen Lane Foundation	-	11,078	(11,078)	-
Burngreave New Deal for Communities	-	13,000	(13,000)	-
Neighbourhood Learning in Deprived Communities	-	25,438	(18,864)	6,574
Sheffield City Council - Revenue Grant	-	43,809	(43,809)	-
Sheffield City Council - Small Grants	1,712	-	(1,712)	-
	<u>8,787</u>	<u>93,325</u>	<u>(95,538)</u>	<u>6,574</u>

**9 Analysis of fund balances between net assets**

	Unrestricted	Restricted	Total 2009	Total 2008
	£	£	£	£
Cash at bank and in hand	31,269	18,103	49,372	47,152
Creditors	-	(11,529)	(11,529)	(22,437)
	<u>31,269</u>	<u>6,574</u>	<u>37,843</u>	<u>24,715</u>