



Sheffield Association for the Voluntary Teaching Of English

Scotia Works, Leadmill Road, Sheffield S1 4SE Tel: 0114 2412765 Email: hlp@savte.org.uk

A Company Limited by Guarantee, registered no. 3865216)
(Registered Charity no, 1081597)

TRUSTEES REPORT AND FINANCIAL STATEMENTS **for the year ended 31 March 2008**

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Sheffield Association for the Voluntary Teaching of English

Legal and administrative information

For the year ended 31 March 2008

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
Scotia Works,
Leadmill Road,
Sheffield S1 4SE

Sheffield Association for the Voluntary Teaching of English

Trustees' report

For the year ended 31 March 2008

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.

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.

We are very fortunate to have secured a revenue grant to meet half of our core cost for the coming year from Sheffield city council and a grant from BNDFC and NLDC.

Sheffield Association for the Voluntary Teaching of English

Trustees' report

For the year ended 31 March 2008 (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.

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
Mushall Khan	Appointed November 2007
Sheelagh Connelly	Appointed November 2005

Sheffield Association for the Voluntary Teaching of English

Statement of Trustees' Responsibilities

For the year ended 31 March 2008

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 1985 relating to small companies (s246 (8)(b))

This report was approved by the Board on Cherry Daniels 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 2008

I report on the accounts of the Sheffield Association for the Voluntary Teaching of English for the year ended 31 March 2008 which are set out on pages 7 to 11.

Respective responsibilities of the Directors and the examiner

The Directors are responsible for the preparation of the accounts.

The Directors 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.

It is my responsibility to:

- ☐ examine the accounts (under section 43(3)(a) of the 1993 Act);
- ☐ to follow the procedures laid down in the General Directions given by the Charity Commissioners (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 Charities Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

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

Date: _____

23/02/2009

Sheffield Association for the Voluntary Teaching of English

Statement of Financial Activities Incorporating Income and Expenditure Account for the year ended 31 March 2008

	Notes	Unrestricted £	Restricted £	Total 2008 £	Total 2007 £
Incoming resources	1				
Incoming resources from Charitable activities	7	8,222	74,514	82,736	61,318
Incoming Resources from generated funds:					
Other income		7,298	-	7,298	2,332
Investment income		1,355	-	1,355	1,180
Total Incoming resources		16,875	74,514	91,389	64,830
Resources Expended					
Charitable activities					
Salaries and Employment costs	4	11,324	60,019	71,343	60,911
Recruitment and publicity		-	-	-	75
Rent, services and utilities		-	10,127	10,127	9,954
Room hire		-	-	-	3,600
Publicity		852	-	852	366
Staff expenses		389	-	389	715
Insurance		-	1,453	1,453	830
Telephone and postage		-	716	716	365
Printing and stationery		-	518	518	1,415
Office costs		423	593	1,016	2,795
Repairs and renewals		585	-	585	271
Training		84	-	84	15
Volunteer expenses		1,822	-	1,822	2,239
Beneficiary expenses		50	-	50	24
Accreditation		252	-	252	394
Evaluation		-	-	-	1,600
Total Charitable expenditure		15,781	73,426	89,207	85,570
Governance costs					
Trustee expenses and training	4	-	-	-	37
Accountancy		446	-	446	458
Total Expenditure		16,227	73,426	89,653	86,064
Net Incoming/(Outgoing) Resources		648	1,088	1,736	(21,234)
Total funds brought forward		15,280	7,699	22,979	44,213
Total funds carried forward	8	15,928	8,787	24,715	22,979

Sheffield Association for the Voluntary Teaching of English
Balance Sheet
as at 31 March 2008

	Notes	2008 £	2007 £
Fixed Assets	2	-	-
Current Assets			
Cash at bank and in hand		47,152	46,714
Total current assets		<u>47,152</u>	<u>46,714</u>
Creditors: amounts falling due within one year			
Creditors	3	(407)	(426)
Deferred grants	6	(22,030)	(23,309)
Total current liabilities		<u>(22,437)</u>	<u>(23,735)</u>
Net current assets		<u>24,715</u>	<u>22,979</u>
Total Assets		<u>24,715</u>	<u>22,979</u>
Represented by			
Unrestricted funds		15,928	15,280
Restricted funds		8,787	7,699
Total funds		<u>24,715</u>	<u>22,979</u>

For the period ended 31 March 2008 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 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 1985 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  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 2008

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 2008

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.

	2008 £	2007 £
Accruals	407	426
	<u>407</u>	<u>426</u>

4 Staff costs and trustees remuneration

Staff costs for the year were as follows:

	2008 £	2007 £
Salaries	64,596	55,811
Employers NI	5,184	4,104
Payroll fees	390	433
Pension costs	1,173	563
	<u>71,343</u>	<u>60,911</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 (2007 - £nil) or reimbursement for out-of-pocket expenses. (2007 - £37)

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 £1173

6 Deferred grants

	2008 £	2007 £
Sheffield City Council - Revenue Grant	10,952	3,352
Allen Lane Foundation	11,078	-
Burngreave New Deal for Communities	-	19,957
	<u>22,030</u>	<u>23,309</u>

The Revenue Grant from Sheffield City Council is received on quarterly basis in advance.

The sum of £10,952 representing the Quarter April - June 2007 has been deferred.

The Revenue Grant from Sheffield City Council received for the financial year 2007/08 amounts to £13,407

Sheffield Association for the Voluntary Teaching of English

Notes to the Financial Statements

For the year ended 31 March 2008

Incoming resources from Charitable Activities

	Unrestricted	Restricted	Total 2008	Total 2007
	£	£	£	£
Grants:				
Adult and Community Learning (NLDC)	-	21,438	21,438	1,500
The Big Lottery	-	-	-	16,173
Burngreave New Deal for Communities	-	19,957	19,957	-
Esmée Fairburn	-	-	-	8,301
Home Office	-	-	-	12,000
Neighbourhood Renewal Fund (NRF)	-	-	-	2,940
Sheffield City Council - Revenue Grant	-	13,407	13,407	13,144
Sheffield City Council - One-Off Crisis Grant	-	18,000	18,000	5,000
Sheffield City Council - Small Grants	-	1,712	1,712	-
SOVA	1,150	-	1,150	-
Donations	7,072	-	7,072	2,260
	8,222	74,514	82,736	23,344

Restricted Funds	Balance at 01/04/07	Incoming resources	Outgoing resources	Balance at 31/03/08
	£	£	£	£
Womens Health Project	7,699	-	(7,699)	-
Adult and Community Learning (NLDC)	-	21,438	(14,363)	7,075
Burngreave New Deal for Communities	-	19,957	(19,957)	-
Sheffield City Council - Revenue Grant	-	13,407	(13,407)	-
Sheffield City Council - One-Off Crisis Grant	-	18,000	(18,000)	-
Sheffield City Council - Small Grants	-	1,712	-	1,712
	7,699	74,514	(73,426)	8,787

Analysis of fund balances between net assets

	Unrestricted	Restricted	Total 2008	Total 2007
	£	£	£	£
Cash at bank and in hand	15,928	31,224	47,152	46,714
Creditors	-	(22,437)	(22,437)	(23,735)
	15,928	8,787	24,715	22,979