

Sheffield Association for the Voluntary Teaching of English

(A Company Limited by Guarantee, registered no 3865216)

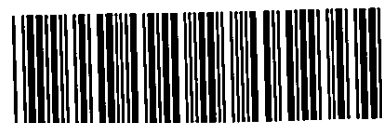
(Registered Charity no 1081597)

TRUSTEES REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2010

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COMPANIES HOUSE

Sheffield Association for the Voluntary Teaching of English

Legal and administrative information

For the year ended 31 March 2010

Trustees

Cherry Daniels	
Derek Grover	
Gabi Ward	Resigned November 2010
Tanwir Rauf	
Val Boulding	
Sheelagh Connelly	Resigned April 2009
Sheena Clarke	Appointed December 2009
Myrtle O'Connor	Appointed December 2009

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 2010

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 - Resigned November 2010
Tanwir Rauf - Appointed October 2007
Val Boulding - Appointed October 2004
Sheelagh Connelly - Resigned April 2009
Sheena Clarke - Appointed December 2009
Myrtle O'Connor - Appointed December 2009

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 us to continue to deliver much needed services

Sheffield is rapidly becoming an ethnically diverse city, and with increased migration from the enlarged European Union the ethnic minority population of the city has increased from 5% to an estimated 14 % (Sheffield City Council's statistic) This is having an impact on the demand for English language tuition in the city, which is already stretched to the limit The Sheffield Adult Learning Strategy and Plan 2007-2010 states very clearly that currently "demand is outstripping supply for pre-entry ESOL "

As an organisation we are very fortunate as we continued to attract volunteers to teach English as an additional language During the year we were able to offer 114 placements for one to one tuition and developed/supported seven learning groups for 107 learners and in partnership with the Sheffield Conversation Club we were able to support two more classes for refugees and new arrivals Our accreditation of learners also increased this year we achieved 93 City & Guild units

Sheffield Association for the Voluntary Teaching of English

Trustees' report

For the year ended 31 March 2010 (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 £84,886 (2009 £109,211)

Expenditure is shown at £94,813 (2009 £96,083) with a year end carried forward of unrestricted funds balance of £27,916 (2009 £31,269)

Sheffield Association for the Voluntary Teaching of English

Statement of Trustees' Responsibilities

For the year ended 31 March 2010

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 14/12/10 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 2010**

I report on the accounts of the company for the year ended 31 March 2010, 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 14/12/10

Sheffield Association for the Voluntary Teaching of English

Statement of Financial Activities incorporating Income and Expenditure Account for the year ended 31 March 2010

	Notes	Unrestricted £	Restricted £	2010 £	2009 £
Incoming resources	1				
Incoming resources from Charitable activities	7	-	77,244	77,244	94,027
Incoming Resources from generated funds					
Other income		7,610	-	7,610	14,198
Investment income		32	-	32	986
Total Incoming resources		7,642	77,244	84,886	109,211
Resources Expended					
Charitable activities					
Salaries and Employment costs	4	5,806	68,855	74,661	71,133
Rent, services and utilities		-	10,881	10,881	10,878
Teaching resources		143	-	143	2,454
Publicity and AGM		465	-	465	1,271
Staff expenses		595	-	595	484
Insurance		-	891	891	840
Telephone and postage		-	1,010	1,010	1,039
Printing and stationery		-	975	975	1,208
Office costs		-	1,206	1,206	1,217
Equipment, repairs and renewals		751	-	751	2,202
Training		215	-	215	55
Volunteer expenses		1,885	-	1,885	1,159
Beneficiary expenses		400	-	400	817
Governance costs					
Legal fees		267	-	267	803
Bank charges		48	-	48	10
Accountancy		420	-	420	514
Total Expenditure		10,995	83,818	94,813	96,083
Net Incoming/(Outgoing) Resources		(3,353)	(6,574)	(9,927)	13,128
Total funds brought forward		31,269	6,574	37,843	24,715
		27,916	-	27,916	37,843

Sheffield Association for the Voluntary Teaching of English
Balance Sheet
as at 31 March 2010

	2010 £	2009 £
Fixed Assets	-	-
Current Assets		
Cash at bank and in hand	32,765	49,372
Debtor (NLDC)	6,650	-
Total current assets	<u>39,415</u>	<u>49,372</u>
Creditors, amounts falling due within one year		
Creditors	(300)	(330)
Deferred grant	(11,199)	(11,199)
Total current liabilities	<u>(11,499)</u>	<u>(11,529)</u>
Net current assets	<u>27,916</u>	<u>37,843</u>
Total Assets	<u>27,916</u>	<u>37,843</u>
Represented by		
Unrestricted funds	27,916	31,269
Restricted funds	-	6,574
Total funds	<u>27,916</u>	<u>37,843</u>

For the year ending 31 March 2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

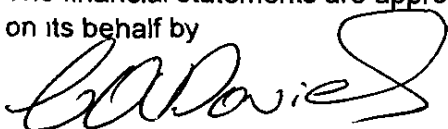
Director's responsibilities,

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 14/12/10 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 2010

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 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 2010

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

	2010	2009
	£	£
Accruals	300	300
	<u>300</u>	<u>300</u>

4 Staff costs and trustees remuneration

Staff costs for the year were as follows

	2010	2009
	£	£
Salaries	69,319	64,596
Employers NI	3,756	5,184
Payroll fees	472	390
Pension costs	1,114	1,173
	<u>74,661</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 (2009 - £nil) or reimbursement for out-of-pocket expenses (2009 - £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 £1093

6 Deferred grants

	2010	2009
	£	£
Sheffield City Council - Revenue Grant	11,199	11,199
	<u>11,199</u>	<u>11,199</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Financial Statements For the year ended 31 March 2010

7 Incoming resources from Charitable Activities

	Unrestricted	Restricted	Total 2010	Total 2009
	£	£	£	£
Grants				
Allen Lane Foundation	-	-	-	11,078
Burngreave New Deal for Communities	-	-	-	13,000
Neighbourhood Learning in Deprived Communities	-	32,450	32,450	25,438
Sheffield City Council - Revenue Grant	-	44,794	44,794	43,809
Donations				702
	<u>0</u>	<u>77,244</u>	<u>77,244</u>	<u>94,027</u>

8 Restricted Funds

	Balance at 01/04/09	Incoming resources	Outgoing resources	Balance at 31/03/10
	£	£	£	£
Neighbourhood Learning in Deprived Communities	6,574	32,450	(39,024)	-
Sheffield City Council - Revenue Grant	-	44,794	(44,794)	-
Sheffield City Council - Small Grants	-	-	-	-
	<u>6,574</u>	<u>77,244</u>	<u>(83,818)</u>	<u>-</u>

9 Analysis of fund balances between net assets

	Unrestricted	Restricted	Total 2010	Total 2009
	£	£	£	£
Cash at bank and in hand	27,916	4,849	32,765	49,372
Debtors	-	6,650	6,650	-
Creditors	-	(11,499)	(11,499)	(11,529)
	<u>27,916</u>	<u>-</u>	<u>27,916</u>	<u>37,843</u>