

# Trustees' Report and Financial Statements

Year ended 31 March 2018

Registered charity number 1153425



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# LEARN ENGLISH AT HOME

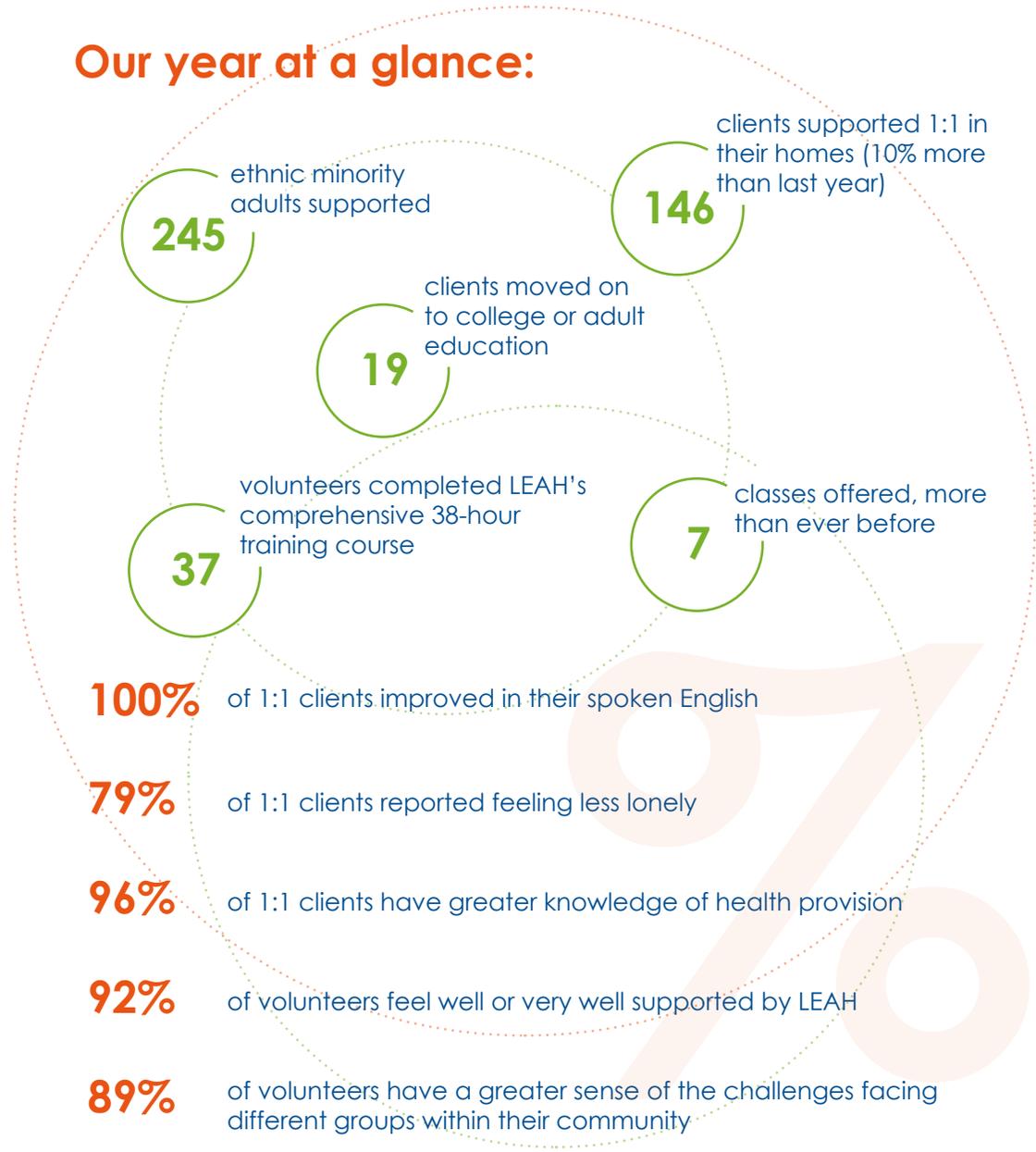
LEAH was established to advance the education of people from minority ethnic communities who do not speak English as a first language and who are unable to access adult education courses so that they may learn or improve their command of the English language.

Our vision is for all people to be active members of their local communities. Our mission is to support ethnic minority adults, including refugees and migrants, to learn English: enabling them to gain confidence, access services and make informed choices for their families. We currently work in the boroughs of Kingston, Richmond and Hounslow.

When referred to us by our network of partners in the NHS and voluntary sector, our clients find it difficult to speak to their GP or their child's teacher. They are unable to attend formal ESOL (English as a Second Language) classes because of their child-care responsibilities, ill-health, disabling lack of self-confidence or illiteracy in their first language.

The core of our work, our 1:1 home-based tuition, offers people who would not ordinarily be able to access language services a bespoke learning plan, addressing their current practical challenges, whilst developing their language through targeted support. Our small-group classes offer clients transition pathways, enabling them to meet other students and learn outside the home, when they are ready to do so. We support our clients to find out more about local services, be more aware of health provision, be more involved in their children's education and make more informed choices for their families.

## Our year at a glance:



# CHAIR'S STATEMENT

## Introduction from Richard Williams, Chair of Learn English at Home (LEAH)



LEAH continued its important work to deliver high quality teaching to underprivileged and disadvantaged migrants and refugees during 2018. With increasing emphasis in government and society generally on community cohesion, the role of English teaching is becoming even more important. Our clients continue to report that LEAH has had a significant impact on their lives, and we are committed to helping them to move on to the next stage of their development – be it more education, volunteering, greater community engagement, or employment.

Of particular note this year, we started work in the Borough of Hounslow, expanding our well-established 1:1 home-based language support service into the area. It was a big moment for us as a small charity, but our experienced team of committed staff and trustees and strong model for training and supporting volunteers meant we were prepared for the challenge.

The charity is in a period of transition. This involves examining the services we offer to see whether they can be improved and expanded, and looking hard at working more closely with other local stakeholders to develop a richer range of support for our clients. But as an organisation, we are also looking at an exciting period of change. We ended the year in a position of financial stability, thanks largely to the efforts of our Director, Kate Brown, who successfully led a number of complex fundraising bids. But the funding environment remains challenging, and we are conscious that grant making bodies are looking hard at charities

to assess whether their services are best suited to today's fast-changing environment. So the work we are doing to review and improve our services is doubly important.

There were some personnel changes during the year, and some more are in prospect. We welcomed two new trustees within the year (and two further were confirmed at the very end of the 16/17 year) and said farewell to seven. We have a new Treasurer, Madeleine Maguire, and we have streamlined the operation of the Board and appointed two deputy chairs to oversee our two key working groups. Kate Brown, our highly committed and hard-working Director, will leave us shortly to take up a new opportunity: she has given much to the charity and will be a hard act to follow. I'm pleased to say that Abby Price, who provided maternity cover for Kate in 2016, has agreed to act as interim director until we welcome a permanent successor in the early part of next year.

Finally, on a more sombre note, it is sad to report that Freda Lambert, a trustee of many years standing and a former Board Chair, died suddenly in December 2017. She gave a huge amount to LEAH in her time with us, and we extend our condolences to her family. In her memory, we have established the Freda Lambert Memorial Fund which raises money to support our clients and volunteers.

A handwritten signature in blue ink, which appears to read 'Richard Williams'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Richard Williams, Chair of Trustees

# TRUSTEE REPORT 2017 - 2018

The trustees present below their report and the audited financial statements for the year ended 31st March 2018. The trustees have adopted the provisions of 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).

## **Public benefit**

In making decisions about the way in which LEAH achieves its charitable objectives, the trustees have regard to the Charity Commission's guidance on public benefit. LEAH's work is beneficial in that it offers clients a means to overcome isolation and improve their chances in life through improved English language skills, increased confidence and self-belief, and greater knowledge of local services. Our work changes

people's lives. Through language we empower people to become active members of their local communities, contributing to stronger, more integrated communities.

LEAH's work is beneficial to a specific section of the public, to ethnic minority adults with very low levels of English. Our work is focused on this group because of their vulnerability and isolation, and their exclusion from other language support. We work to ensure that all those who are eligible for our services can benefit, for example through developing strong referral networks with statutory and voluntary partners and offering our services at no cost to the client.

LEAH's trustees work to manage risks of harm to the charity's beneficiaries and the public in general, for example through our safeguarding and health and safety policies and processes.

# OUR ACHIEVEMENTS: 2017/2018

## What we've achieved this year

This year has been an exciting one for LEAH as we have started work for the first time in Hounslow and offered more community classes than ever before. Our experienced team of committed staff and trustees and strong model for training and supporting volunteers meant we were prepared for the challenge. Alongside our service expansion, we have continued to grow and develop as an organisation. Our key achievements for this year are set out below.

### 1:1 ESOL support in the client's home

This year we supported 146 clients with our 1:1 service across the boroughs of Kingston, Richmond and Hounslow. This represents a 10% growth on the previous year. 18 of these clients were in Hounslow, where we have been highly motivated by the huge need for our work. We've found almost all the clients referred to us in Hounslow to be facing challenges beyond isolation, including having been trafficked to this country, being victims of domestic violence, having children with special needs, or living in real poverty without access to public funds.

Our clients either self-refer or are referred to us by midwives, health visitors, schools, social work teams, GPs and other voluntary sector organisations. Across our services, we received 119 referrals this year, maintaining last year's level. LEAH staff coordinators carry out an initial assessment of the client's language and their home environment, liaise with the referrer, pair the client with a trained LEAH volunteer, and provide ongoing support and review. The volunteer creates a bespoke learning plan for the client. This plan addresses the client's current practical

challenges, whether that be making appointments with the GP, navigating the bus system, or completing forms for their child's school, whilst at the same time developing their language through targeted support. For those clients we had been supporting for at least six months by the end of March 18:

- 100% made an improvement in their spoken English
- 98% made an improvement in at least one other language skill (reading, writing, listening)
- 79% reported feeling less lonely
- 93% reported feeling more self-confident
- 91% reported feeling more confident in speaking to a health professional

**I am very grateful for all the support given to our mothers. You are doing an amazing job and we are very lucky to have LEAH working with us**

Health Visitor, Richmond and Hounslow.



I'm so pleased the class is being so very well attended and received. I was very impressed, by both the teaching and the engagement

Pauline Sharratt,  
Deputy Head/Inclusion  
Manager, Alexandra

We believe in the importance of supporting clients to move onto other ESOL support when they are ready, and eventually to opportunities which allow them to reach their potential including volunteering, college and employment. This year, for the first time we tracked data on where our 1:1 clients move on to when their 1:1 support with LEAH ends. This year, of 65 clients whose 1:1 support came to an end: 34 progressed to LEAH community class; 23 progressed to a community class with another ESOL provider; 19 enrolled in college or a further education course; 5 found paid employment; 5 achieved the objectives for their 1:1 support but didn't move on elsewhere; and 2 ended their support with LEAH unexpectedly e.g. they moved out of borough.

#### Group provision in community settings

Our classes are aimed at those who are ready to meet other people and learn outside the home, but are not yet able to progress to adult education or other ESOL support. Children under school age are welcome at all our classes, with crèche workers freeing up their parent to learn. A total of 128 clients were supported through our classes this year. Our objective was to run four

types of innovative community classes responding to our client's needs and these were:

- **Literacy class** supporting learners with their reading and writing skills, offered in Kingston, Whitton and Mortlake;
  - **Communicating with school class**, run in Coombe Junior School and Alexandra School to enable parents with low levels of English to gain the language skills they need to communicate with school and support their child;
  - **Ham People's Project**, a group in Ham bringing together fluent English speakers and those learning English to craft, walk and share skills;
  - **ESOL for life**, a class integrated into our volunteer training, offering practically-focused English support for clients and teaching practice for our volunteers.
- LEAH's literacy class ran in three locations for the first time this year: central Kingston, Whitton and Mortlake. The classes are aimed at those who find every-day reading and writing difficult, despite improvements in their spoken English. Often participants have had little or no formal education in their first language. In total we supported 52 clients through these classes. Our class in Kingston, the only one which ran in the 2017-18 academic year, was split into two groups to allow differentiated and supported learning. Of the clients in the higher group, over 50% of clients progressed from the class to ESOL courses at college.

Our Communicating with school class in two schools in Kingston this year, with the aim of integrating parents with low levels of English into the school community, improving communication with schools and teachers, and developing participant's confidence and social networks.



In dialogue with teachers the classes covered topics including the school day, making phone calls to the school, reading letters from the school, parents evening, reading with your child and transitions to secondary school. We were pleased to secure government funding, in partnership with the Royal Borough of Kingston, for the two classes from January 18. We are proud that the staff and parents at Coombe Junior School evidenced the value they see in our work, purchasing the class from us in the Summer and Autumn terms 2017.

Our Ham People's Project came to an end this year after two years of bringing together Ham residents to walk and eat together, and share skills including language learning. This year 14 clients took part, and we worked alongside Ham Ladies' Group to encourage further community integration.

As part of our volunteer training, we offered a term-long ESOL class twice this year, delivered by trainee LEAH volunteers as supervised teaching practice. The course has a focus on practical ESOL (ESOL for life). A total of 41 clients took part across the year. 88% made new friends, 100% feel more confident with their English and 93% gained knowledge about other English classes for their future learning.

### Client social activities

We aim to offer clients informal and fun opportunities to practice their English and meet new people, and our objective was to provide two events this year. 42 people, including 19 clients, came on our trip to Kew Gardens and we included tours and visits in the local area (for example to the library) in our ESOL for Life and Literacy classes.

### LEAH volunteers

Our work would not be possible without our volunteers. This year, 37 volunteers completed our 38-hour training course, adding to our current database of more than 75 trained and active volunteers. This well-established course integrates ESOL theory and practice, sign-posting information about local services, and an introduction to LEAH. Over the year, we continued to develop our ongoing communication and support for our volunteers, including access to training materials and advice from the staff coordinators at the Kingston office, regular email updates, and our peer-led tutor development network. We ask our volunteers to commit to a year of volunteering with us, and on average they stay with us for 18 months.



**LEAH are always on hand with any advice or help that might be needed. What an experience it has been for me and I have to say I have thoroughly enjoyed this year**

LEAH Volunteer

### Organisational and service development

This year we have continued to grow and develop, including:

- Commissioned academics at UCL to carry out an evaluation of our 1 to 1 service to further evidence the impact of our work and help us explore how to develop the service further.
- Improved volunteer training with more focus on 1 to 1 lessons and supporting clients to move on to other provision after one year.
- Recruited two new trustees, appointed a new chair, treasurer and two deputy chairs.
- Developed new relationships with referrers in Hounslow and with funders interested in supporting the scale-up of our work.
- Ran three highly successful fundraising events to grow our unrestricted funding.
- Strengthened relationships with other organisations to help us with our mission. For example, we are proud to facilitate Kingston's ESOL Strategic Group, bringing together ESOL providers in the borough to strengthen referral pathways, identify gaps and overlaps in service provision, and share learning.
- Increased our unrestricted reserves to meet our reserves policy (see Financial Review section).

We are committed to ensuring our services meet the needs of our clients and are shaped by their opinions. This includes building the responses to our annual client and volunteer surveys into our annual planning cycle, and drawing on the experiences of volunteers and a former client who are members of our Programme Development Working Group which oversees the development of LEAH's strategy.

# THE YEAR AHEAD

In the final year of our three year strategic plan, we are planning the following developments:

## Improved and extended support for clients

- Design and secure funding for an innovative new type of community class, based on what our clients tell us they need.
- Launch a programme of social activities for our clients, giving them more opportunities to practise English and develop their social networks.

## Engaged volunteers

- Offer targeted training for volunteers teaching community classes.
- Pilot new volunteer roles at LEAH and ways of engaging with us.

## Sustainable organisation

- Develop our next three-year strategic plan, built on the needs and views of our clients, volunteers and referrers.
- Strengthen our approach to staff development.

## Strong partnerships

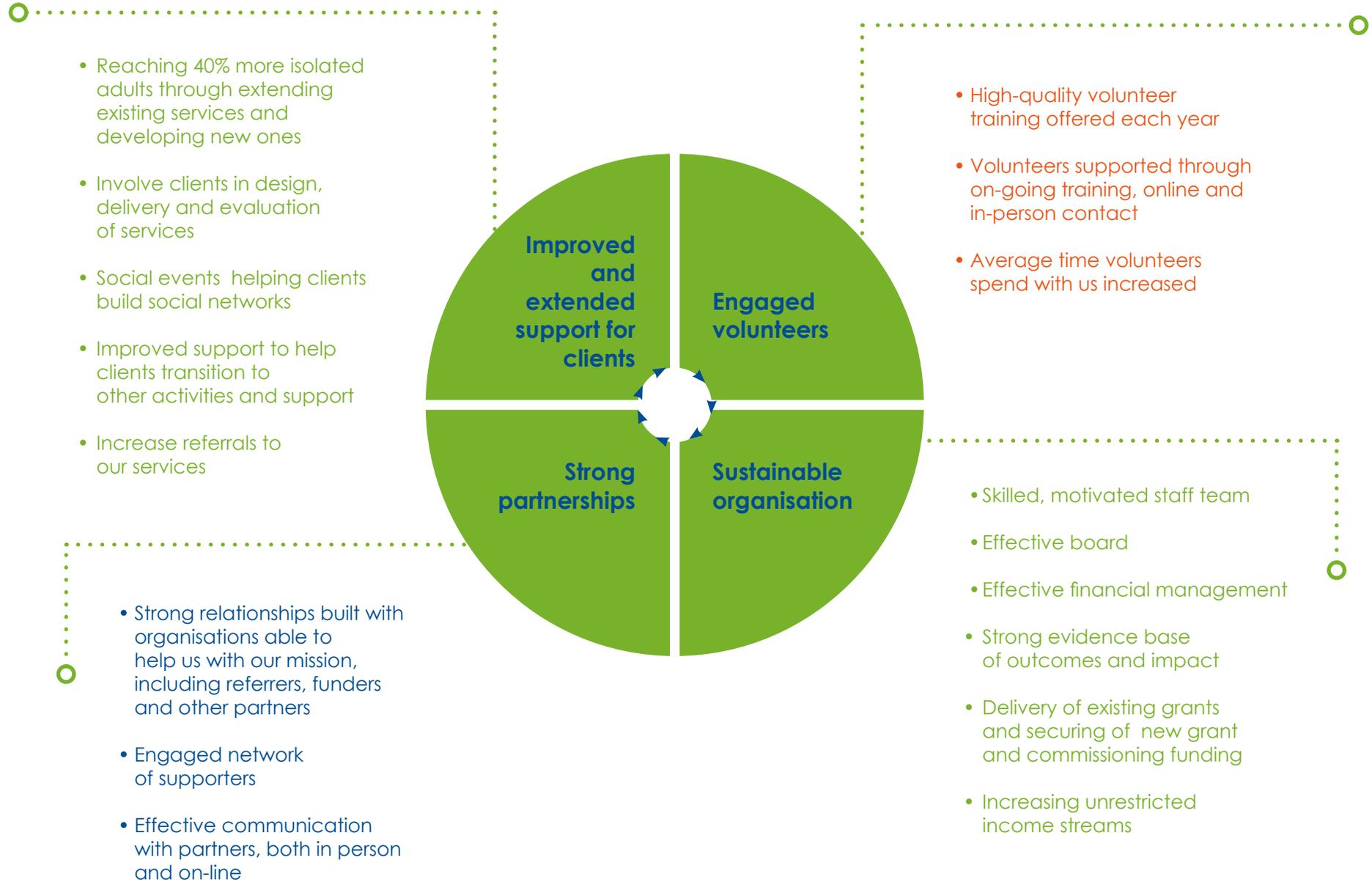
- Share external evaluation findings with key decision-makers.
- Seek joint funding initiatives to make a bigger impact in partnership.

“LEAH is providing an amazing service to our residents.”

Advocate – Modern Slavery Response Team,



# OBJECTIVE AND ACTIVITIES 2016-19



# REFERENCE & ADMINISTRATIVE DETAILS

## Registered Charity name

**Learn English at Home**

Registered Charity number  
1153425

## Principal address

Siddleley House  
50 Canbury Park Road  
Kingston Upon Thames  
Surrey  
KT2 6LX

## Trustees

K Bailey (Chair) : resigned - 12.12.17  
R Williams (Chair) : appointed chair - 12.12.18  
S Edis : resigned - 12.12.17  
F Gandolfo  
H Henn  
S Kabre : appointed - 3.4.17  
: resigned - 9.10.18  
F Lambert : resigned - 30.11.17  
M Maguire  
J McConn : resigned - 14.8.17  
I McGrath  
A Medjedovic : resigned - 14.8.17  
A Musgrave : appointed - 6.4.17  
K Steinnes  
C Penson : resigned - 12.12.17  
L Devi : appointed - 9.10.18  
F.Kitson : appointed - 9.10.18

## Key management personnel

K Brown: Director  
L Gibson: Head of Programmes

## Independent examiner

Rajesh Amin FCA  
BDA Associates Limited  
Chartered Accountants  
Anecy Court  
Ferry Works  
Summer Road  
Thames Ditton  
Surrey KT7 0QJ

## Bankers

Metro Bank  
1 Southampton Row  
London  
WC1B 5HA

## **Structure, governance and management**

### **Governing document**

The charity was registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) on 15 August 2013.

The CIO was established under a Constitution which sets out its objects and powers. In the event of the CIO being wound up, the trustees have no liability to contribute to its assets and no responsibility for settling its debts and liabilities.

### **Recruitment and appointment of new trustees**

New trustees are appointed, for a term of two years, by a resolution passed at a properly convened meeting of the charity trustees. Trustees may serve for a total of two terms. We seek trustees with the skills and experience to complement our existing Board and support the organisation as it grows and develops. We advertise widely for new trustees, using national websites, social media, posters in local community settings, and trustee and staff networks. We have appointed two new trustees this year.

### **Organisational structure**

The trustees are responsible for the overall management and strategic direction of LEAH. The Director is appointed by the trustees to manage the day to day operations of the charity. The Director has delegated authority from the trustees for operational matters including finance, employment and representing the charity. Trustees work to support and supervise the Director and to set strategy, manage risks and maintain financial oversight.

### **Induction and training of new trustees**

On appointment, trustees are given an induction including a policy pack, Constitution, key

strategic documents and opportunities to meet staff and visit LEAH services. Ongoing training is made available.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees use an annually-reviewed organisational risk framework to assess the major risks to which the charity is exposed, in particular those risks related to the operations and finances of the organisation, and are satisfied that systems are in place to mitigate the charity's exposure to these risks.

### **Financial review**

The financial results are set out on page 12 in the Statement of Financial Activities and the financial position on page 13 on the Balance Sheet. LEAH continues to be principally funded through grant sources, and we are grateful to the range of funders who have made our work possible this year, including: 29th May 1961 Charity, Controlling Migration Fund, Hampton Fuel Allotment Charity, Heathrow Community Fund, Hounslow Community Fund, Orchard Lisle Charitable Trust, People's Health Trust (using money raised by Health Freedom through the Health Lottery), Rayne Foundation, Richmond Civic Pride, Richmond Parish Lands Charity, Royal Borough of Kingston, Santander, The BIG Lottery Fund, The Henry Smith Charity, The Worshipful Company of Dyers. Through tight control of expenditure, we have slightly reduced our expenditure on last year (2016/17 - £195,063, 2017/18 - £177,383), whilst growing our resource-intensive 1:1 support (133 clients

supported in 2016/17; 146 in 2017/18).

### **Reserves Policy**

LEAH's policy is to hold three months running costs as unrestricted reserves, to enable business continuity in the event of unanticipated changes in the funding environment. The reserves held by the charity at 31 March 2018 were £140,058 (2016/17 - £80,458). £65,389 of this was unrestricted (2016/17 - £47,156). £74,669 was restricted (2016/17 - £33,302), secured from grant funders and committed to specific project work in the financial year ahead. Of our unrestricted funds, £6,355 is designated by the trustees as the Freda Lambert Memorial Fund, for volunteer training. We have been able to increase our unrestricted reserves by £11,878 this year (£5,564 in the 16/17 year), such that for the first time we meet our policy of holding three months running costs.

Approved by order of the board of trustees on  
**12th December 2018** and signed on its behalf by:

R Williams  
Chair of Trustees



# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEARN ENGLISH AT HOME

I report on the accounts for the year ended 31 March 2018 set out below.

## Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 required.

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 Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

## Basis of the 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 statements 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Rajesh Amin FCA  
BDA Associates Limited  
Chartered Accountants  
Annecy Court  
Ferry Works  
Summer Road  
Thames Ditton  
Surrey  
KT7 0QJ



Date: 18 December 2018

# STATEMENT OF FINANCIAL ACTIVITIES

## for the Year Ended 31 March 2018

	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds
INCOME AND ENDOWMENTS FROM		£	£	£	£
Donations and legacies		16,234	-	16,234	3,308
<b>Charitable activities</b>					
Providing 1:1 English tuition and community class support		2,200	218,434	220,634	201,047
Investment income	2	115	-	115	84
Other income (rent rebate)		-	-	-	3,916
<b>Total</b>		18,549	218,434	236,983	208,355
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Providing 1:1 English tuition and community class support		316	177,067	177,383	195,063
<b>NET INCOME</b>		18,233	41,367	59,600	13,292
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		47,156	33,302	80,458	67,166
<b>TOTAL FUNDS CARRIED FORWARD</b>		65,389	74,669	140,058	80,458

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

# BALANCE SHEET

## as at 31 March 2018

	Notes	31.3.18 £	31.3.17 £
<b>FIXED ASSETS</b>			
Tangible assets	6	1,133	1,699
<b>CURRENT ASSETS</b>			
Debtors	7	1,518	2,673
Cash at bank and in hand		140,443	87,057
		141,961	89,730
<b>CREDITORS</b>			
Amounts falling due within one year	8	(3,036)	(10,971)
<b>NET CURRENT ASSETS</b>		<u>138,925</u>	<u>78,759</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		140,058	80,458
<b>NET ASSETS</b>		<u>140,058</u>	<u>80,458</u>
<b>FUNDS</b>			
	11		
Unrestricted funds		59,034	47,156
Designated funds		6,355	-
Restricted funds		74,669	33,302
<b>TOTAL FUNDS</b>		<u>140,058</u>	<u>80,458</u>

The financial statements were approved by the Board of Trustees on **12th December 2018** and were signed on its behalf by:



Madeleine Maguire  
Treasurer

# NOTES TO THE FINANCIAL STATEMENT FOR

THE YEAR ENDED 31 MARCH 2018

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the

obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Charitable activities

The income for charitable activities which provides 1:1 English tuition and community support is provided in the form of grants from Trusts and Foundations.

### Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake the charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between the restricted funds in expenditure on charitable activities.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings- 20% on cost  
Computer equipment- 33% on cost

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are set aside by the trustees out of unrestricted general funds for specific future purposes or project. The aim and use of each designated fund is set out by the trustees. Restricted funds can only be used for 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.

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

### Pension costs and other post-retirement benefits

LEAH staff with qualifying earnings are entered into a salary sacrifice workplace pension scheme with contributions matched by LEAH up to 6 % of salary.

### Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, and conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be reliably measured. In accordance with the Charities SORP (FRS 102) general volunteer time is not recognised and refer to the Trustees' Annual Report for more information about their contribution.

Notes to the financial statement for the year ended 31 March 2018 (continued)

## 2. INVESTMENT INCOME

	<b>31.3.18</b>	<b>31.3.17</b>
	<b>£</b>	<b>£</b>
Deposit account interest	115	84

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

## 4. STAFF COSTS

	<b>31.3.18</b>	<b>31.3.17</b>
	<b>£</b>	<b>£</b>
Wages and salaries	122,017	131,877
Social security costs	5,585	7,087
Other pension costs	6,415	7,097
	<u>134,017</u>	<u>146,061</u>

The average monthly number of employees during the year was as follows:

	<b>31.3.18</b>	<b>31.3.17</b>
Total number on payroll	13	9
Full time staff equivalent	4.6	3.9

Total staff numbers include all active members of our bank of creche workers in the period and our part time staff. The FTE figure therefore gives the more accurate picture of our staff resource (and includes one full-time employee).

No employees received emoluments in excess of £60,000.

Notes to the financial statement for the year ended 31 March 2018 (continued)

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**  
**(from the 16/17 financial year)**

	Unrestricted fund	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	3,308	-	3,308
<b>Charitable activities</b>			
Providing 1:1 English tuition and community class support	3,400	197,647	201,047
Investment income	84	-	84
Other income (rent rebate)	3,916	-	3,916
<b>Total</b>	<u>10,708</u>	<u>197,647</u>	<u>208,355</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Providing 1:1 English tuition and community class support	5,144	189,919	195,063
<b>Total</b>	<u>5,144</u>	<u>189,919</u>	<u>195,063</u>
<b>NET INCOME</b>	5,564	7,728	13,292
<b>Transfers between funds</b>			
<b>Net movement in funds</b>	<u>5,564</u>	<u>7,728</u>	<u>13,292</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>41,592</u>	<u>25,574</u>	<u>67,166</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>47,156</u></u>	<u><u>33,302</u></u>	<u><u>80,458</u></u>

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings	Computer equipment	Totals
<b>COST</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2017 and 31 March 2018	6,317	1,447	7,764
<b>DEPRECIATION</b>			
At 1 April 2017	4,618	1,447	6,065
Charge for year	566	-	566
At 31 March 2018	5,184	1,447	6,631
<b>NET BOOK VALUE</b>			
At 31 March 2018	1,133	-	1,133
At 31 March 2017	1,699	-	1,699

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.18</b>	<b>31.3.17</b>
	<b>£</b>	<b>£</b>
Accrued income	-	1,200
Prepayments	1,518	1,473
	<u>1,518</u>	<u>2,673</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.18</b>	<b>31.3.17</b>
	<b>£</b>	<b>£</b>
Trade creditors	871	5,368
Other creditors	-	2,143
Accrued expenses	2,165	3,460
	<u>3,036</u>	<u>10,971</u>

Notes to the financial statement for the year ended 31 March 2018 (continued)

## 9. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2018, the charity had annual commitments under non-cancellable operating leases as set out below.

	Equipment £	Total 2018 £
Operating leases which expire:		
Not later than one year	881	881
Later than one year and not later than five years	-	-
later than five years	-	-
	<u>881</u>	<u>881</u>

## 10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Designated funds £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
Fixed assets	1,133	-	-	1,133	1,699
Current assets	60,005	6,355	75,601	141,961	89,730
Current liabilities	(2,104)	-	(932)	(3,036)	(10,971)
	<u>59,034</u>	<u>6,355</u>	<u>74,669</u>	<u>140,058</u>	<u>80,458</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.17	Net movement in funds	At 31.3.18
	£	£	£
<b>Unrestricted funds</b>			
General fund	47,156	11,878	59,034
<b>Designated funds</b>			
Freda Lambert Memorial Fund	-	6,355	6,355
<b>Restricted funds</b>			
29th May 1961 Charity	-	4,000	4,000
Controlling Migration Fund	-	13,162	13,162
Hampton Fuel Allotment Charity	4,307	5,106	9,413
Heathrow Community Fund	-	-	-
Hounslow Community Fund	-	2,119	2,119
Orchard Lisle CT	-	4,428	4,428
People's Health Trust	703	(703)	-
Rayne Foundation	-	3,776	3,776
RBK Your Kingston	-	750	750
Richmond Civic Pride	-	2,297	2,297
Richmond Parish Lands Charity	3,775	(621)	3,154
Royal Borough of Kingston Active Commissioning	-	-	-
Santander	-	4,962	4,962
The Big Lottery Fund	20,138	5,470	25,608
The Henry Smith Charity	4,379	(4,379)	-
The Restitution fund	-	1,000	1,000
The Worshipful Company of Dyers	-	-	-
<b>Total unrestricted funds</b>	33,302	41,367	74,669
<b>TOTAL FUNDS</b>	80,458	59,600	140,058

Notes to the financial statement for the year ended 31 March 2018 (continued)

### 11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
<b>General fund</b>	12,051	(173)	11,878
<b>Designated fund</b>			
Freda Lambert Memorial Fund	6,498	(143)	6,355
<b>Restricted funds</b>			
29th May 1961 Charity	8,000	(4,000)	4,000
Controlling Migration Fund	24,525	(11,363)	13,162
Hampton Fuel Allotment Charity	18,500	(13,394)	5,106
Heathrow Community Fund	1,875	(1,875)	-
Hounslow Community Fund	15,000	(12,881)	2,119
Orchard Lisle CT	5,000	(572)	4,428
People's Health Trust	3,000	(3,703)	(703)
Rayne Foundation	5,000	(1,224)	3,776
RBK Your Kingston	750	-	750
Richmond Civic Pride	2,793	(496)	2,297
Richmond Parish Lands Charity	7,500	(8,121)	(621)
Royal Borough of Kingston Active Commissioning	18,000	(18,000)	-
Santander	5,000	(38)	4,962
The Big Lottery fund	101,491	(96,021)	5,470
The Henry Smith Charity	-	(4,379)	(4,379)
The Restitution fund	1,000	-	1,000
The Worshipful Company of Dyers	1,000	(1,000)	-
<b>TOTAL FUNDS</b>	<b>218,434</b>	<b>(177,067)</b>	<b>41,367</b>
	<u>236,983</u>	<u>(177,383)</u>	<u>59,600</u>

### 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2018

	31.3.18	31.3.17
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	-	-
Donations	16,234	3,308
	<hr/> 16,234	<hr/> 3,308
<b>Investment income</b>		
Deposit account interest	115	84
<b>Charitable activities</b>		
Grants	220,634	201,047
<b>Other income</b>		
Rent rebate	-	3,916
	<hr/> -	<hr/> 3,916
<b>Total incoming resources</b>	<hr/> 236,983	<hr/> 208,355
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	122,017	131,877
Social security	5,585	7,087
Pensions	6,415	7,097
Staff training	144	-
Rent and rates	13,435	13,435
Insurance	909	1,666
Light and heat	981	1,622
Telephone	1,160	759
Postage and stationery	2,079	2,173
Consumables	354	106
Recruitment costs	-	275
Volunteer training	4,994	12,553
Consultancy and outsourcing	8,934	7,731
Commission Fees	315	-
Books and teaching aids	127	74
Social events (students and families)	567	815
Room hire	2,768	2,189
Petrol and fares	1,583	1,157
Subscriptions	43	90
IT and office equipment costs	891	1,481
Miscellaneous	1,750	495
Fixtures and fittings	566	566
	<hr/> 175,617	<hr/> 193,248
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	386	75
<b>Governance costs</b>		
Accountancy and legal fees	1,380	1,740
	<hr/> 1,380	<hr/> 1,740
<b>Total resources expended</b>	<hr/> 177,383	<hr/> 195,063
	<hr/> 59,600	<hr/> 13,292
<b>Net income</b>	<hr/> <hr/> 59,600	<hr/> <hr/> 13,292



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LEAH client



**LEAH**

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