

**Sheffield Association for the Voluntary Teaching of English
(S.A.V.T.E)**
(A company limited by guarantee)

**Financial Statements for the year
ended 31 July 2023**

Charity number: 1081597

Company number: 03865216



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Sheffield Association for the Voluntary Teaching of English
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Sheffield Association for the Voluntary Teaching of English
Legal and Administrative details

Also known as	S.A.V.T.E	
Charity number	1081597	
Company Number	3865216	
Directors (Trustees):	Joanna Reynolds, Co-chair Sylvia Ashton, Co-chair resigned 12 Dec 2022 Deborah Hall, Co-chair appointed 12 Dec 2022 Kehinde Tinuade Obemeata, Treasurer from May 2023 Sarah Beardsmore, Treasurer to May 2023 Patricia Panella Nina Cardinal, appointed 1 Sep 2022 Amanda Wilson, appointed 12 Dec 2022 Clive Joseph Davies, appointed 30 Jan 2023 Fanda Alazani, resigned 12 Dec 2022 James Dimond, resigned 12 Dec 2022 Khaldoon Almuthhaqi, resigned 12 Dec 2022 Usha Blackham, resigned 12 Dec 2022	
Company Secretary	Stella Burton	
Registered office	7 Castle Green Sheffield S3 8LX	
Bankers	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB	The Charity Bank Ltd Fosse House 182 High Street Tonbridge TN9 1BE
Independent examiner	Simon Brook FCCA Voluntary Action Rotherham Community Accountancy The Spectrum Coke Hill Rotherham S60 2HX	

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report)
for the period ending 31 July 2023**

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and financial statements for the 12-month period ending 31st July 2023.

Structure, governance and management

Sheffield Association for the Voluntary Teaching of English (Company number 3865216) was incorporated on 26 October 1999 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee. It has no share capital and the liability of each member in the event of winding-up is limited to £1. It became a registered charity on 17 July 2000 (Charity number 1081597).

The Board is made up of elected members, who are elected at the Association's Annual General Meeting. The Board meets on a bi-monthly basis. There are three subgroups to the board, Treasurer Group, Marketing and Fundraising Steering Group and HR Group. Day to day project activity is carried out by paid staff and volunteers.

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.

Public benefit statement

The Trustees of Sheffield Association for the Voluntary Teaching of English (SAVTE) take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission.

SAVTE's activities this year continue to meet the aim of promoting the education, wellbeing, progression and integration of all our participants, particularly those who face additional barriers and cannot access mainstream English learning provision. SAVTE aims to help develop learners' competence in everyday English language skills in order to become more active and empowered citizens in their communities. SAVTE aims to recruit more volunteers from within the communities to provide progression opportunities and help build community resilience. SAVTE works in partnership with local community organisations, to enhance local provision by providing specialist English support services which local organisations are unable to provide.

SAVTE's main activities are:

1. Recruit and train volunteers to support English language learning for speakers of other languages.
2. Support volunteers to support learners who are unable to access mainstream education provision. The volunteers support learners to develop everyday language skills in a range of settings. These are in the home or via the internet on a one-to-one basis, or in small informal groups either online or in the community. As a result of service adaptations during the pandemic, we are able to continue to offer hybrid learning opportunities to suit individual needs.

Sheffield Association for the Voluntary Teaching of English
Directors' report (incorporating the Trustees' annual report) continued
for the period ending 31 July 2023

Public benefit statement continued

3. Developing community based activities that support community development and community cohesion through working in partnership with local organisations. This aims to widen the opportunities to learn and practice English as well as meet other people and connect with local organisations and services. Through this participation, learners develop skills and confidence and progress onto new activities or volunteering.
4. Delivering English learning activities at the Sanctuary Hub as a partner of the Sheffield Project for Refugee Integration and Growth (SPRING).
5. Delivering Office Volunteer Development Programme which provides training and work experience to those new to working in the UK and who experience additional barriers.
6. Developing and sharing ESOL resources that support living in Sheffield. Maintaining an open access to an ESOL resource and learning centre.
7. Delivering an integrated Digital Inclusion Programme that enables learners to take the first steps into the digital world to access online services.
8. Delivering English for orientation to new arrivals in Sheffield.
9. Developing a Community Volunteer Development Programme to provide opportunities to gain employability skills and experience.

The beneficiaries are adults from Global Majority communities, including a significant number are refugees and asylum seekers. They face a range of different barriers to accessing mainstream education provision, e.g. they may be full time carers, have a disability, live with a health condition, have no experience of formal education or lack the confidence and self-esteem needed to attend mainstream ESOL provision.

Through providing opportunities to learn English, SAVTE aims to reduce the isolation of the most excluded members of the Sheffield community. It encourages their participation in local activities to break down barriers and generate relationships of mutual exchange through learning.

The Trustees continually review service provision, to ensure that it responds to need and provides maximum benefit to learners.

Review of activities and achievements

SAVTE, over the last 6 years has undergone significant transformation. Our overarching strategy has been to build capacity and capability that responds to need and demand for informal, bespoke English Language Support in Sheffield. Capacity has been achieved through implementing efficiencies in practices including the development of a new Salesforce database, affectionately called Amal by the staff team. Last year we had considerable success in securing new grant funding – which has enabled us to return to pre-lockdown staffing levels as well as invest in the creation of a strong senior management team which provides essential programme support capacity and supports the CEO to develop strategic business activities.

Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2023

Review of Activities and Achievements continued

Our key measure for increased capacity is based on the number of volunteers we recruit, train, support and retain – without volunteers we are unable to meet the demand for our provision. This fairly simple strategy, has helped steer our path throughout the pandemic years. SAVTE grew during the pandemic, developed new provision and consolidated our community development approach. We have a clear mission with strong values which has attracted a highly motivated skilled and innovative staff team, resulting in SAVTE's excellent reputation for quality and innovation.

Our ethos is continuous improvement, and this year we have focused on implementing robust evaluation processes and have maintained the Quality Manager's post, whose role it is to manage all classroom delivery and ensure that all our delivery meets contractual standards. Our new database Amal, is now fully up and running, and ensures accurate monitoring and reporting. We have also developed and integrated the new Office Volunteer Programme proving supported volunteer work experience placements to up to 5 volunteers at a time in the SAVTE office. We have continued to deliver Digital Inclusion Support, including the provision of data and devices to participants and volunteers, however, this year we have seen almost a complete return to in person activities, as a result of learner preferences. We designed and delivered 3 new ESOL courses aimed at Entry Level 2-3 learners as part of our Adult Education Budget contract and are planning an employability course next year as a result of identified demand.

We provided volunteer training for two community organisations so that they could provide in house volunteer led English learning and to help add capacity in the city. We continue to be an active member of the SPRING Partnership, and have increased dedicated resources for city centre provision, which includes the creation of a city centre lead, to develop provision that meets demand. This includes provision of conversation groups and formal classes at the City of Sanctuary Sheffield, conversation groups for new arrivals in two hotels, new provision at ISRAAC and now weekly attendance at the Victoria Hall Drop In. SAVTE provides essential signposting to ESOL provision to SPRING beneficiaries.

New investments this year:

We have invested in the creation of a Senior Management Team, to provide much needed support to the CEO. This comprises:

- An Office Manager to lead on reviewing and updating all our policies and procedures, HR processes and financial management systems.
- A Marketing and Fundraising Manager to lead on our Marketing strategy including a full rebrand, funding bid submissions and to support the CEO and Operations Director with new programmes that diversify income streams.

Challenges over the last year and going forward:

We continue to face challenges as a result of the ongoing effects of the pandemic, economic downturn and therefore competition for grant funding and the ongoing challenges in the wider provision of public services. All of this places additional pressure on the voluntary sector. In addition, and this is a national experience, there has been a significant reduction in the number of volunteer applications.

**Sheffield Association for the Voluntary Teaching of English
Directors' report (incorporating the Trustees' annual report) continued
for the period ending 31 July 2023**

Review of Activities and Achievements continued

What this has meant for SAVTE this year and will continue into the year ahead:

- Ongoing funding challenges as we see some of our core funding streams come to an end and a lack of certainty around the future of other funding streams.
- Rising costs of overheads and staff salaries.
- Increasing complexity needs of the learners that we are supporting.

Given all these challenges, we are exploring new avenues of provision and funding to ensure SAVTE can continue to meet its charitable aims.

Facts and Figures for SAVTE 2022 to 2023

Participants:

69 people received one to one support
99 people accessed online groups
765 people accessed conversation groups in the community
67 1:1 people reported improved confidence and increased activity in their local community

Volunteers:

54 new volunteers were trained to provide 1:1 Support
30 new volunteers trained to provide conversation groups
10 volunteers supported online conversation groups
37 volunteers provided conversation groups in the community.
6 office volunteers supported
3 office volunteers securing employment

Community Activity

13 volunteers from other organisations trained
21 conversation groups supported

Digital Inclusion

10 volunteers providing online conversation groups
1 Digital device library, enabling participants to access IT equipment and data packages
7 online learning groups supported 99 participants

New Arrivals

180 new arrivals received English language support in hotels

Programme Support

400 telephone/email enquiries received and responded to
232 SPRING Referrals processed
135 Referrals from partner agencies
151 Volunteer applications

Progression

12 1:1 participants progressed into group learning
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180 hotel residents signposted to college or other provision including SAVTE classes
6 participants progressed into volunteering
9 ESOL class learners progressed to Sheffield College
567 Learners signposted to other provision

Sheffield Association for the Voluntary Teaching of English
Directors' report (incorporating the Trustees' annual report) continued
for the period ending 31 July 2023

Future Plans

Over the last two years we have consolidated our community development approach whereby supporting our participants to progress and reach their potential is at the heart of everything we do. Going forward we are confident that our operations are fit for purpose and fully measurable and in the short term we will sustain these whilst we turn our attention to our longer term resilience strategy.

This will include launching our new name and brand "convo", this update to our name and image will represent what we do more accurately. Our marketing strategy primary aim is to help us become more widely known, and thereby reaching our stakeholders whether they are learners, volunteers, partners or potential funders.

We are actively exploring new partnerships with other public sector providers to broaden our provision. We are also considering opportunities outside of Sheffield, both regionally and at a national level.

In the next year we will also mark our 50th year. This will provide opportunities to reflect on the stories of those who have volunteered and learnt with us and celebrate the impact that SAVTE has had on communities across Sheffield. It will also be a vital part of establishing our longer term resilience. We are extremely grateful for the ongoing support of Sheffield Council, the National Lottery Community Fund and to all our volunteers for their time, commitment and enthusiasm to enable us to continue to provide such an essential service for many ESOL learners in the city of Sheffield.

Reserves Policy

We plan to hold reserves to a value of between 3 and 6 months budgeted expenditure. For 2023/24, monthly budgeted expenditure is £36,569 so the target for reserves is to fall between £109,707 and £219,644. Our general reserves currently stand at £251,883. After allowing for redundancy costs of £29,972 the trustees consider that £221,911 is an appropriate level of free reserves.

Sheffield Association for the Voluntary Teaching of English
Directors' report (incorporating the Trustees' annual report) continued
for the period ending 31 July 2023

Directors Responsibilities for the Financial Statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or efficiency for the year then ended.


In preparing those financial statements, the directors are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Small Company Provisions:

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

The directors declare they have approved the directors' report above.

Signed: 
Print Name: Kehinde Obemeata
Director

Date: 06/12/2023

**Independent examiners report to the trustees of
Sheffield Association for the Voluntary Teaching of English ("the Company")
for the period ending 31 July 2023**

I report to the charity trustees on my examination of the accounts of the Company for the period ended 31 July 2023.

Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Simon Brook FCCA
Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum
Coke Hill
Rotherham
S60 2HX

Sheffield Association for the Voluntary Teaching of English
Statement of Financial Activities
for the period ending 31 July 2023

		Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
INCOMING RESOURCES					
Donations	2	1,055	-	1,055	10,581
Charitable Activities	3	145,649	214,268	359,917	476,746
Investment Income - bank Interest		1,256	-	1,256	422
Other income		-	-	-	161
TOTAL INCOMING RESOURCES		147,960	214,268	362,228	487,910
RESOURCES EXPENDED					
Charitable Activities	4	82,573	276,837	359,410	337,976
TOTAL EXPENDED RESOURCES		82,573	276,837	359,410	337,976
Net income/expenditure		65,387	(62,569)	2,818	149,934
Transfers between funds	12	(15,325)	15,325	-	-
Net movement in funds		50,062	(47,244)	2,818	149,934
Total funds brought forward		247,957	100,878	348,835	198,901
Total funds carried forward		298,019	53,634	351,653	348,835

Prior year income includes £384,063 restricted income from charitable activities. All other prior year income is unrestricted.

Prior year expenditure on charitable activities includes £322,523 from restricted funds. All other prior year expenditure is unrestricted.

The Statement of Financial Activities includes all gains and losses recognised in the year.

All activities of the charitable company are classed as continuing.

Sheffield Association for the Voluntary Teaching of English
Balance Sheet
as at 31 July 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible fixed assets	5	480	960
Current assets			
Debtors	6	90,597	54,722
Cash at Bank and in hand		264,952	300,931
Total assets		<u>355,549</u>	<u>355,653</u>
Liabilities			
Creditors - due within one year	7	(4,376)	(7,778)
Total liabilities		<u>(4,376)</u>	<u>(7,778)</u>
Net current assets		351,173	347,875
Total assets less current liabilities		<u>351,653</u>	<u>348,835</u>
Represented by:			
General Funds		251,883	201,341
Designated Funds	11	46,136	46,616
Restricted Funds	12	53,634	100,878
Total Charity funds		<u>351,653</u>	<u>348,835</u>

The notes on the following pages form part of these financial statements.

For the period ending 31st July 2023, the company is entitled to the audit exemption under 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 directors declare that they have approved the accounts above.

Signed on behalf of the company's directors:

Signed: 

Date: 06/12/2023

Name: Kehinde Obemeata
Director

Sheffield Association for the Voluntary Teaching of English
Notes to the Financial Statements
for the period ending 31 July 2023

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with 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 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy note(s).

b) Going concern

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

c) Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS102).

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place. The restricted grant and contract income to be spent on administrative costs is treated as unrestricted contract income.

Donations and legacies are accounted for when they are receivable.

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payment to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Sheffield Association for the Voluntary Teaching of English
Notes to the Financial Statements Continued
for the period ending 31 July 2023

e) Tangible Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation. Cost includes directly attributable to making the asset capable of operating as intended.

All items of capital expenditure below £1,000 are written off as incurred.

Depreciation has been calculated to write down the cost of all tangible fixed assets over their expected useful lives on the following basis:

Computer equipment	33.33% straight line
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f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

g) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

h) Fund Accounting

Unrestricted funds are funds which are available to use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The value of fixed assets is held in a designated fund against which depreciation is charged.

i) Pension Costs and Other Post-retirement Benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

j) Tax

The charity is exempt from corporation tax on income from its charitable activities.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

2 Income from donations

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
General donations	1,055	-	1,055	396
Donated good	-	-	-	10,185
	1,055	-	1,055	10,581

3 Income from Charitable Activities

Project	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Core Sevice Grant, Sheffield City Council (SCC)	41,407	-	41,407	35,298
ESOL Home Based Learning, SCC	-	-	-	51,804
Kings Coronation, SCC	-	449	449	-
More than a language, Big Lottery	-	64,065	64,065	68,659
Community Development, Health & ESOL, SCC	-	-	-	1,250
Community covid recovery fund, SCC	-	-	-	41,748
Transitional funding, SCC	-	-	-	48,240
Asylum, Migration & Integration Fund - Spring	21,370	77,153	98,523	51,490
AEB, Sheffield City Council	65,622	-	65,622	15,656
Building Better opportunities programme	-	-	-	32,150
Community Covid response grant additional, SCC	-	-	-	13,158
English Speaking Sessions, The Mears Foundation	-	-	-	2,970
OTLA Phase 8, English, ESOL And EDS	-	-	-	5,000
Medical students placement	1,800	-	1,800	-
Conversation groups	7,920	-	7,920	-
Home Based Learning	7,530	38,026	45,556	-
Tinsley Community Fund	-	840	840	-
The Talbot Trust	-	2,500	2,500	-
New arrivals and community development, Towns Trust	-	-	-	2,500
Digital inclusion for all, Awards for All	-	-	-	9,965
Resilience Fund, Charities Aid Foundation	-	31,235	31,235	88,704
Tackling inequalities fund, SCC Ward Pot	-	-	-	654
Sheffield Digital Device Scheme, SCC	-	-	-	7,500
	145,649	214,268	359,917	476,746

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

4 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Staff salary costs	62,618	237,022	299,640	280,639
Staff expenses	459	-	459	967
Staff recruitment	1,330	12	1,342	
Rent, services & utilities	464	11,289	11,753	9,778
Room Hire	1,222	1,535	2,757	910
Teaching resources	328	1,267	1,595	1,995
Membership & subscriptions	564	130	694	120
Equipment	2,715	2,899	5,614	17,424
Learner support & expenses	633	20	653	375
Insurance	851	-	851	561
Telephone	282	1,232	1,514	1,702
Printing, postage & stationery	-	830	830	257
Office Costs	2,048	589	2,637	1,933
Professional fees	998	13,146	14,144	6,725
Computer and internet costs	69	369	438	4,434
Training	2,566	1,520	4,086	2,047
Volunteer expenses	1,885	1,277	3,162	2,120
Depreciation	480	-	480	480
Bookkeeping & accountancy	1,221	1,335	2,556	3,500
Payroll fees	1,143	337	1,480	1,561
Overhead recharges	136	1,418	1,554	-
AGM costs	424	320	744	45
Bank charges	137	290	427	402
Miscellaneous expenses	-	-	-	-
	82,573	276,837	359,410	337,976

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

5 Tangible Fixed Assets

	Computers & Equipment	Total 2023
Cost	£	£
At 1 August 2022	1,440	1,440
Additions	-	-
Disposals	-	-
At 31 July 2023	1,440	1,440
 Depreciation		
At 1 August 2022	480	480
Disposals	-	-
Charge this period	480	480
At 31 July 2023	<u>960</u>	<u>960</u>
 Net book value at 31 July 2023	<u>480</u>	<u>480</u>
 Net book value at 31 July 2022	<u>960</u>	<u>960</u>

6 Debtors

	2023	2022
	£	£
Trade debtors (contract income)	23,151	16,948
Accrued income	67,446	37,309
Prepayments	-	465
	<u>90,597</u>	<u>54,722</u>

7 Creditors

	2023	2022
	£	£
Trade creditors	1,563	317
Other creditors	1,658	
Accruals	1,155	1,578
Deferred Income	-	5,883
	<u>4,376</u>	<u>7,778</u>

8 Staff Costs

	2023	2022
	£	£
Wages and Salaries	275,797	258,072
Employers NI	21,725	20,612
Employers Allowance	(5,000)	(5,000)
Employers Pension Costs	7,118	6,955
	<u>299,640</u>	<u>280,639</u>

The average number of employees during the year was 13.5 (2022: 12.75). No employee received emoluments of more than £60,000 (2022: £nil).

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

9 Trustee remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period except for expenses paid in connection with their duties as volunteers (2022: £nil).

10 Related party transactions

During this year (and 2022) Wensley Estate TARA provided free meeting space for the SAVTE conversation group, Fanda Alazani is Treasurer of the TARA and was a trustee at SAVTE up until December 2022.

11 Designated Funds

The trustees have taken the decision to designate a sufficient proportion of the charity's unrestricted reserves for the following purposes:

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
Fixed asset fund	960	-	480	-	480
Staffing/salary costs - Programme Director	30,000	-	-	-	30,000
Staffing/salary costs - AEB Project	15,656	-	-	-	15,656
	<u>46,616</u>	<u>-</u>	<u>480</u>	<u>-</u>	<u>46,136</u>

The fixed asset fund relates to a photocopier, purchased with funds from The Mears Foundation and Towns Trust. The photocopier is depreciated over its useful economic life.

The trustees have agreed to continue to designate £30,000 to fund the Programme Director role for a further 12 month period.

The trustees have agreed to continue to designate £15,656 to fund salaries under the AEB contract.

12 Restricted Funds

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
Core Service Grant, Sheffield City Council (SCC)	(15,325)	-	-	15,325	-
Home Base Learning, SCC	7,079	38,026	40,002	-	5,103
Community Covid Recovery Fund, SCC	27,586	-	27,082	-	504
More Than a Language, Big Lottery	449	64,065	20,425	-	44,089
Goodwork Programme, Big Lottery	219	-	-	-	219
Digital Inclusion Project, Big Lottery	2,265	-	2,264	-	1
Kings Coronation, Sheffield City Council	-	449	-	-	449
Comm Dev. Health & ESOL, SCC	1,728	-	-	-	1,728
WEA: Conversation Groups	678	-	-	-	678
Asylum, Migration & Integration Fund - Spring	(255)	77,153	78,324	-	(1,426)
English speaking sessions, The Mears Foundation	2,330	-	2,307	-	23
Learning Champion, SCC	1,775	-	1,734	-	41
Digital Inclusion For All, Awards for all	2,314	-	2,255	-	59
Resilience Fund Charities Aid Foundation	68,784	31,235	99,717	-	302
Tackling Inequalities Fund, SCC Ward Pot	416	-	341	-	75
Tinsley Community Fund	-	840	147	-	693
The Talbot Trust	-	2,500	1,404	-	1,096
New arrivals and community development, Towns Trust	835	-	835	-	-
	<u>100,878</u>	<u>214,268</u>	<u>276,837</u>	<u>15,325</u>	<u>53,634</u>

Further details

Core Service Grant, Sheffield City Council

This balance from the previous year has been transferred to unrestricted funds. As per Note 2, Core Service Grant income received this year is recognised as part of unrestricted funds.

Home Based Learning, Sheffield City Council

To provide ESOL sessions for refugees in Sheffield. Used to fund staff salaries and other running costs such as volunteer expenses and room hire.

Community Covid Recovery Fund, Sheffield City Council

To increase volunteer/link support capacity in response to Covid related needs. It mainly funded staff salaries and core costs of the organisation such as IT equipment.

More Than A Language, Big Lottery Fund

To help SAVTE learners to overcome barriers, supporting both our 1-1 provision and also our conversation groups to empower active communities to reach their true potential despite of their language or community.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
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Goodwork Programme, Big Lottery Fund

To support learners to develop skills in order to help them find employment.

Digital Inclusion Project, Big Lottery Fund

To offer learners digital provision at home to enhance their English learning, motivation and digital capabilities.

Kings Coronation, Sheffield City Council

To fund community conversation groups to take part in celebrating the coronation of Kings Charles III.

Community Development, Health & ESOL, Sheffield City Council

To fund community conversation groups.

WEA: Conversation Groups

To fund community conversation groups.

Asylum, Migration & Integration Fund - Spring, Voluntary Action Sheffield

The project's overall aim is to improve refugee integration, socially and economically through a specialist hub in Sheffield that provides joined-up, holistic support and practical services.

English speaking sessions, The Mears Foundation

To fund community conversation groups .

Learning Champion, Sheffield City Council

To provide support to ensure learners have clear progression routes to meet their aspirations.

Digital Inclusion For All, Awards for all

To fund IT resources and equipment for SAVTE learners.

Resilience Fund, Charities Aid Foundation

This fund was to support organisations hit by the Covid-19 pandemic to overcome the barriers and become more resilient.

Tackling Inequalities Fund, Sheffield City Council Ward Pot

To fund community conversation groups in the Darnall area.

Tinsley Community Fund

To fund community conversation groups in the Tinsley area.

The Talbot Trust

To support charitable work for Sheffield residents.

New arrivals and community development, Towns Trust

To fund trustee training.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
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13 Analysis of net assets by fund

<u>As at 31 July 2023</u>	Unrestricted funds		Restricted	Total
	General	Designated	Funds	2023
Fixed Assets	-	480	-	480
Current assets	253,370	45,656	56,523	355,549
Current liabilities	(1,487)	-	(2,889)	(4,376)
	<u>251,883</u>	<u>46,136</u>	<u>53,634</u>	<u>351,653</u>

<u>As at 31 July 2022</u>	Unrestricted funds		Restricted	Total
	General	Designated	Funds	2022
Fixed Assets	-	960	-	960
Current assets	202,770	45,656	107,227	355,653
Current liabilities	(1,429)	-	(6,349)	(7,778)
	<u>201,341</u>	<u>46,616</u>	<u>100,878</u>	<u>348,835</u>

14 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy service was £1,155 (2022: £1,155).