

# Education Training Consortium Sussex

Registered Charity 1147918

## Annual Report and Statement of Accounts

For the year ended 31st March 2021

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# Education Training Consortium Sussex

Registered Charity 1147918

## Annual Report

For the year ended 31st March 2021

### Trustees

Peter Carcas [Chairman]  
Linda Goree  
Duncan Keir  
John Enefer [Treasurer]  
Janice Easton

### Principal Address

49 Cambridge Gardens, Hastings, East Sussex, TN34 1EN

### Bankers

Lloyds plc, 17 Wellington place Hastings, East Sussex, TN34 1NX

### Independent Examiner

Viv Tate, Perfect Balanced Bookkeeping Ltd, Suite 12 Century House, 100 Menzies Road, St Leonards on Sea, TN38 9BB

### Structure, Governance and Management

#### Governance

The charity is governed by its declaration of Trust dated 10<sup>th</sup> May 2012.

The power of appointing new or additional Trustees is vested in the Trustees.

The Trustees are giving due consideration to becoming an Incorporated Charitable Organisation.

#### Risk Management

The Trustees continue to monitor the major risks to which the Trust is exposed and are satisfied that adequate systems are in place to mitigate the exposure to those risks. We have allocated a staff member to monitor Health and Safety and report regularly to the Trustees.

#### Objects and Activities

The objects for which the charity is established are:

- (a) To advance education amongst the inhabitants of the county of Sussex and its neighbourhood ("the Area") without distinction of sex, race or political, religious or other opinions in such ways as the Charity shall from time to time determine.
- (b) To relieve poverty and distress amongst people in the area who are disadvantaged through ill health, unemployment, inadequate housing, low educational attainment or any other such circumstances, particularly by providing educational facilities for the purposes of improving the long term employment prospects of said people.

## **Achievements and Performance**

Our work during the year was severely impacted by the Pandemic and consequent safety measures. Many service closed during the lockdowns but we responded by helping people in new ways where possible. We also developed new services to meet new needs.

### **Digital Inclusion**

When rules permitted we continued to provide free computer access to disadvantaged groups via the b@sement project and on an outreach basis at various centres in the area. Regular groups attending the b@sement included clients from Priory Partnership, Prader Willi Syndrome support services and people in recovery from mental ill health.

By providing free access we continue to enable people to obtain benefits, employment and health information as well as to acquire the basic computer skills. The number of referrals from Job Centreplus has maintained and we are delivering to more clients with long term health difficulties. We received a small grant to support people claiming Universal Credits.

We also were able to support over 100 vulnerable and digitally excluded people with tablets or smart phones, including a data package for internet connection. These were provided through the Good Things Foundation. Support was provided by telephone or online.

### **Working with BAME Communities**

Demand for English lessons for non English speakers continued to grow due to changes in the local community with a steady influx of refugees and asylum seekers to the town. Face to face lesson were suspended during lockdowns but where possible online lessons were offered instead. This was facilitated by the provision of free tablets with data usage.

In partnership with the local consortium that delivers community learning through a contract with East Sussex Coast College we have continued our education offer for vulnerable people, primarily with ESOL provision.

Due to the impact of the pandemic this community was particularly vulnerable, with many services only available online or by telephone which for people with language issues created severe problems. Food poverty was a severe problem with the group due to even more limited employment prospects

### **Working with Older People**

The Dementia Day Care Service was severely impacted by the pandemic and lockdowns, with the client group being at considerable risk. During the lengthy closures we continued to support clients and their families with phone calls, shopping and meal deliveries. This was possible due to funding from the Ernest Kleinwort Charitable Trust and Adult Social Care. We also undertook meal deliveries to residents of Marlborough House and other sheltered housing provision.

Thanks to support from East Sussex Adult Social Care and Public Health we were able to maintain a safe environment for our clients and staff. The experience was then used to support all our projects.

### **Partnership Working**

We have continued to support the local community by working with other groups to help overcome food poverty, an issue affecting many of our clients. In particular we were able to second staff to Hastings Area Community Trust to support clients of the Pantry food project with digital

support and access to information. Many clients were in receipt of the digital devices we were able to donate.

As a member of the local learning provider partnership, Skills and Learning in the Community, we are part of an ESF funded project to develop support for learners and capacity of group members. Although started during the year delivery has been delayed due to Lockdowns.

## **Volunteers**

Volunteers have continued to be an important part of the delivery of our services and we have been able to provide them with support to obtain qualifications and in some cases progress to employment.

## **Public Benefit**

The Trustees have considered their duty as set out in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance issued by the Commission, and in their opinion the foregoing report demonstrates that they have complied therewith.

## **Financial Review**

Income decreased during the year to £270,652 as did expenditure at £225,902. This resulted in a surplus of £44,750, of which £32,000 was restricted and carried over to the next financial year. This left an unrestricted reserve of £127,974. The reduction in turnover was due to the lockdowns announced by the Government during the financial year. Expenditure was reduced due to not all services operating and running costs not incurred and through unfilled vacancies when staffing levels were not required at the previous level.

The financial uncertainty faced at the start of the year was quickly alleviated by two grants from the Ernest Kleinwort Charitable Trust and we are very grateful for their swift response. The Government's Job Retention Scheme enabled us to retain our workforce and maintain our finances. The Resilience payments and Infection Control Grants from East Sussex County Council Adult Social Care were also significant in enabling us to maintain our Dementia Day Service. Significant funding from Sussex Community Development Foundation enabled us to deliver a much needed food project for Asylum Seekers and Refugees.

The charity will continue to explore further diverse funding streams and project development to meet the needs of the local community during these increasingly difficult and uncertain times.

## **Reserves**

The unrestricted reserves of £127,974 provides at least five months operating costs and enables us to maintain cash flow as some contracts and grants have an element of payment in arrears. Funds are sufficient to clear all liabilities should all sources of income cease. Funds are also available to enable further development of the organisation. The Trustees believe this level of reserves is adequate for our needs and necessary during uncertain times. Given our vulnerable client groups our services could be easily impacted by further Covid 19 upsurges and there is no certainty that there will be the level of financial support that was available in the financial year reported.

On behalf of the Trustees



Peter Carcas  
Chairman  
Date

# Independent Examiner's Report on the Accounts

## Report to the Trustees of Education Training Consortium Sussex

Registered Charity 1147918

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2021.

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination. I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

: the accounting records were not kept in accordance with section 130 of the Charities Act; or

: the accounts did not accord with the accounting records; or

: the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



V. Tate FICB PM Dip

The Institute of Certified Bookkeepers

Perfect Balanced Bookkeeping Ltd

**ETC Sussex  
Income & Expenditure Account  
For the Year Ended 31st March 2021**

	<u><b>2020/21</b></u>	<u><b>2019/20</b></u>
<b>INCOME</b>		
Grants	217898	68086
Donations	338	200
Service Charges	37877	245864
Computer Club	3030	12235
Pantry/Cafe	11479	3162
Bank Interest	30	37
	<u>270652</u>	<u>329584</u>
<b>LESS EXPENDITURE</b>		
Refreshments	227	121
Stationery	632	925
Postage	120	203
Volunteer expenses	890	3912
Sundry	690	1205
Events & Activities	28210	26947
Travel & Motor Expenses	2484	4470
Employer NI	2480	5841
Employer Pensions	3751	4012
Wages	171762	208422
Office rent	7000	6664
Phone/broadband	1545	1192
Insurance	2751	1297
Repairs & Renewals	2033	5504
Professional Fees	0	316
Training	32	610
Bookkeeping Fees	660	540
Depreciation	<u>636</u>	<u>795</u>
	225902	272976
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<u><u>44750</u></u>	<u><u>56608</u></u>

**ETC Sussex  
BALANCE SHEET  
FOR THE YEAR ENDED 31ST MARCH 2021**

		<u><b>31.03.21</b></u>	<u><b>31.03.20</b></u>
	Note		
<b>FIXED ASSETS</b>			
Tangible assets	1	4867	3179
<b>CURRENT ASSETS</b>			
Debtor			
Petty Cash	421	731	
Cash at Bank	16472	11823	
Deposit Account	<u>140087</u>	<u>102056</u>	
		156979	114610
<b>CURRENT LIABILITIES</b>			
Creditors: Amounts falling due within one year			
	2	1871	2565
Restricted Funds	3	<u>32000</u>	<u>0</u>
		33871	2565
		123108	112045
<b>NET TOTAL ASSETS</b>		<u><u>127975</u></u>	<u><u>115224</u></u>
<b>INCOME &amp; EXPENDITURE ACCOUNT</b>			
As at 1 April 2019		115224	58616
Excess of Income over Expenditure		44750	56608
		<u><u>159974</u></u>	<u><u>115224</u></u>
<b>REPRESENTED BY</b>			
Restricted Funds		32000	0
Unrestricted reserves		127974	115224
		<u><u>159974</u></u>	<u><u>115224</u></u>

## ETC Sussex

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	<u>31.03.21</u>	<u>31.03.20</u>
1 TANGIBLE ASSETS		
COMPUTER EQUIPMENT 20%		
COST		
AS AT 31 MARCH 2019	37280	37280
ADDITIONS	2324	0
AS AT 31 MARCH 2020	<u>39604</u>	<u>37280</u>
DEPRECIATION		
AS AT 31 MARCH 2019	34101	33306
CHARGE FOR YEAR	636	795
AS AT 31 MARCH 2020	<u>34737</u>	<u>34101</u>
NET BOOK VALUE		
AS AT 31 MARCH 2019		3179
AS AT 31 MARCH 2020	<u>4867</u>	<u></u>
2 CREDITORS		
PAYE & NI	1450	1402
BOOKKEEPING FEE	540	480
PENSION FUNDS	-119	682
	<u>1871</u>	<u>2564</u>
3 RESTRICTED FUNDS		
HBC	1000	0
Hilden Charitable Trust	2000	
Sussex Community Foundation	4000	0
SHTe	<u>25000</u>	<u>0</u>
	32000	
GRANTS RECEIVED		
Main Grants	8129	12555
HACT	15673	
SHTe	18959	52531
Sainsburys	650	
Good Things Foundation	1255	
HMRC JRS	46465	
Chalk Cliff Trust		3000
ESCC	96906	
Ernest Kleinwort Charitable Trust	10000	
Sussex Community Foundation	19862	
	<u>217898</u>	<u>68085</u>

### 5 PAYROLL LIABILITIES

Throughout the year ETC paid in £3750.55 for employees pension and £2479.90 Employers National insurance  
No member of staff earned over £30000