

Charity Registration Number: 1150283

Chapelton & Harehills Learning Project

A Registered Charity Organisation

Annual Report and Unaudited Financial Statements

Year ended 31st December 2023

Chapelton & Harehills Learning Project

Reference and Administration Details

Year ended 31st December 2023

Trustees:

May Arthurton
Esther Bowen - Chairperson
Audrey Hylton - Vice Chair
Pauline Garnett - Secretary
Irene Fyfield-Johnson - Finance Officer

Registered Office:

233-237 Roundhay Road Resource Centre
Roundhay Road
Leeds, LS8 4HS

Charity Registration number:

1150283

Independent examiner:

Chambers Financial Solutions Ltd
2 The Chandlers
The Calls
Leeds
LS1 2AJ

Bankers

Santander

58/60 Briggate
Leeds
West Yorkshire
LS1 6AS

Chapeltown & Harehills Learning Project

Reference and Administration Details

Year ended 31st December 2023

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Chapelton & Harehills Learning Project

Trustee's report and charity information

Year ended 31st December 2023

The Trustees have presented their report and the financial statements of the charity for the period January - December 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and finance of the charity.

Charity's Objectives

To advance the education of the public, in particular but not exclusively, adult learners by the provision of such training and assistance as the trustees may determine.

To promote for the benefit of the inhabitants of Leeds the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship, or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

To further such other charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

Charity's Activities

The project teaches academic courses to a category of disadvantaged learners i.e., teenage mothers, individuals with significant contact with the criminal justice system, refugees/asylum seekers, individuals with mental or physical health issues and the homeless. It will also work with individuals that require training support coupled with additional emotional care.

Achievement and performance

The Chapelton & Harehills Area Learning Project offers a variety of training and employment preparation programmes to suit the individual needs of all its students. We help all our clients reach their true potential through a wide range of training opportunities and individualised support. We prepare individuals for the workplace and help them gain new skills or enhance existing skills. Through small group sessions students will attend classes on core subject's i.e. Remedial English, Mathematics, and ICT these subjects will also be available up to level 1 and 2 (equivalent to a GCSE grade C) for our more able students.

Chapelton & Harehills Learning Project

Courses and Accreditation Information

Year ended 31st December 2023

A range of supporting topics have been taught including Building Effective Job search skills workshop, a CV Preparation Crash Course and a meeting potential employers networking event will also take place at the end of each academic year. Taking place across Leeds our training programmes cater for a range of physical, social, and psychological needs, we have a number of different programmes which will help and support the individuals.

At the end of each session the participants take part in a summative assessment which leads to a recognised qualification. The summative assessments are implemented to determine whether the students have acquired the skill and knowledge of understanding the training course and the aims it provided. The examination is done on the premises and checked by an external verifier.

The City and Guilds examination process in literacy and numeracy are valid accredited qualifications, which are recognised by employers. These qualifications will put the students in a position of beneficial employable status and take them into jobs that will enhance their career prospects.

The courses will effectively be monitored by each learner completing a course learning review form (per year). This form will address particular aspects of what targets/goals have been met, what the individual needs to work on, relaying their opinions of what they think about the learning, materials, teaching and addressing any areas that are or may affect their learning.

On completion of the project each learner will complete a (SPOT form) Student's Perception of Training, and this will highlight if the training/course was right for them, was the course what they expected, what they liked/disliked and their ideas on how we could improve the course.

This form has proved to be a useful and effective evaluation and has set the benchmark of what needed to be altered or changed and raised to a higher standard. In the past many learners have commented on one point and this has led to effective changes being implemented, which in the long term increased the standard, quality of the course and delivery.

Chapelton & Harehills Learning Project

Courses and Accreditation Information (cont/d)

Year ended 31st December 2023

We deliver literacy and numeracy City and Guilds level 1 and 2 qualifications (currently with very good pass rates.) The Cambridge ESOL examinations from entry 1 through to level 2 in speaking/listening, reading, and writing accreditations are taken throughout the year and have been rewarding for the ESOL students. We work in partnership with other education providers to facilitate examinations throughout the year and have achieved a well above average pass rate for all students at all levels.

Independent Examiner's Report

Chapelton & Harehills Learning Project Receipts and payments account for the year ended 31st December 2023

	2023	2022
	£	£
Total receipts	63183	15652
Payments		
Charity Expenditure – White Goods	5000	-
Cost of Charity Activities	6560	-
Wages, salaries, and other staff costs	3097	6280
Car, van, and travel expenses	925	1332
Premises costs	14400	5155
Storage costs	356	4918
Telephone, fax, and other office costs	14117	1205
Advertising and business entertainment costs	2520	-
Bank, credit card and other finance charges	-	-
Accountancy, legal and other professional fees	360	180
Church donation	-	-
General Expenses	12516	-
	59851	19069
Net Receipts	3332	(3417)

Chapeltown & Harehills Learning Project

Balance sheet as of 31st December 2023

Notes	2023 £	2022 £
Assets for charity's own use		
20 Workshop computers	0	NIL
5 Printers	0	NIL
3 Smartboards	0	NIL
Car	0	1500
Building	4336	4336
Computers	1776	1776
Bank/building society balances	3332	1
Liabilities	0	NIL
Net assets	9444	7013
Funds		
Unrestricted funds	9444	7013

Notes to the accounts

All original assets for charity used have been written off. Most were purchased prior to 2014, so are fully depreciated, although they are still usable assets. Last year a car was purchased for use in the charity. Also, there was renovation work carried out on the new premises creating the building asset.

Going forward there will be accounts kept every year. We have taken out the storage cost of £5k, as this is no longer in use.

Chapelton & Harehills Learning Project
Notes to the Accounts for the year ended 31st December 2023
1 Profit and loss account analysis

	2023
Income	
Grants	£
Donations	18,676
Grants	44,507
	<u>63,183</u>
Purchase	
Charitable Expenditure	5,000
Cost of Charitable Activities	6,560
	<u>11,560</u>
Direct Expenses	
Cost of Fund Generation	5,000
Gross	<u>46,623</u>
Overheads	
Support Cost – Rent & Rates	14,400
Support Cost – Heat, Light & Power	600
Support Cost – Travelling Expenses	925
Support Cost – Printing & Stationary	1,940
Support Cost – Telephone & Computer	1,601
Support Cost – Equipment Hire & Rental	1,250
Support Cost – Maintenance	6,600
Support Cost – General Expenses	12,516
Management & Admin	3,097
Management & Admin – Professional Fees	360
	<u>43,289</u>
Surplus	<u>3,334</u>

Accountants' report on the unaudited accounts for the Chapeltown & Harehills Learning Project.

You have approved the accounts for the year ended 31st December 2023 which comprise the Profit and Loss Account, the Balance Sheet, and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Chapeltown & Harehills Area Learning Project

Explanation of Financial Provision

Year ended 31st December 2023

In **2017** we had to leave the building we rented from 2008 to 2017 (9 years). This was due to the owners wanting to knock the building down to build a new shopping site at the back. It was later discovered that the building contained asbestos and has now been demolished.

From **2018** to date, we have kept the charity running by renting venues, and in the meantime looking for a suitable building that will accommodate the charity's needs. The move had a knock-on effect with our financial situation, hence the reason why we only managed to obtain an income of under 25k in 2017. In 2018 we worked extra hard to raise the income and received grants and finances that over exceeded the 25k mark. We also managed to put on more classes in the venues we were/are renting and successfully kept the business going. Throughout 2018 to date, we have looked at several buildings to use for our services but have decided that we would prefer to buy our building. We have been looking at community purpose buildings that will serve and meet the needs of the community in a wide capacity.

In **2019**, we had a decline with one of our major contractors as they needed to work with us in our own building. As we are still currently working on the building, we had to freeze the contract and resume with them when the building is up and ready to be used for their services.

In **2020/2021** we were successful in receiving contracts and partnerships with other educational organisations. This has helped us reap back the loss we encountered in 2019. From 2021 onwards, a meeting potential employers networking event will take place at the end of each year.

In January **2022** the charity set up a new site in Harehills at the Roundhay Road Resource Centre. We have three rooms on the second floor of the building. Room one is used for the three-year HMRC project, which helps people to access personal tax information, corporation tax, child tax credit, child benefit and other related online HMRC documents.

The second room is a training room used to hold our educational, digital, vocational, and everyday life skills courses. Courses will be held five days a week in the morning, afternoon, and evening sessions.

The third room is our consultation/office room. It will be used to assess people for the HMRC and Windrush project, who are seeking help, advice and to book appointments if necessary. We will have a secretary and admin support staff working part time in the office, managing the projects and daily duties.

In **2022**, we had a hold on one of our major contracts at the Leeds Trinity University valued at £25K per annum, which caused a major decline in our accounts. This was because of Covid, and the university had to downscale the use of the IT suites we hired in the past. We used the IT suites to conduct the Health and Safety examination for the electricians to work on site. As there was a limited number of rooms, priority was given to the students, so all external agents had to wait when there would be rooms for them to use. In November **2022**, we received notification from the university which stated that we could resume the contract in January 2023, which we have been implementing to date.

In **2023** the accounts are looking better showing to date an income of 45k. The Help Team service we provide has grown so big, that we have received grants to support our marginalised beneficiaries during the high cost of living crises. We have been providing them with food, fuel vouchers and an adult clothing and baby clothing bank service.

In **2024** the community side of the business expanded. We decided to change the charity's name to Community and Education Centre (CEC). The new name will show the community and education side of the charity and the services we provide.

We have taken on more Help Team advisers, and two finance workers to manage the community and education funds in the new business accounts we opened.

Chapelton & Harehills Learning Project

Future Plans. Year ended 31st December 2023

From **2020/2021** onwards, our work has involved looking into purchasing the Chapelton church building which will be an education centre, conference/training rooms for community hire and a homeless/facility provision. The location of the building is situated near our beneficiaries as many of the disadvantaged adult learners reside in Chapelton. The location has access to target new and old customers. The building is on the main road which has a variety of buses which frequently travel to and from the city centre.

We will implement a higher ratio of work targeting the BAME groups, via helping them to secure employment and work towards attaining hierarchical positions, as managers and teachers etc. We will be involved with BAME consultants and training organisations, which will advise us on ways to improve and strengthen the charity, staff team, management board and beneficiaries.

The Chapelton & Harehills Learning Project is well known as we were situated on the outskirts of Chapelton for nine years and many people attended the courses we provided. Chapelton and Harehills are cosmopolitan areas with many marginalised, deprived individuals who are seen as being socially excluded from society. Many are unemployed due to leaving education prematurely and not achieving the standard level of education. The project aims to help all individuals' especially adult learners who are illiterate or who have literacy, digital and everyday life skills well below their adult age.

Chapeltown & Harehills Learning Project

Future Plans/(cont/d)

Year ended 31st December 2023

The new building is situated in the heart of the community where such problems are prominent but can be dealt with in a constructive and life changing way. We intend to purchase the building and the land at the back. To be used for a rewarding and beneficial community centre, that will meet the needs of the community residents nearby and beyond.

Chapeltown & Harehills Learning Project

Year ended 31st December 2023

Structure, governance, and management

Governing document: Constitution adopted 01/03/2012 as amended on 19/12/2012

CONSTITUTION OF THE CHAPELTOWN AND HAREHILLS LEARNING PROJECT (A Community Education Initiative for Disadvantaged Adult Learners)

The organisation is known as the Chapeltown and Harehills education provision for disadvantaged adult learners a community education initiative for all adult learners.

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The recruitment and appointment of new trustees is based on their expertise and how they can benefit the charity. The appointment of new trustees requires approval by the Board of Trustees.

This report was approved by the trustees on 29th October 2024 and signed on their behalf by:

Signed:



Miss Esther Bowen
Chair of Trustees