

Charity Registration Number: 1150283

Community & Education Centre (CEC)

A Registered Charity Organisation

Annual Report and Unaudited Financial Statements

Year ended 31st December 2024

Community & Education Centre CEC

Reference and Administration Details

Year ended 31st December 2024

Trustees:	Esther Bowen Audrey Hylton Pauline Garnett Irene Fyfield-Johnson Georgina Kay
Registered Office:	233-237 Roundhay Road Resource Centre Roundhay Road Leeds, LS8 4HS
Charity Registration number:	1150283
Independent examiner:	PaulArt Accounting & Tax Services Ltd Suite 210, 33 Great George Street Leeds, LS1 3AJ.
Bankers:	Santander 58/60 Briggate Leeds LS1 6AS Lloyds Bank PO Box 1000 Andover BX1 1LT Barclays Bank Leicester LE87 2BB

Community & Education Centre (CEC)

Reference and Administration Details

Year ended 31st December 2024

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Community & Education Centre (CEC)

Trustee's report and charity information

Year ended 31st December 2024

The Trustees have presented their report and the financial statements of the charity for the period 01 January 2024 to 31 December 2024. 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 Community & Education Centre (CEC) 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 community 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 subjects 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.

Community & Education Centre (CEC)

Trustee's report and charity information (continued)

Year ended 31st December 2024

Financial Review

For the year ended **31st December 2024**, the charity received a total of **£60,168**, compared with **£63,183** in 2023. The small drop in income is mainly because a few one-off donations and project grants received last year did not repeat this year.

Total spending during the year was **£52,547** (2023: £59,849). The reduction in costs mainly came from lower general expenses and office running costs.

After taking everything into account, the charity made a **net surplus of £7,620** (2023: £3,334). This means that our income was higher than our spending, helping to strengthen our financial position.

At the end of the year, the charity had **net assets of £7,789** (2023: £9,444). Of this, **£2,647** is unrestricted and available to support the charity's ongoing work, and **£5,142** is restricted for specific projects.

Overall, the trustees are pleased with the charity's financial progress and are confident that it remains in a stable position. We will continue to manage our funds carefully to make sure every pound goes towards helping those we support.

Reserves Policy

The trustees aim to maintain a level of reserves that ensures the charity can continue to operate effectively and meet its ongoing commitments, even if income were to fall unexpectedly.

At **31 December 2024**, the charity held total funds of **£7,789**, of which **£2,647** were unrestricted. These unrestricted reserves are available to support day-to-day operations and any unforeseen expenses.

The trustees consider that holding approximately **three months' operating costs** as free reserves is a reasonable target for a charity of this size. Current unrestricted reserves are close to this target, and the trustees are satisfied that the charity's financial position remains healthy. Restricted funds of **£5,142** are held for specific projects and can only be used for those purposes.

The trustees will continue to monitor the level of reserves throughout the year to ensure they remain adequate and appropriate for the charity's needs.

Going Concern

The trustees have reviewed the charity's financial position and future plans and are satisfied that the charity has adequate resources to continue its activities for the foreseeable future.

The charity continues to receive steady income from its regular supporters and project funding, and expenditure is carefully managed in line with available resources.

Accordingly, the trustees have prepared the accounts on a **going concern basis**, as they believe there are no material uncertainties that would affect the charity's ability to continue its operations.

Community & Education Centre (CEC)

Trustee's report and charity information (continued)

Year ended 31st December 2024

Principal Risks and Uncertainties

The trustees regularly review the main risks facing the charity to ensure that appropriate steps are taken to manage and reduce them.

The key risks identified during the year include:

- **Funding uncertainty:** Dependence on grants and donations means that future income levels can fluctuate. The trustees continue to explore new funding opportunities and maintain good relationships with existing supporters.
- **Rising costs:** Increases in general running costs could affect the charity's ability to deliver services. The trustees monitor budgets closely to keep spending within available funds.
- **Reliance on volunteers and key staff:** The charity relies on the commitment of volunteers and a small team of staff. Steps are taken to ensure continuity through good communication, training, and succession planning.

The trustees are confident that, through active monitoring and prudent management, the charity's risks are being effectively managed and do not pose a threat to its ongoing operations.

Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees



Miss Esther Bowen
Chair of Trustees

23rd October 2025

Community & Education Centre (CEC)

Courses and Accreditation Information

Year ended 31st December 2024

A range of supporting topics have been delivered including Building an Effective Job Search Skills Workshop, a CV Preparation Crash Course and a Meeting Potential Employers Networking Event, which 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, and we have a number of different programmes which 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 skills 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.

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 network and work alongside other educational providers such as the Worker's Educational Association (WEA), Aim to Learn, and the Learning Curve Group who are an employment organisation that have direct links to the Job Centres. They provide community-based employment courses such as Health & Social Care, Security, Retail, Customer Services, Childcare Early Years, Cleaning and Office/Administration, alongside a selection of other vocational courses. Learner progress and satisfaction are evaluated through review and feedback forms, which help identify areas for improvement and maintain high training standards in line with our charitable objectives.

Community & Education Centre (CEC)

Independent Examiner's Report For The

Year ended 31st December 2024

Independent Examiner's Report to the Trustees of Community & Education Centre (CEC)

I report to the trustees on my examination of the financial statements Community & Education Centre (CEC) for the year ended 31st December 2024 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements 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 can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.



PaulArt Accounting & Tax Services Ltd
Suite 210, 33 Great George Street
Leeds
England
LS1 3AJ
23rd October 2025

Community & Education Centre (CEC)

Statement Of Financial Activities For The

Year ended 31st December 2024

Receipts and payments account for the year ended 31st December 2024

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total funds 2024 £	Total funds 2023 £
Total receipts	33,283	26,885	60,168	63,183
Payments				
Charity Expenditure – White Goods	-	335	335	5,000
Cost of Charity Activities	2,264	9,119	11,383	6,560
Wages, salaries, and other staff costs	6,239	5,045	11,284	3,097
Car, van, and travel expenses	2,598		2,598	925
Premises cost	11,878	2,615	14,493	14,400
Storage costs	-		-	356
Telephone, fax, and other office costs	2,366		2,366	14,115
Advertising and business entertainment costs	95	70	165	2,520
Insurance	191		191	-
Bank, credit card and other finance charges	-		-	-
Accountancy, legal and other professional fees	720		720	360
Church donation	-		-	-
General Expenses	2,667	4,559	7,236	12,516
Depreciation	1,776		1,776	-
Total payments	30,804	21,743	52,547	59,849
Net Surplus/(Deficit)	2,479	5,142	7,620	3,334

Community & Education Centre (CEC)

Balance Sheet as at 31st December 2024

Notes	2024 £	2023 £
Assets for charity's own use		
20 Workshop computers	Nil	Nil
5 Printers	Nil	Nil
3 Smartboards	Nil	Nil
Car	Nil	Nil
Building	4,336	4,336
Computers	Nil	1,776
Bank/building society balances	3,453	3,332
Liabilities	Nil	Nil
Net assets	<u>7,789</u>	<u>9,444</u>
Funds		
Unrestricted funds	2,647	9,444
Restricted funds	5,142	Nil
Total funds	<u>7,789</u>	<u>9,444</u>

Notes to the accounts

All original tangible fixed assets used by the charity have been fully written off. The majority of these assets were acquired prior to 2014 and are therefore fully depreciated, although they continue to be utilised in furtherance of the charity's objectives.

Approved by the trustees on **23rd October 2025**

And signed on their behalf by:



Miss Esther Bowen
Chair of Trustees

Community & Education Centre (CEC)
Notes to the Accounts for the year ended 31st December 2024

1 Statutory Information

The Charity is a charitable incorporated organisation registered with the Charity Commission in England & Wales. The Charity's registered number is 1150283.

2 Going Concern

The accounts have been prepared on the going concern basis, as there are no material uncertainties about the Charity's ability to continue. Based on the adequacy of the Charity's reserves as at the balance sheet date, along with their knowledge of the Charity's ability to meet bills, payments and other liabilities as they fall due, the Trustees have a reasonable expectation that the Charity has sufficient resources to continue in operational existence for the foreseeable future.

3 Accounting Policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The Charity meets the definition of a public benefit entity as set out in FRS 102.

Fund accounting

Unrestricted funds: These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

The charity solely had unrestricted funds in the period under review.

Designated funds: These are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds: These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income: Incoming resources are recognised gross on a receipts and payments basis and are allocated to the Unrestricted Fund unless gifted on the basis of certain restrictions. There were no such restrictions in the year under review.

Community & Education Centre (CEC)
Notes to the Accounts for the year ended 31st December 2024 (continued)

Expenditure

Recognition of expenditure: Outgoing resources are recognised gross on a receipts and payments basis and are allocated against the General Fund unless incurred specifically for the purposes of any nominated fund. There were no specific payments in the period under review.

Expenditure on raising funds: These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Critical Accounting Estimates and Areas of Judgment. The Trustees do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

Guarantee. The charity has not given any guarantees in the period under review and there are no outstanding guarantees at the balance sheet date.

Taxation The charity is exempt from tax on its charitable activities.

Community & Education Centre (CEC) Notes to the Accounts for the year ended 31st December 2024 (continued) 4 Detailed Statement of Financial Activities

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income				
Donations	5,178	-	5,178	18,676
Grants	28,105	26,885	54,990	44,507
Total Income	33,283	26,885	60,168	63,183
Purchases				
Charitable Expenditure	-	335	335	5,000
Cost of Charitable Activities	2,264	9,119	11,383	6,560
Total Purchases	2,264	9,454	11,718	11,560
Direct Expenses				
Cost of Fund Generation	95	70	165	5,000
Gross Income over Expenses	30,924	17,361	48,285	46,623
Overheads				
Support Cost – Rent & Rates	11,878	2,615	14,493	14,400
Support Cost – Heat, Light & Power	-	-	-	600
Support Cost – Travelling Expenses	2,598	-	2,598	925
Support Cost – Printing & Stationery	394	-	394	1,940
Support Cost – Telephone & Computer	732	-	732	1,601
Support Cost – Equipment Hire & Rental	-	-	-	1,250
Support Cost – Maintenance	540	-	540	6,600
Support Cost – Insurance	191	-	191	-
Support Cost – General Expenses	2,677	4,559	7,236	12,516
Management & Admin	6,239	5,045	11,284	3,097
Management & Admin – Professional Fees	700	-	700	-
Management & Admin – Accountancy Fees	720	-	720	360
Depreciation – Computer Equipment	1,776	-	1,776	-
Total Overheads	28,445	12,219	40,664	43,289
Net Surplus/(Deficit)	2,479	5,142	7,620	3,334

Community & Education Centre (CEC)

Explanation of Financial Provision

Year ended 31st December 2024

In 2024, the accounts showed an income of £60,168. The Help Team service grew significantly, and the charity received grants to support marginalised beneficiaries during the high cost-of-living crisis. The charity provided food, fuel vouchers, white goods, adult clothing, baby clothing via its baby bank service, and supported many applying for means tested benefits and health assessment forms.

During 2024, the community side of the charity expanded. In November 2024, the charity changed its name to Community and Education Centre (CEC) to reflect the charity's community and education services. Additional Help Team advisers and a finance worker were appointed to manage the community and education work, and two bank accounts were opened in October 2024 to separate the community and education income. The trustees have secured a building loan and refurbishment grant, with completion expected in late 2025.

Community & Education Centre (CEC)

Year ended 31st December 2024

Future Plans

The charity serves the Chapeltown and Harehills areas, which include many disadvantaged and marginalised adults. Our work helps improve literacy, digital and life skills for those excluded from mainstream education, demonstrating clear public benefit.

Looking ahead from 2025, the trustees plan to purchase the charity's own building, which will become the charity's headquarters and training hub. The building loan and refurbishment grant have been secured, with completion expected by the end of the year.

The building will expand on the community service provided through the Help Team project and will also provide educational, digital, vocational and life skills courses for marginalised adult learners. The planned building will also include space for community hire, training rooms, and a homeless support facility, extending the charity's outreach and sustainability.

We aim to strengthen engagement with BAME communities, supporting participants into employment and leadership roles, and promoting inclusion across our programmes.

Community & Education Centre (CEC)

Year ended 31st December 2024

Structure, governance, and management

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

CONSTITUTION OF THE COMMUNITY & EDUCATION CENTRE (CEC) (A Community Education Initiative for Disadvantaged Adult Learners)

The organisation is known as the Community & Education Centre (CEC). The charity provides education and vocational courses for disadvantaged adult learners, and a Community Help Team project, alongside other community services for destitute families and marginalised individuals.

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 23rd October 2025 and signed on their behalf by:

Signed:



Miss Esther Bowen
Chair of Trustees
23rd October 2025