



Trustees' Annual Report for the period

Period start date: 1st May 2020

Period start date: 30th April 2021

Charity name: Croydon Supplementary Education Project (CSEP)

Charity registration number: 1151850

Company number: 08243226

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our aim is to help and advance the education of people growing up in a multi-racial society so as to develop their physical, mental and spiritual capacities that they may reach full maturity as individuals and as members of society and that their condition in life may be improved.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Our main activities consist of Saturday School which operates for 32 weeks of the year and adult education classes. Additional projects are run for the benefit of the community subject to successful funding applications.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have been mindful of the Charity Commission's general guidance on public benefit in pursuing the aims and objectives of the charity and in planning future activities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	CSEP is not a grant making organisation.
Policy on social investment including program related investment	Para 1.38	CSEP does not currently engage in social investments.

Contribution made by volunteers	Para 1.38	Volunteers continue to make a significant contribution to the operation of the charity – providing admin support, assistance with maintenance, including IT, as well as professional advice and expertise.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The mainstay of our work continues to be Saturday school with additional provision through weekday enrichment programmes – with approximately 80 children receiving support in English, maths, science and modern languages.</p> <p>CSEP continues to move towards our ambition to become a major centre for Black and Minority Ethnic supplementary education and a resource education hub. To this end planning began for a resource library with the support of a small grant from councillor's representing the Croydon Fieldway ward. Unfortunately, due to the COVID-19 pandemic CSEP has not been able to progress with the completion of the resource library and collaborative work with the Black Culture Archives. However, student previously signed on to the BCCA were transferred to the Black History courses held at CSEP.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Our financial position remains difficult. The COVID-19 pandemic has further exasperated this position. The following have contributed to the deficit seen on year ending 2021 accounts:</p> <p>Income overall saw an increase of £10.1k Due to increase in - Restricted Grants > £51.3k - Unrestricted Grants > £18.7k - Unrestricted Donations > £9.1k but reduction in - Black History Classes <£5.9k - Room Hire <£30k - Saturday School < £23.5k - Night School < £3.9k - Fundraising Events <£4.5 - Other Courses <£1.1</p> <p>Expenditure overall saw a decrease of £6.6k largely attributed to - Courses <£3k - Printing <£2.3k - Library <£1.5k</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to maintain reserves equivalent to 3 months operating costs. This figure has fluctuated during the year.
Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	Due to a decline in attendance this directly reduce project income. This led to an increase in expenditure that resulted in the charity drawing on funds held and borrowing £21k from a Government Bounce-back loan.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Due to the Covid-19 restrictions imposed during this period there was an increased burden on the charity due to our principal activity being face to face delivery.

		In addition, the profile of our service users who are in the majority from Black, Asian and Minority Ethnic communities may mean that the financial impact from the lockdown will be seen in terms of take-up of our services as we move into the 21-22 academic year.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of the charity's income was primarily derived from the Bounce-back Loan, Grants and Saturday School fees. Other income sources include online book sales and royalties and donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Financial deficit due to the impact of the COVID-19 Pandemic resulting in lockdowns.0
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document trust deed, memorandum and articles of association etc	Para 1.25	Memorandum and articles of association
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	Company limited by guarantee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Potential trustees may self-nominate or may be co-opted onto the Board where specific skills gaps exist.</p> <p>Co-opted trustees must be nominated, that nomination seconded and subject to a vote.</p> <p>For self-nominated trustees - following a period of engagement with the charity, their appoint is subject to a vote which must be passed by the majority of the Board. In the event of more applications</p>

		than positions on the Board - a ballot will be held.
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	2 trustees attended and completed fundraising training course with Money4You through the Avocado+ training.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Croydon Supplementary Education Project (CSEP)
Other name the charity uses	
Registered charity number	1151850
Charity's principal address	32-34 Sydenham Road Croydon Surrey CR0 2EF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr O Bello			
2	Ms I James			
3	Ms A Lammy			
4	Ms S Meikle			
5	Mr E Parris			
6	Mrs JA Owusu-Barnaby	Chair		
7	Mr R Bridge			
8	Mrs P Walkes		November 2020	

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Corporate trustees – names of the directors at the date the report was approved

Director name		
Mr O Bello		
Ms I James		
Ms A Lammy		
Ms S Meikle		
Mr E Parris		
Mrs S Sutton	Joined 27th May 2021	
Mrs JA Owusu-Barnaby	Resigned 31 March 2021	
Mr R Bridge	Resigned 19th May 2021	
Mrs P Walkes	Resigned 27th May 2021	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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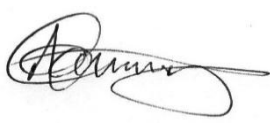
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Allison Lammy	
Position (eg Secretary, Chair, etc)	Director	
Date	26 th February 2022	

CROYDON SUPPLEMENTARY EDUCATION PROJECT

Registered charity number 1151850

Company number 08243226

FINANCIAL STATEMENTS

For the year ending 30th April 2021

CROYDON SUPPLEMENTARY EDUCATION PROJECT
STATEMENT of FINANCIAL ACTIVITIES
For the year ended 30th April 2021

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Income and Endowments					
Incoming resources from generated funds:					
<i>Voluntary Income:</i>					
Donations		11,956	-	11,956	2,868
Fundraising		60	-	60	4,849
		<u>12,016</u>	<u>-</u>	<u>12,016</u>	<u>7,717</u>
<i>Activities for generating funds:</i>					
Room hire		29	-	29	26,827
Book Sales & royalties		5,715	-	5,715	60
Other Income		523	-	523	-
		<u>6,267</u>	<u>-</u>	<u>6,267</u>	<u>26,887</u>
<i>Incoming resources from charitable activities:</i>					
Grant Income		18,745	51,346	70,091	4,500
Educational Courses		3,573	-	3,573	42,770
		<u>22,318</u>	<u>51,346</u>	<u>73,664</u>	<u>47,270</u>
Total Incoming resources	2	<u>40,601</u>	<u>51,346</u>	<u>91,947</u>	<u>81,874</u>
Expenditure:					
Costs of generating funds:					
Costs of generating voluntary income	3	-	-	-	750
Fundraising costs	3	-	-	-	350
Charitable activities					
Direct costs	3	39,454	50,739	90,192	64,636
Support costs	3	9,930	-	9,930	30,562
Governance costs	6	663	-	663	888
Total resources expended		<u>50,047</u>	<u>50,739</u>	<u>100,785</u>	<u>97,186</u>
Net incoming/(outgoing) resources before transfers	-	9,446	607	8,839	15,313
Gross Transfers between funds		-	-	-	-
Net movement in funds	-	9,446	607	8,839	15,313
Reconciliation of funds:					
Total funds brought forward	-	9,041	375	8,666	6,647
Total funds carried forward	-	<u>18,486</u>	<u>982</u>	<u>17,504</u>	<u>8,666</u>

CROYDON SUPPLEMENTARY EDUCATION PROJECT
BALANCE SHEET at 30 April 2021

	Notes	<u>2021`</u>		<u>2020</u>	
		£	£	£	£
Fixed Asset					
Tangible Assets	7		7184		8585
Current Assets					
Cash at Bank and in Hand		14866		-4589	
Debtors		6451		5964	
		<u>21317</u>		<u>1375</u>	
Liabilities: amounts falling due within one year					
Creditors and accruals	8	<u>24825</u>		<u>18125</u>	
Net Current Assets			-3509		-16750
Creditors falling due after one year	8		21179		500
Net Assets			<u>-17504</u>		<u>-8666</u>
Funds					
Unrestricted			-17879		-9041
Restricted	9		<u>375</u>		<u>375</u>
	10		<u>-17504</u>		<u>-8666</u>

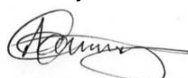
For the year ending 30 April 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 Companies Act 2006 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

Approved by the Board of Trustees and
signed on its behalf by



Signature

Allison Lammy

Date 26th February 2022

The notes on pages 4 to 7 form part of these financial statements.

CROYDON SUPPLEMENTARY EDUCATION PROJECT
NOTES to the FINANCIAL STATEMENTS
For the year ended 30th April 2021

Note 1 ACCOUNTING POLICIES

a) Accounting Conventions

The Financial Statements have been prepared in accordance with applicable accounting standards under the historical cost convention and in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

b) Fund Accounting

Restricted Funds are those received which have been earmarked for a special purpose by the donor.

Unrestricted funds are available for the use at the discretion of the trustees in furtherance of the general objectives of the Charity.

c) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and fundraising activities. This income is treated as unrestricted funds for use by the Charity.

Activities for generating funds consists of room hire, book sales and royalties and is accounted for on a receivable basis.

Surplus funds are invested in a bank deposit account to earn interest. Interest received is included when receivable. Interest is credited to the unrestricted fund to offset overheads.

Incoming resources from the charitable activities consists of grants, which are related to performance and are accounted for as the Charity earns the right to consideration by its performance. Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

Other sources of incoming resources from the charitable activities consist of contributions towards the cost of Educational Classes and accounted for on a receivable basis.

d) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred.

Cost of generating funds comprises the costs associated with attracting future income.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the Independent Examination fees and costs linked to the strategic management of the Charity.

Costs are allocated to charitable activities and the Charity on the basis of usage. Costs relating to a particular activity are allocated directly, other overheads are apportioned on an appropriate basis.

e) **Depreciation**

All fixed assets purchased over £500 are capitalised and Depreciation is provided on all capitalised assets on a Straight-line basis as below:

Equipment	Straight line over 3 years
Computer Equipment	Straight line over 3 years
Fixtures and Fittings	Straight line over 3 years
Assets from Grant Funds	Straight line over 4 years
Leasehold Property	Straight line over 25 years

f) **Recognition of Liabilities**

Liabilities are recognised on an accrual basis.

g) **Taxation**

As the Company is a registered Charity (Registration No: 1151850) carrying out charitable purposes, it is exempt from corporation tax.

h) **Transfer between funds**

Trustees have the authority to transfer amounts out of the unrestricted funds into restricted funds when required.

i) **Pensions**

Defined Contribution Pension Plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions to a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the accounts when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

2. Incoming resources from Charitable Activities:

	Unrestricted funds 2021 £	Restricted income funds 2021 £	Total funds 2021 £	Prior year 2020 £
Saturday School	2,523	-	2,523	26,002
Day School	-	-	-	3,600
Night School	80	-	80	3,986
Holiday Provision	-	-	-	460
Black History Courses	60	-	60	5,991
Other Courses	210	-	210	1,582
Events Delivered - External	700	-	700	1,150
Total	3,573	-	3,573	42,770
Grants Received	18,745	51,346	70,091	4,500
	2021 £	2021 £	2021 £	2020 £

3. Costs of generating voluntary income

	-	-	-	1,100
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Charitable Activities

Direct Costs

Staff Costs	19,503	-	19,503	42,709
Project Costs	9,133	50,364	59,497	15,543
Total	28,636	50,364	79,000	58,253

Support Costs

Premises	16,716	-	16,716	18,887
Administration	3,006	-	3,006	17,008
Management	-	-	-	-
Total	19,722	-	19,722	35,895

4. Staff Costs

Wages & Salaries	17,320	-	17,320	39,601
Employer's NI Costs	1,493	-	1,493	1,747
Pension Costs	690	-	690	1,361
Total	19,503	-	19,503	42,709

5. Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year. (2021 £0)
No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. (2021 - Nil)

6. Net Incoming/(outgoing) Resources

This is stated after charging:	2021 £	2020 £
Depreciation	375	375
Accounts and Filling Fees	663	888

CROYDON SUPPLEMENTARY EDUCATION PROJECT
NOTES to the FINANCIAL STATEMENTS
For the year ended 30th April 2021

7. Fixed Assets

	Grant Fund	Computers	Fix & Fitt	Equip	Leasehold Property	Total
Cost	1,500	77,379	867	7,084	25,652	112,482
Additions						-
As at 30 April 2021	1,500	77,379	867	7,084	25,652	112,482
Accumulated Deprec Charge	1,125	77,379	867	7,084	18,469	104,923
As at 30 April 2021	375					375
	1,500	77,379	867	7,084	18,469	105,298
Net Book Values						-
As at 30 April 2020	375	-	-	-	7,184	7,559
As at 30 April 2021	0	-	-	-	7,184	7,184
Depreciation straight line over	4 years	3 years	3 years	3 years	25 years	

8. Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Trade Creditors	2,926	3,744		
Payroll Control	12,113	10,585		
Pension Control	135	298		
Accruals	928	395		
PAYE an Social Security	8,723	3,103		
Deposits Refundable	-	-		
Recharge	-	-		
Other creditors - Loan	-	-	21,179	500
Total	24,825	18,125	21,179	500

9. Restricted Funds

	Balance 01/05/2020	Resources Incoming	Resources Outgoing	Transfer from Other Funds	Balance 30/04/2021
Computer Depreciation Charge			375		
Grant	375	-	375	-	0

10. Analysis of Net Assets Between Funds

	Fixed Assets	Current Assets	Creditors	Total
Restricted Funds	0	-	-	0
Unrestricted Funds	7,184	- 3,509	- 21,179	- 17,504
Total	7,184	- 3,509	- 21,179	- 17,504



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Taxation, Accounting & Payroll Services

Croydon Supplementary Education Project (CSEP)
32 - 34 Sydenham Road
Croydon
CR0 2EF

26th February 2022

Our Reference: TBL904

Dear Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Croydon Supplementary Education Project (CSEP), CHARITY NUMBER 1151850, ACCOUNTS FOR YEAR END 2021

I report to the trustees on my examination of the accounts of the Croydon Supplementary Education Project (CSEP) (the trust) for the year ended 30th April 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the Directors of the company 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 financial statements 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 the Charity'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 2011 Act.



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Taxation, Accounting & Payroll Services

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 giving me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 386 of the 2006 Act; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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.
- 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: *T Bankinson*
Name: Tracey Bankinson BA (Hons), MAAT (Fellow), AATQB
Address: TE BAN & Co Ltd, 32-34 Sydenham Road, Croydon, CR0 2EF
Date: 26th February 2022



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