



# Trustees' Report & Financial Statements

Year Ended 31 March 2021

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# LEARN ENGLISH

## AT HOME

LEAH was established in 1982 to advance the education of people from minority ethnic communities who do not speak English as a first language and who are unable to access adult education courses so that they may learn or improve their English.

LEAH operates in Kingston, Richmond and Hounslow and LEAH's vision is for an integrated society where language unlocks people's potential to participate fully in family and community life. LEAH clients are referred by a strong network of 100+ referral partners including GPs, health visitors, midwives and schools.

To be eligible for LEAH services, potential 'clients' are unable to access other English language provision because of their

physical and or mental ill health, caring responsibilities, disabling lack of self-confidence or illiteracy in their first language. Many are isolated and cut off from their family and social networks and this year originated from 55 different countries.

Having limited English means clients often struggle to access vital services, including housing, education for themselves and their children, health care and to find sustainable work. LEAH enables clients to gain confidence, develop support networks, access services for themselves and their children and make their first steps towards college, volunteering and employment. LEAH's work changes people's lives; empowering people to discover and take opportunities to actively integrate and participate in their local communities.

# LEAH's year at a glance

210  
unique clients supported

109  
clients supported in  
community classes

142  
1:1 clients supported

81  
volunteers recruited

129  
client referrals received  
from partner organisations

6  
online community class  
courses delivered

# CHAIR'S STATEMENT

## Introduction from Richard Williams, Chair of Trustees



The year 2020/21 has again been a challenging year. The work of LEAH, like that of many other organisations, has been completely changed as a result of the pandemic, and circumstances have imposed a number of constraints and limitations on what we are able to do. It has not been possible to deliver our core service – one-to-one teaching of English to learners in their own

homes – in the way we have in the past, and we have had to develop completely new, remote delivery methods. Similarly, our class teaching has also had to move online.

Our experience and observation confirms that LEAH clients have been disproportionately affected by the pandemic. The impact of the lockdown on the lives of LEAH clients, all

of whom have limited English has been profound. At the start of the pandemic we worked hard to ensure people received information in other languages. We understand the barriers presented during the pandemic for individuals who have been excluded from vital services including health and child support services, unable to obtain basic food, and who have faced an increased risk of illness, exclusion and unemployment. 56% of our community recently told us they are now scared to go outside, and 41% are feeling less positive about life. People have relied on LEAH's support more than ever: 63% want to use their English to support their child's education, 39% to find paid work and 43% to go to college.

So it is a tribute to the dedication of LEAH's staff and volunteers that we have been able to support so many clients in this period. The number of one-to-one learners actually increased (from 102 to 142) since the previous year, a huge achievement since referrals into the service re-opened in July 2020. We also supported 109 students across 6 online classes.

The demand for our unique services continues to increase and we have received 110 referrals in the first 6 months of 2021 in comparison to 119 referrals in the 12 months before the pandemic. We are now supporting double the number of 1:1 clients per week than before the lockdown. Our online services continue to support people learning English and help individuals re-engage with vital support services. We work hard to ensure that our learners continue their personal development and growth after their time with us is complete, by signposting and actively supporting people to progress into other learning opportunities, volunteering, employment and other community activities. Well over half our clients are now able to continue their personal growth in these various ways.

We continue to look for opportunities to partner with other organisations, to ensure we reach the maximum number of disadvantaged migrants and refugees, to combine our work with that of other organisations working with these individuals, and to develop innovative ways of learning.

Our financial position remains stable: we carried over a surplus at the end of the financial year, and we have already secured additional funding in 2021, bringing us well over two thirds of the way to our financial target for 2021/22. We were able to grow our staff team to respond to the increase in demand for our services and have also been able to increase our financial reserve during this period.

Our small staff team, under the leadership of Jenny Irish our Director, has worked tirelessly to develop and sustain our programmes, to embed new ways of working, and to secure the funding necessary to enable us to continue our work. Volunteer recruitment remains healthy as interest in volunteering for the charity grew during the pandemic, and our training courses have been adapted to the new ways of working we have had to embrace. Indeed, we believe that our new ways of working offer opportunities for us to enrich the variety and depth of our offering, and we expect to continue to embrace them when more normal times return. And as always, we are grateful for the dedication and expertise of our trained volunteers, on whom we rely to deliver our services to our learners.

These are considerable achievements in difficult times in which the LEAH community has been disproportionately impacted by the pandemic. We are determined to continue to develop and improve our services to ensure that people with limited English who are excluded from accessing formal education can continue to benefit from our support, both during the pandemic and in the longer term.

A handwritten signature in blue ink, appearing to read 'Richard Williams', with a stylized flourish at the end.

Richard Williams, Chair of Trustees

# TRUSTEES' REPORT 2020 - 2021

The Trustees present below their report and the audited financial statements for the year ending 31st March 2021. The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

## Public benefit

In making decisions about the way in which LEAH achieves its charitable objectives, the Trustees have regard to the Charity Commission's guidance on public benefit. LEAH's work is beneficial in that it offers clients a means to overcome isolation and improve their chances in life through improved English language skills, increased confidence and self-belief, and greater knowledge of and access to local support services. LEAH's work changes people's lives. Through language LEAH empowers people

to become active members of their local communities, contributing to an integrated society where language unlocks people's potential to participate fully in family and community life.

LEAH's work is beneficial to a specific section of the public, to minority ethnic adults with very limited levels of English. LEAH's work is focused on this group because of their vulnerability and isolation, and their exclusion from other language support. In particular, LEAH supports clients who are unable to access adult education provision because of, for example, their child-care responsibilities, physical and/or mental ill health, lack of self-confidence or illiteracy in their first language. LEAH works to ensure that all those who are eligible for LEAH's services can benefit, for example through developing strong referral networks with statutory and voluntary partners and offering LEAH's services at no cost to the clients.

LEAH's Trustees work to manage risks of harm to the charity's beneficiaries and the public in general, for example through LEAH's safeguarding and health and safety policies and processes.



# LEAH's Pandemic Response

- Across the year **89% of LEAH clients were women, 11% male.**
- Clients originated from **55 countries and spoke 42 languages** with the highest represented countries of origin of 1:1 clients being **Turkey, Afghanistan, Syria, India, Sri Lanka, South Korea and Albania.**
- 42% had no recourse to public funds**
- 15% were refugee or former refugees**
- 13% EU citizens** with **14% having indefinite leave to remain** status
- 57% were unemployed**
- 18% unable to seek employment**
- 7% employed and 1% retired**
- 57% had pre-school aged children**
- 42% had children aged 5 years +.**

“It is really important that I can have LEAH tutor because I had a lot of financial problems before and now my situation needs to be changed and now actually now I'm on my own. I am a single parent. So, I could not even to pay the bus fare to go to a place. I had a lot of problem. This program helped me a lot. I really appreciate that. Of course, because, like, this is really good for a person like me who's having so many financial problems and really want to learn English and has no money. It was a very good thing.”

female client



## LEAH clients countries of origin

Afghanistan .....19  
 Albania .....11  
 Algeria .....5  
 Bangladesh .....7  
 Brazil.....7  
 Bulgaria .....2  
 Cameroon .....1  
 China .....5  
 Colombia .....2  
 Dominican Republic..1  
 Ecuador .....2  
 Egypt.....2  
 El Salvador.....1  
 Eritrea .....2

Ethiopia.....2  
 Hong Kong .....1  
 Hungary .....1  
 India.....10  
 Indonesia.....1  
 Iran .....6  
 Iraq.....5  
 Italy .....1  
 Ivory Coast.....1  
 Japan.....2  
 Jordan.....2  
 Kenya .....1  
 Korea North .....5  
 Korea South.....10

Kurdistan.....1  
 Kzakstan .....1  
 Lebanon .....1  
 Libya .....1  
 Moldova .....3  
 Morocco.....2  
 Nepal .....1  
 Nigeria .....1  
 Pakistan .....10  
 Peru .....1  
 Philippines .....1  
 Poland.....4  
 Portugal .....1  
 Romania .....3

Russia .....2  
 Somalia.....7  
 Spain .....2  
 Sri Lanka .....10  
 Sudan South .....1  
 Sudan/North Sudan...2  
 Syria .....11  
 Tajikistan.....1  
 Tunisia .....1  
 Turkey .....21  
 Uzbekistan .....1  
 Venezuela .....1  
 Yemen .....2

As lock down hit from the 16th March 2020 it was a very difficult time. LEAH Coordinators regularly kept in touch by phone and sent out information by email and post to all clients to inform them of the government guidelines. LEAH kept its website up to date with information translated into 60 different languages to ensure clients had the most up to date information about the restrictions and latest government advice. The team called every client to ensure they were safe and to assess any additional needs presented as a result of the pandemic i.e. if they were shielding, if they needed emergency support from the Council Hubs or practical items such as nappies, access to food banks or additional service support.

LEAH adapted services quickly during the Covid crisis with no gap in client support, listening to client needs and retaining 60% of clients via phone and online video. LEAH set up a confidential phone-based 'keeping in touch' and language service taking the first calls within 2 weeks. This was alongside online video language and service re-engagement classes and disseminating health messaging

*I think the biggest benefit for me is I don't have to travel to the client, I used to spend probably around two hours. Secondly, zoom makes it easier for both of us to be able to do the lesson together because back then if I had to do it face to face if there's any changes we have to either cancel the lesson or rearrange it for a different day and usually it is more difficult. Now it's like I can do it from my own home, and I could. I could be a little bit more accommodating and same with the client so that was a big plus for us.*

female volunteer

by phone, email and written letters to ensure clients understood the public health messaging and restrictions. LEAH's clients in many cases are digitally excluded and LEAH ran a postal worksheet service to ensure people could continue learning. The remote service mirrored LEAH's 1:1 home based service and clients worked through speaking and listening, form filling, health

and wellbeing messaging, linking with support services and LEAH volunteers made sure clients had access to the most up to date information on the coronavirus.

LEAH adapted its community based recruitment and training course to be delivered online and shortened the course from 38 hours to 10 hours

delivered by a qualified ESOL trainer. Volunteers were trained to provide 'remote' English support by phone and through online video, focusing on speaking and listening. LEAH continued to raise its profile and attracted new and diverse volunteers to the organisation. LEAH pro-actively recruits volunteers who have English as a second language and recruited 81 new volunteers across the year, nearly double the number recruited in the previous year.

LEAH recruited a part time Volunteer Coordinator to further build on their volunteer support across the organisation, including the launch of a bespoke online safeguarding training course and update to volunteer management policies and procedures for support in a remote environment. 97% of LEAH volunteers reported they felt valued by the organisation and one volunteer commented,

*“LEAH is a brilliant charity. Communication has always been clear, efficient and friendly. I would highly recommend them.”*

Trained and vetted volunteers supported a LEAH client for up to an hour each week. LEAH services are by design client focussed as they are built around the specific needs and practical daily challenges identified by each client. Learning needs are identified at initial assessments, programmes are built to support these and engagement and progression goals are set throughout their learning journey to prepare clients to engage with activities, services and transitions. This included supporting clients with language to make a doctor's appointment by phone or helping them on how to fill in a form or support their child's learning remotely. Volunteers supported clients to access other learning online and access activities for their children and engage with online support services such as libraries and children's centre activities. LEAH strengthened and built new organisational partnerships to link clients with emergency Council hubs and voluntary sector partners who provided essentials such as food, nappies, activities and toys for children and computers during lockdown.



“After I started seeing my teacher now when I go to the GP, I can tell them about the problems in my body. I can call the ER and tell them what I need. I’m much happier and I am learning slowly. I also learn to understand my daughter’s schoolwork and help my daughter with it. It is good for me that I can tell the doctor about my children and my health”

female client

Supporting the client's English helps build connections with their children's schooling and the experiences they are having outside of the home. In the context of pandemic and many children learning remotely, support of parents and carers with limited English that LEAH 1:1 service provided was vital.

LEAH responded to an increase in demand from referring organisations including Hestia, St John's Hospitaller and Refuge and worked with greater numbers of clients who had experienced violence or had been trafficked through it's 1:1 service, offering a suite of tailored and bespoke holistic language, wellbeing, service engagement and transition support for individuals remotely.

LEAH recruited a part time ESOL Community Class Coordinator to build upon the community class programme, with 6 remote classes running across the year. The classes were delivered by LEAH's trained and supported volunteers who attended LEAH's online volunteer training course, designed and delivered with support from an experienced and qualified consultant ESOL trainer.

LEAH worked in partnership with Kingston Council who trained LEAH volunteers in test and trace guidance. Following training, all volunteers were asked to pass on simple information about test and trace in their lessons. This included recognising the symptoms of Covid-19, how to book a test, understanding the tracing system, quarantine rules, the Rule of Six, support bubbles and how to contact local Coronavirus support hubs. Clients were sent printed copies of Test and Trace explainers in their own language.

“I gained a lot since my daughter goes to special needs school so I can go to school and I can communicate with the teachers as I get lots of appointments for my daughter related to school stuff”

female client

LEAH volunteers routinely checked in on the health and wellbeing of LEAH clients and their family in each session and alerting the LEAH staff team to any difficulties. The LEAH Coordinator team made referrals into partner organisation where additional support was needed broadening the holistic support LEAH offered during the period.

As the pandemic continued, LEAH clients were kept up to date with the latest COVID- 19 regulations and guidance, such as understanding the regional Tier System, through to the rules for subsequent lockdowns. LEAH developed a range of ESOL Test & Trace resources and activities for clients with limited language English and made them as clear and visual as possible. Clients learned and practised using language that enabled them to understand the main messages in keeping themselves and others safe such as hand washing, mask wearing, social distancing and the Rule of Six. Activities included matching pictures of symptoms to words, understanding key vocabulary such as continuous cough, quarantine and isolate, role playing a call to 119 and asking for an interpreter. Through discussions, clients learned about local Coronavirus support hubs and the support & services they offer. Clients received regular updates about changes to Test & Trace procedures in lessons and completed a Test & Trace quiz to check & revise their understanding of the main messages. 1:1 clients were all encouraged to pass on what they had learned to

friends and family. All trained volunteers were encouraged to pass on Test and Trace information to their friends and families, and the majority reported they passed on the messages to between 2 -5 people.

One LEAH client with mental ill health commented during lockdown,

*“Thank you so much for keeping me busy. It’s really nice. I wish I could do it every day. My teacher is really patient and understanding”*

LEAH community classes promote health and wellbeing to address health inequalities experienced by LEAH clients. Health and wellbeing professional speakers delivered important messages including an Oral Health promoter from King's College who gave a talk on Oral Health and Hygiene. As part of LEAH's mental health awareness programme to address some of the psychological and emotional needs that LEAH clients have identified as communities move out of lockdown, LEAH ran sessions on 5 ways to good mental wellbeing. The Engagement Coordinator with Kingston and Richmond Council gave a

talk on vaccines; building confidence, mythbusting and the roll out plan for COVID 19 vaccination. The NHS gave a talk on confidence in the flu vaccine and a health visitor gave clients information about children's diseases and childhood immunisations. Additionally the Census

*Before I could not talk to GP. Any appointment, anything, all of it my husband did, but now I have more confidence, so I can make my appointment myself, I can go to GP myself, and now I am working in a part time job. After LEAH course, so I think I had low confidence before and LEAH gave me that blast I needed to make more improvements*

female client

Engagement Manager from Richmond gave a talk about the importance of the census and how to complete it.

LEAH are committed to ensuring services meet the needs of clients and are shaped by clients themselves. LEAH regularly collect and review feedback throughout the 1:1 and community class programme. LEAH also send out client, volunteer and referrer surveys annually to review the full service and it is the role of the Programme Development Committee to review this feedback and ensure this feeds into the annual planning and development cycle.

For 1:1 clients LEAH had been supporting for at least six months by the end of March 21:

- 90% made a significant improvement in their spoken English
- 97% were more self-confident
- 84% know about health services available to them locally
- 80% know how and when to access health services
- 60% felt less isolated
- 46% felt they improved their digital skills





*I have started a diploma in nursing and I want to be self-dependent and for that I needed to learn the language. I already feel more confident and confident enough to start the nursing course and I want a future in nursing. This is how LEAH has already helped me*

female client

LEAH gathered feedback using the zoom poll function in their community classes, a new skill for clients who confirmed:

- 100% liked the class
- 80% felt their English was better
- 60% felt more confident
- 80% felt more confident to speak to their GP
- 40% improved their wellbeing and reduced their isolation
- 100% said they wanted to undertake more English learning with LEAH
- 60% now wanted to learn at college
- 80% said they wanted to use their English to get a job
- 60% said they now wanted to volunteer
- 80% now wanted to join other activities in their local community



# Organisational and service development

LEAH have worked to meet their 3-year strategic plan objectives by:

- Further expanding delivery in Hounslow with the highest number of 1:1 clients resident in the borough
- Expanding the delivery team with a part time Volunteer Coordinator and ESOL Community Class Coordinator
- Increasing the support offered to volunteers annually with the introduction of a new online safeguarding training course
- Further increased and strengthened partnership working across the organisation through referring organisations, additional client support and progression partnerships
- Increasing the number of clients supported who have experienced violence or who have been trafficked with increased referrals through specialist referring organisations
- Increasing unrestricted reserves from 3 to 5 months to ensure the charity remains sustainable as LEAH increases its services and comes to the end of a 3-year National Lottery grant
- Securing new funding streams to improve future sustainability
- Launching a new website <https://www.leah.org.uk> with more voices of clients supported by LEAH's work

# THE YEAR AHEAD

LEAH's plans for the next financial year and year 3 of their 3-year strategic plan are to:

1. Continue to diversify their income base
2. Further strengthen and increase the diversity of the Board
3. Continue the consolidation of the LEAH service in Hounslow and explore service possibilities in other London boroughs
4. Increase the number of referrals via the new Social Prescribing routes and specialist referring agencies
5. Increase 1:1 support for clients who have been trafficked and/or experienced violence
6. Continue to develop the holistic support offered to clients and improve progression rates
7. Further develop the Programme Development Committee to build co-design across the organisation
8. Further develop their volunteer support programme and expand the volunteer recruitment programme
9. Continue to build on the In Work progression programme via a new funding relationship with Trust for London
10. Strengthen LEAH's brand and external communications
11. Undertake the next strategic planning process, engaging clients, volunteers, staff, trustees, funders, partners and wider stakeholders

# REFERENCE & ADMINISTRATIVE DETAILS

## Registered Charity number

1153425

## Principal address

Siddeley House  
50 Canbury Park Road  
Kingston Upon Thames  
Surrey  
KT2 6LX

## Trustees

R Williams (Chair)  
M Maguire - Resigned / 17.06.2020  
E Sweeney  
I McGrath  
A Musgrave  
F Kitson  
L Devi  
C Warren - Appointed as Treasurer 21.3.21  
A Françon

## Key management personnel

J Irish  
**Director**

A Wakefield  
**Programmes and Operations Manager** to 19th August 2020

D Crone  
**Operations Manager** appointed 26th October 2020

## Independent examiner

Rajesh Amin FCA  
BDA Associates Limited  
Chartered Accountants  
Annecy Court  
Ferry Works  
Summer Road  
Thames Ditton  
Surrey KT7 0QJ

## Bankers

Metro Bank  
1 Southampton Row  
London  
WC1B 5HA

## **Structure, governance and management**

### **Governing document**

The charity was registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) on 15th August 2013.

The CIO was established under a Constitution which sets out its objects and powers. In the event of the CIO being wound up, the trustees have no liability to contribute to its assets and no responsibility for settling its debts and liabilities.

### **Recruitment and appointment of new trustees**

New trustees are appointed, for a term of three years, by a resolution passed at a convened meeting of the charity trustees. Trustees may serve for a total of two terms. LEAH seek trustees with the skills and experience to complement LEAH's existing Board and support the organisation as it grows and develops. LEAH advertise widely for new trustees, using national websites, social media, posters in local community settings, and trustee and staff networks. LEAH appointed three new trustees this year.

### **Organisational structure**

The trustees are responsible for the overall management and strategic direction of LEAH. The Director is appointed by the trustees to manage the day to day operations of the charity. The Director has delegated authority from the trustees for operational matters including finance, employment and representing the charity. Trustees work to support and supervise the Director and to set strategy, manage risks and maintain financial oversight.

### **Induction and training of new trustees**

On appointment, trustees are given an induction including a policy pack, Constitution, key strategic documents and opportunities to meet

staff and visit LEAH services. Ongoing training is made available.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees use an annually-reviewed organisational risk framework to assess the major risks to which the charity is exposed, in particular those risks related to the operations and finances of the organisation, and are satisfied that systems are in place to mitigate the charity's exposure to these risks.

### **Financial review**

The financial results are set out on page 19 in the Statement of Financial Activities and the financial position on page 20.

LEAH continues to be principally funded through grant sources, and are grateful to the range of funders who have made LEAH's work possible, including:

Controlling Migration Fund NESC, Tesco Bags of Help COVID-19 Communities Fund, The Hampton Fund, Heathrow Community Fund, The Henry Smith Charity, London Borough of Hounslow - Community Grant, London Community Foundation, The Rayne Foundation, Richmond Parish Lands Charity, Richmond Parish Lands Charity Emergency Support - COVID 19, Royal Borough of Kingston upon Thames, Royal Borough of Kingston upon Thames Active Commissioning, Team London, The National Lottery Community Fund, The National Lottery Community Fund - Coronavirus Community Support Fund. LEAH would also like to thank all the individuals who have donated across the year and to

everyone who has undertaken a challenge or a fundraising event on LEAH's behalf.

During the year LEAH's charitable income decreased to £335,102, from £396,504 in 2019/20. Expenditure has decreased to £280,889 in 2020/21, from £321,044 in 2019/20. The increased funding has resulted in a surplus being made for 2020/21 of £54,213 (£75,460, 2019/20). Of this surplus, £24,960 (£16,603, 2019/2020) is unrestricted funds and £29,253 (£58,857, 2019/20) is restricted, and represents funding secured for delivery in 2021/22. LEAH has invested in staffing resource across the senior team and delivery team to ensure LEAH has the resources to expand services and meet the increased demands on the service during the pandemic.

### **Reserves Policy**

LEAH's policy is to hold five months running costs as unrestricted reserves, to enable business continuity in the event of unanticipated changes in the funding environment.

The reserves held by the charity at 31st March 2021 were £270,107 of this £146,069 was unrestricted. £124,038 was restricted, secured from grant funders and committed to specific project work in the financial year ahead. Of LEAH's unrestricted funds, £9,074 is designated by the trustees as the Freda Lambert Memorial Fund, for volunteer recruitment, training, retention and development. LEAH have been able to increase unrestricted reserves by £41,522 across the year, meeting the 5 month target.

Approved by order of the board of trustees on 22 November 2021 and signed on its behalf by:

C Warren – Treasurer



# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEARN ENGLISH AT HOME

I report on the accounts for the year ended 31 March 2021 set out below.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

## **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also

includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rajesh Amin FCA  
BDA Associates Limited  
Chartered Accountants  
Annecy Court  
Ferry Works  
Summer Road  
Thames Ditton  
Surrey  
KT7 0QJ

Date: 24 November 2021

# STATEMENT OF FINANCIAL ACTIVITIES

## for the Year Ended 31 March 2021

### Continuing operations

All income and expenditure has arisen from continuing activities.

INCOME AND ENDOWMENTS FROM	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
Donations and legacies		5,135	-	5,135	13,652
<b>Charitable activities</b> Providing 1:1 English tuition and community class support		20,000	309,847	329,847	373,467
	2				
Investment income		120	-	120	387
Other income		-	-	-	8,998
<b>Total Income</b>		<b>25,255</b>	<b>309,847</b>	<b>335,102</b>	<b>396,504</b>
<b>EXPENDITURE ON</b> <b>Charitable activities</b> Providing 1:1 English tuition and community class support		295	280,594	280,889	321,044
<b>NET INCOME</b>		24,960	29,253	54,213	75,460
<b>RECONCILIATION OF FUNDS</b>		16,562	(16,562)	-	-
<b>Total funds brought forward</b>		<b>104,547</b>	<b>111,347</b>	<b>215,894</b>	<b>140,434</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>146,069</b>	<b>124,038</b>	<b>270,107</b>	<b>215,894</b>

## Learning English At Home (LEAH) Balance Sheet as at 31st March 2021

	Notes	31.3.21 £	31.3.20 £
<b>Fixed assets</b>			
Tangible assets	7	-	-
<b>Current assets</b>			
Debtors	8	2,286	10,978
Cash at bank and in hand		306,750	218,044
		<b>309,036</b>	<b>229,022</b>
<b>Creditors</b>			
Amounts falling due within one year	9	(38,929)	(13,128)
<b>Net current assets</b>		<b>270,107</b>	<b>215,894</b>
<b>Total assets less current liabilities</b>		270,107	215,894
<b>Net assets</b>		<b>270,107</b>	<b>215,894</b>
	12		
<b>Funds</b>			
Unrestricted funds		136,995	95,178
Designated funds		9,074	9,369
Restricted funds		124,038	111,347
<b>Total funds</b>		<b>270,107</b>	<b>215,894</b>

The financial statements were approved by the Board of Trustees on 22 November 2021 and were signed on its behalf by: C Warren – Treasurer





## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### Going concern without material uncertainties

Management has considered the consequences of COVID-19 and other events and conditions, and it has determined that they do not create a material uncertainty that casts significant doubt upon the entity's ability to continue as a going concern.

### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Charitable activities

The income for charitable activities which provides 1:1 English tuition and community support is provided in the form of grants from Trusts and Foundations.

### Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake the charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between the restricted funds in expenditure on charitable activities.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings- 20% on cost  
Computer equipment- 33% on cost

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are set aside by the trustees out of unrestricted general funds for specific future purposes or project. The aim and use of each designated fund is set out by the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

### Pension costs and other post-retirement benefits

LEAH staff with qualifying earnings are entered into a salary sacrifice workplace pension scheme with contributions matched by LEAH up to 6 % of salary.

### Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, and conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be reliably measured. In accordance with the Charities SORP (FRS 102) general volunteer time is not recognised and refer to the Trustees' Annual Report for more information about their contribution.

## 2. INVESTMENT INCOME

	31.3.21 £	31.3.20 £
Deposit account interest	120	387

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

### Trustees' expenses

None of the trustees has claimed expenses in the year 31 March 2021 (£453, 2020)

## 4. STAFF COSTS

	31.3.21 £	31.3.20 £
Wages and salaries	202,776	158,837
Social security costs	12,224	9,405
Other pension costs	9,672	8,257
	<u>224,672</u>	<u>176,499</u>

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Total number on payroll	15	15
Full time staff equivalent	<u>7</u>	<u>5</u>

Total staff numbers include all active members of our bank of creche workers in the period and our part time staff. The FTE figure therefore gives the more accurate picture of our staff resource (and includes one full-time employee).

No employees received emoluments in excess of £60,000. (none, 2020)

## 5. ANALYSIS OF PARTNERSHIP PAYMENTS

Merton Home Tutoring Service  
 Cultivate London Limited  
 Total

	31.3.21 £	31.3.20 £
	-	115
	-	81,650
	<u>-</u>	<u>81,765</u>

**2021**  
 No payments were made to partners

**2020**  
 Payments to partner organisations delivering 'Growing Together' funded by the Ministry of Housing, Communities and Local Government through the Integrated Communities Innovation Fund.

## 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES (from the 19/20 financial year)

	Unrestricted funds £	Restricted funds £	Total funds £
<b>Income and endowments</b> from Donations and legacies	8,652	5,000	13,652
<b>Charitable activities</b> Providing 1:1 English tuition and community class support	2,899	370,568	373,467
<b>Investment income</b> Other Income	387 8,998	- -	387 8,998
<b>Total income</b>	<b>20,936</b>	<b>375,568</b>	<b>396,504</b>
<b>Expenditure on Charitable activities</b> Providing 1:1 English tuition and community class support	4,333	316,711	321,044
<b>Net income</b>	<b>16,603</b>	<b>58,857</b>	<b>75,460</b>
<b>Transfer between funds</b>	<b>4,905</b>	<b>(4,905)</b>	<b>-</b>
<b>Total funds brought forward</b>	<b>83,039</b>	<b>57,395</b>	<b>140,434</b>
<b>Total funds carried forward</b>	<b>104,547</b>	<b>111,347</b>	<b>215,894</b>

## 7. TANGIBLE FIXED ASSETS

**Cost**  
At 31 March 2020

6,317

1,477

7,794

**Depreciation**  
At 1 April 2020

6,317

1,447

7,764

Charge for year

6,317

1,447

7,764

At 31 March 2021

**Net book value**  
At 31 March 2021

-

-

-

At 31 March 2020

-

-

-

## 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.3.21  
£

31.3.20  
£

Trade Debtors

-

9,075

Prepayments and Accrue income

2,286

1,903

2,286

10,978

## 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	3,205	1,028
Accrual and Deferred	35,724	12,100
Income	<u>38,929</u>	<u>13,128</u>

## 10. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2021, the charity had annual commitments under non-cancellable operating leases as set out below.

	Equipment £	Total 2021 £	Total 2020 £
Operating leases which expire:			
Not later than one year	209	209	419
Later than one year and not later than five years	-	-	209
	<u>209</u>	<u>209</u>	<u>628</u>

## 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

27

	Unrestricted funds £	Designated funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
Fixed assets	-	-			
Current assets	136,995	9,074	162,967	309,036	229,022
			(38,929)	(38,929)	(13,128)
Current liabilities	<u>136,995</u>	<u>9,074</u>	<u>124,038</u>	<u>270,107</u>	<u>215,894</u>

Net movement in funds, included in the above are as follows:



## 11. MOVEMENT IN FUNDS

### Unrestricted funds

#### General fund

#### Total unrestricted fund

### Designated fund

Freda Lambert  
Memorial Fund

### Restricted funds

Controlling Migration Fund NESC  
Tesco Bags of Help COVID-19 Communities Fund  
The Hampton Fund  
Heathrow Community Fund  
The Henry Smith Charity  
HM Revenue and Customs  
HM Revenue and Customs- Job Retention Grant  
London Borough of Hounslow - Community Grant  
London Community Foundation  
People's Postcode Trust  
Pilgrim Trust  
Porta Pia 2012 Foundation  
Rayne Foundation  
Richmond Parish Lands Charity  
Richmond Parish Lands Charity Emergency  
Support - COVID 19  
Royal Borough of Kingston upon Thames -  
Winter Pressures  
Royal Borough of Kingston upon Thames Active  
Commissioning  
Simmons and Simmons Charitable Foundation  
London Community Foundation - Tampon Tax  
Team London  
The National Lottery Community Fund  
The National Lottery Community Fund -  
Coronavirus Community Support Fund  
The Persula Foundation

#### Total funds

	Incoming resources £	Resources expended £	Transfer £	Movement in funds £
General fund	25,255	-	16,562	41,817
<b>Total unrestricted fund</b>	<b>25,255</b>	<b>-</b>	<b>16,562</b>	<b>41,817</b>
<b>Designated fund</b>				
Freda Lambert Memorial Fund	-	(295)		(295)
<b>Restricted funds</b>				
Controlling Migration Fund NESC	1,692	-	-	1,692
Tesco Bags of Help COVID-19 Communities Fund	500	(500)	-	-
The Hampton Fund	22,500	(17,000)	-	5,500
Heathrow Community Fund	1,000	(3,661)	-	(2,661)
The Henry Smith Charity	60,000	(53,212)	-	6,788
HM Revenue and Customs	345	(345)	-	-
HM Revenue and Customs- Job Retention Grant	3,932	(3,932)	-	-
London Borough of Hounslow - Community Grant	7,500	(13,081)	-	(5,581)
London Community Foundation	10,017	(10,017)	-	-
People's Postcode Trust	-	(1,397)	(12,096)	(13,493)
Pilgrim Trust	-	(2,007)	-	(2,007)
Porta Pia 2012 Foundation	-	(4,797)	-	(4,797)
Rayne Foundation	18,000	(130)	-	17,870
Richmond Parish Lands Charity	25,000	(9,966)	-	15,034
Richmond Parish Lands Charity Emergency			-	-
Support - COVID 19	1,789	(1,789)	-	-
Royal Borough of Kingston upon Thames - Winter Pressures	5,000	(5,000)	-	-
Royal Borough of Kingston upon Thames Active Commissioning	18,450	(18,450)	-	-
Simmons and Simmons Charitable Foundation	-	(514)	-	(514)
London Community Foundation - Tampon Tax	-	(13,077)	-	(13,077)
Team London	2,000	(7,809)	-	(5,809)
The National Lottery Community Fund	102,465	(83,921)	-	18,544
The National Lottery Community Fund - Coronavirus Community Support Fund	29,657	(29,657)	-	-
The Persula Foundation	-	(332)	(4,466)	(4,798)
	<b>309,847</b>	<b>(280,594)</b>	<b>(16,562)</b>	<b>12,691</b>
<b>Total funds</b>	<b>335,102</b>	<b>(280,889)</b>	<b>-</b>	<b>54,213</b>

## 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS (PREVIOUS YEAR COMPARISON)

Fixed assets  
Current assets  
Current liabilities

	Unrestricted funds £	Designated funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
Fixed assets	-	-	-	-	567
Current assets	108,243	9,369	111,410	229,022	143,054
Current liabilities	(13,065)	-	(63)	(13,128)	(3,187)
	<u>95,178</u>	<u>9,369</u>	<u>111,347</u>	<u>215,894</u>	<u>140,434</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Transfer	Movement in funds £
<b>Unrestricted funds</b>				-
General fund	20,936	(3,532)	4,905	22,309
Total unrestricted fund	<b>20,936</b>	<b>(3,532)</b>	<b>4,905</b>	<b>22,309</b>
		-		
<b>Designated fund</b>				
Freda Lambert Memorial Fund	-	(801)	-	(801)
<b>Restricted funds</b>				
Controlling Migration Fund	4,905	-	4,905	-
Controlling Migration Fund NESC	13,536	(10,720)	-	2,816
Hampton Fuel Allotment Charity	23,000	(18,787)	-	4,213
Heathrow Community Fund	4,750	(97)	-	4,653
Hounslow Community Fund	11,500	(7,878)	-	3,622
Integrated Communities Innovation Fund	119,855	(119,855)	-	-
London Catalyst	-	(1,000)	-	(1,000)
People's Postcode Lottery	15,000	(1,507)	-	13,493
Pilgrim Trust	5,000	(2,993)	-	2,007
Porta Pia 2012 Foundation	5,000	(203)	-	4,797
Rayne Foundation	-	(2,405)	-	(2,405)
Richmond Parish Lands Charity	12,500	(10,337)	-	2,163
Royal Borough of Kingston Active Commissioning	18,000	(18,622)	-	(622)
Simmons and Simmons	5,000	(4,486)	-	514
Tampon Tax	15,000	(6,888)	-	8,112
Team London	8,000	(2,191)	-	5,809
The Big Lottery fund	109,522	(108,540)	-	982
The Persula Foundation	5,000	(202)	-	4,798
	<b>375,568</b>	<b>(316,711)</b>	<b>(4,905)</b>	<b>53,952</b>
<b>Total funds</b>	<b>396,504</b>	<b>(321,044)</b>	<b>-</b>	<b>75,460</b>

## 12. MOVEMENT IN FUNDS

	At 31.3.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	95,178	41,817	136,995
Total unrestricted funds	<b>95,178</b>	<b>41,817</b>	<b>136,995</b>
<b>Designated funds</b>			
Freda Lambert Memorial Fund	<b>9,369</b>	<b>(295)</b>	<b>9,074</b>
<b>Restricted funds</b>			
Royal Borough of Kingston upon Thames			
Controlling Migration Fund NESC	2,816	1,692	4,508
Heathrow Community Fund	4,653	(2,661)	1,992
The Hampton Fund	11,181	5,500	16,681
The Henry Smith Charity	-	6,788	6,788
London Borough of Hounslow - Community Grant	5,581	(5,581)	-
People's Postcode Trust	13,493	(13,493)	-
Pilgrim Trust	2,007	(2,007)	-
Porta Pia 2012 Foundation	4,797	(4,797)	-
Rayne Foundation	-	17,870	17,870
Richmond Parish Lands Charity	8,481	15,034	23,515
Simmons and Simmons Charitable Foundation	514	(514)	-
London Community Foundation - Tampon Tax	13,077	(13,077)	-
Team London	5,809	(5,809)	-
The National Lottery Community Fund	34,140	18,544	52,684
The Persula Foundation	4,798	(4,798)	-
<b>Total restricted funds</b>	<b>111,347</b>	<b>12,691</b>	<b>124,038</b>
<b>Total funds</b>	<b>215,894</b>	<b>54,213</b>	<b>270,107</b>

## 12. MOVEMENT IN FUNDS (previous year comparison)

### Unrestricted funds

General fund	77,774	17,404	95,178
General fund-Controlling Migration Fund	(4,905)	4,905	-
Total unrestricted funds	<b>72,869</b>	<b>22,309</b>	<b>95,178</b>

### Designated funds

Freda Lambert Memorial Fund	<b>10,170</b>	<b>(801)</b>	<b>9,369</b>
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### Restricted funds

Royal Borough of Kingston upon Thames			
Controlling Migration Fund NESC	-	2,816	2,816
Heathrow Community Fund	-	4,653	4,653
The Hampton Fund	6,968	4,213	11,181
London Borough of Hounslow - Community Grant	1,959	3,622	5,581
Integrated Communities Innovation Fund	-	-	-
London Catalyst	1,000	(1,000)	-
People's Postcode Trust	-	13,493	13,493
Pilgrim Trust	-	2,007	2,007
Porta Pia 2012 Foundation	-	4,797	4,797
Rayne Foundation	2,405	(2,405)	-
Richmond Parish Lands Charity	6,318	2,163	8,481
Royal Borough of Kingston upon Thames Active Commissioning	622	(622)	-
Simmons and Simmons Charitable Foundation	-	514	514
London Community Foundation - Tampon Tax	4,965	8,112	13,077
Team London	-	5,809	5,809
The National Lottery Community Fund	33,158	982	34,140
The Persula Foundation	-	<b>4,798</b>	<b>4,798</b>

### Total restricted funds

### Total funds

At 31.3.19  
£

77,774  
(4,905)  
**72,869**

**10,170**

**57,395**

**140,434**

Net movement in  
funds  
£

17,404  
4,905  
**22,309**

**(801)**

**53,952**

**75,460**

At 31.3.20  
£

95,178  
-  
**95,178**

**9,369**

**111,347**

**215,894**

## 13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

## Detailed Statement of Financial Activities for the year ended

	31.3.21 £	31.3.20 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	5,135	13,652
<b>Investment income</b>		
Deposit account interest	120	387
<b>Charitable activities</b>		
Grants	329,847	373,467
<b>Other income</b>		
Services	-	1,360
Ticket Sales	-	3,408
Other	-	4,230
<b>Total incoming resources</b>	<b>335,102</b>	<b>396,504</b>
<b>Expenditure</b>		
<b>Charitable activities</b>		
Salary and wages	202,776	158,837
Social security	12,224	9,405
Pensions	9,672	8,257
Books and teaching aid	-	55
Commission Fees	2	234
Consulting and outsourcing	18,091	19,795
Consumables	-	3,972
Insurance	1,431	1,228
External evaluation costs	3,360	2,000
Fixtures and fittings	-	567

## Detailed Statement of Financial Activities for the year ended continued

	31.3.21 £	31.3.20 £
IT and office equipment expense	7,244	2,408
Lighting and heating	714	793
Miscellaneous	506	623
Payment to partners	-	81,765
Petrol and fares	165	2,636
Photocopying and stationery	1,506	2,509
Postage	564	669
Rates	-	(1,517)
Rent	13,968	13,343
Room hire	(519)	5,483
Staff training	260	26
Subscriptions	245	230
Telephone	3,082	1,198
Volunteer training	3,946	4,812
Water rates	92	26
	<u>279,329</u>	<u>319,354</u>
<b>Support costs</b>		
<b>Finance</b>		
Bank Charges	360	360
<b>Governance costs</b>		
Governance		10
Accountancy and legal fees		120
Independent Examination fees	<u>1,200</u>	<u>1,200</u>
<b>Total resources expended</b>	<u>280,889</u>	<u>321,044</u>
<b>Net income</b>	<u>54,213</u>	<u>75,460</u>



“ There are so many positive things I became more independent. Like going to the GP, doing so many things. I used to take my husband and the interpreter with me all the time, but now I can do so many things by myself

LEAH client

”



**LEARN ENGLISH AT HOME**  
Registered charity number 1153425