

Registered in England
Charity No. 1169790

ENGLISH +

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020



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ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

Reference and administrative information

Registered charity name	English +
Charity number	1169790
Company number	CE008317
Date of registration	19th October 2016
Registered address	110A Trinity Street Norwich NR2 2BJ
Trustees	David Wormald (Chair) (Resigned January 2020) Barbara Drake (Chair from January 2020) Paul Henery Elizabeth Parfit Natasha Louise Cumberland The Revd Canon Andrew Byant (Appointed March 2020) Dr Roger Timms (Appointed March 2020) Scilla Gavita (Appointed March 2020)
Independent examiner	Price Bailey LLP Chartered Accountants Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR

**ENGLISH +
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

Background

English+ gained charitable status in 2016 but had already been running for 5 years, providing free weekly English classes for people who were new to Norwich and struggling to adjust to life here due to their lack of English. Many of our students are asylum seekers and refugees who have additional needs relating to health, housing, employment and finances. The + (plus) comes from the work to help this same group of individuals with further support with issues that they are facing.

Aims and Objectives

At English+ we are committed to supporting people to become integrated into Norwich life. Our links with local churches, schools, educational establishments as well as other charities and support networks makes us well placed to support individuals on their journeys to establish themselves here.

Many of our students are asylum seekers and refugees and in cooperation with organisations such as the Red Cross, City Reach, Churches & other faith groups, and many more in the voluntary sector, English+ strives to help this group and facilitate their integration into the local community.

Achievements and Performance

The impact of English+ on the lives of those who attend has always been measured by their progress through the levels within the weekly language and conversation classes, and their attending other courses, activities and outings. The broader picture though shows us students able to better integrate into our community, providing them with positive experiences and opportunities to fill their time whilst either waiting for decisions regarding their future status, or for those who have been given leave to remain, support them in building confidence and skills to gain employment.

However in 2020 the impact of Covid has been disproportionately harder on many of our students. It has been a very difficult time as people have lost jobs, struggled to buy basics, faced digital poverty (so unable to access online school or studies), experienced medical, immigration, housing and benefits issues, challenging at any time, let alone via phone calls or with limited English. People are often alone in houses for weeks, with no friends or family and no money to call family abroad.

Back in March when the pandemic first hit, English+ was able to quickly adapt by moving classes to online learning, see full details below. However by late March it was also apparent that English+ would need to change its working model and focus more on the plus (+) side of supporting its students. We also recognised the need early on to work together with our partners Bridge+ and New Routes (NR), who together with English+ form the Norwich Integration Project (NIP), to ensure there was no duplication of efforts across our clients. Key to our success was to immediately create a shared list of vulnerable families / individuals and allocate which NIP partner would take 'lead support'. We then shared visibility around ongoing support – eg financial, food parcels, how to access benefits and so on.

Through our close work with churches across Norwich, English+ was able to partner with the Soul Foundation to set up a regular food parcel delivery service to over 115 households every week. Our NIP partner New Routes helped with hosting the delivery hub for us and our team of volunteers and staff made the weekly deliveries. We also worked with Gateway Vineyard Church for the initial 4 months to deliver weekly parcels to vulnerable families and individuals who were suddenly experiencing loss of work and income. This help has continued with cash support from English+ to those in need or awaiting benefits. Our students also needed help to access our online classes – both for data and devices. We have to date provided 13 devices with a further 5 due to be handed out early 2021. We support many clients on a regular basis to pay for accessing data.

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The pandemic has changed how English+ operates, not just moving to online classes but in taking a proactive and holistic approach in providing support to our clients. Beforehand a client may have come to the class with a letter needing to understand the contents and support to address the issue as required. Now we are actively checking on our clients, adapting to their needs – giving practical as well as emotional support.

Supporting individuals as needed, sometimes to take huge steps, such as gaining their refugee status, or smaller steps, such as gaining the confidence to ask for things in shops, is the privilege that being part of English+ gives to those involved whether paid, volunteer, supporter or trustee. Many students still come to visit classes many years after no longer needing our support, to bring others or simply keep in touch.

English Language Classes - From January to March our twice weekly English classes ran during term time on a Monday at St Luke's and Thursday at Holy Trinity Church, totalling 4 hours of tuition. Up to 80 students attended each of these classes which were structured into small groups led by a qualified teacher. Our mid morning coffee breaks encouraged students to mix, make friends and develop support networks.

Since moving to online teaching from the end of March – we have been able to replicate the Monday and Thursday class timings. However teaching groups are smaller and overall attendees for each session are around 40 students. Although we no longer include a coffee break we do provide a 30 minute meet and greet period before lessons start. Many students use this as an opportunity to ask for help and this is also continued after the teaching period. We have prioritised offering online places to asylum seekers and refugees as well as those we know to be very isolated. We have been able to fund a part time sessional worker to temporarily increase our staffing levels, ensuring we offer continuity of support in lessons at this difficult time.

Conversation Classes - We had an established conversation class, running for 2 hours on a Wednesday afternoon, and in the autumn 2019 we added two further weekday conversation groups. Each group was at a different venue across the city, at St Thomas' Grove Walk, The King's Centre (with homework support for children) and NCBC Mousehold Hub. When moving the groups online, we lost volunteers and so had to centralise resources back to one larger conversation group with over 35 students attending. However, we continue to reach further into communities with existing students often encouraging new arrivals to join, helping to build confidence and fluency for those learning to speak English.

IELTS - In 2020 we were successful in partnering with a visiting fellow at UEA who provided an intensive IELTS preparation course to 4 English+ students hoping to study at University. Thanks to the fantastic teaching and assistance given in applying for pre-sessional summer English courses, 2 of the participants gained their required English level and were accepted onto their courses in 2020. The other 2 participants have applied to start university courses in Sept 2021 and with continued tutoring we are hopeful they too will be successful.

Art, Crafts and Conversation - This is a community Art and Craft session hosted by Holy Trinity Church where our students work creatively alongside anyone from the Norwich community, enjoying art lessons and learning a range of different craft activities, with instruction from skilled tutors. Since Covid, sadly this group has not met.

Short courses - At the beginning of the year we were able to run a swimming course (ladies only) which always proves popular. Unfortunately, students were unable to complete courses in Driving Theory and First Aid and other planned courses were also abandoned due to Covid. We approached funders who were happy for monies to be redirected to support students in other ways.

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Volunteering – We continued to work closely with the Broads Authority earlier in the year, with a small team of volunteer students helping with conservation and maintenance tasks at different sites on the Broads. This has been a great opportunity for students to work outside in our beautiful Norfolk countryside and we have had really positive feedback from those participating. Sadly this group was unable to continue due to Covid restrictions. However, with the Nancy Oldfield Trust and Norwich School we have had 3 boat trips on The Broads this autumn term. Not only have people loved learning to sail and canoe but also it has been great for physical and mental health, giving opportunities that otherwise they could not have afforded. It was good to see people visibly relax as they spend time in nature.

In addition, for the third year, we provided a number of volunteers to Norfolk Museums Service for the annual 'deep clean' of museum artefacts. Since March we have been unable to continue with our museum visits around Norfolk, but with the fantastic support of Norfolk Museums Service we have set up a WhatsApp group enabling student to have a virtual tour of Norwich and the immediate area, learning about its history. This group is active on a weekly basis.

This year it has been difficult to support students in finding either paid or voluntary employment. However we have encouraged our more able students to improve their employability through online learning, for example Care work qualifications.

Summer Programme – Unfortunately we were unable to organise our usual summer programme of outings and activities for the summer holidays. This was a great disappointment to many families who have come to rely on the event, experiencing days out in Norfolk which they could not otherwise have afforded. It is also a great opportunity for families to meet up again and new friendships to be formed.

Instead this year to support families English+ worked with St Thomas Norwich Church to create and distribute summer activity boxes for children who might be particularly isolated or vulnerable. The boxes contained a variety of activities tailored to the child's age, encouraging outdoor activities as well as arts, crafts and construction challenges. We delivered the boxes over a period of 2 weeks and took the time to talk with families 'on the doorstep' to explain about the activities in the boxes. This we believe led to a more collaborative approach of parents and children having fun together working through the activities.

We have had some lovely thank you messages from our families, saying how special they and the children felt to receive a gift, and what fun this had given them. For many families this was the highlight of their summer holidays and helped them feel a little less isolated.

Working with Free Cakes For Kids (Norwich) we have delivered over 80 birthday cakes to children, who have been surprised and excited to have their birthdays remembered.

Christmas Parcels - This Christmas we delivered 131 parcels to families and single households across Norwich. The recipients were asylum seekers, refugees and others that we knew were in difficult situations. Donations were received from Holy Trinity Church, St Thomas' Church, Gateway Vineyard Church, Norwich School and the Norfolk Knitters and Stitchers group. Parcels were created specifically for the recipient household and where appropriate included toys, books and games for children. For adults food, toiletries, chocolates and a small financial gift were included.

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Schools - We continue to work with several schools across the city to raise awareness of the difficulties faced by asylum seekers and refugees. This has involved talking to students, and meeting with charity groups, though for most of the year this was moved online. We continue to be supported by one local school with donations via their Amnesty group as well as baking and care package donations for our students throughout the year.

Teacher and Volunteer Training Events - Once classes moved online learning, sadly some of our existing volunteers found it difficult to adapt to the new technology and whilst some were happy to be 'on hold' until face to face classes returned, others took the opportunity to retire. However we retained a core number of volunteer teachers which then grew again with many new volunteers enjoying the flexibility of online teaching. Over the year we arranged regular online meetings to share best practice and support until we can meet again with more structured teaching workshops.

Interventions - In 2020 staff and volunteers have given over 400 hours in client support on issues ranging from help with housing, benefits, referrals for immigration, education, legal and health issues, helping with access to further education, work, training and volunteering. This is in addition to the part time post whose work already includes a large amount of pastoral care.

Our Services:

Our large number of experienced volunteer teachers means that we are well equipped to provide quality English classes to suit many different learning abilities. As a charity we are big enough to offer many levels of classes at teaching sessions to meet individuals' learning needs, but are small enough that we know our students individually and can help with the specific needs they often bring as they navigate life in Norwich. Once we have built a relationship of trust, our students know they can come to us for support even after they have left our classes to begin work or further study.

At the start of the year, structured English lessons were provided face to face in 5 different locations across the city. Since the pandemic struck we now provide classes online 3 days a week, delivered by volunteers who are qualified teachers in a mix of individual and group classes. Not all our students transferred to online learning but we ensure they are also supported with phone calls and visits. Our staff and volunteers have often got to know the whole family and tailor deliveries and visits to support our students as much as we can. In 2020 we have reached over 300 students, from a total of 58 nationalities with classes and pastoral support.

Who supports / funds us

Partnership is an important part of the vision of English+, working with local and national organisations to provide collaborations around health, immigration, education and well-being with City Reach Asylum Support Team, Norwich International Youth Project, the Red Cross, Adult Learning Services and City College Norwich. Other relationships within the charity sector are equally important such as with the Norwich Justice and Peace Group, City Saints in Action, and The Besom to help meet the needs of clients. We have partnered with local charities and schools on specific projects such as with St Thomas Trust and Norwich Food Bank to provide Christmas Food Parcels for the asylum seekers living in Norwich, and with Refugee Week activities.

Since 2015 English+ has been partially funded by the Big Lottery as one of three organisations making up the Norwich Integration Partnership (NIP). The other two charities in the partnership are New Routes and The Bridge Plus+. The impact of this partnership has been a clearer pathway and a higher quality of support for refugees and asylum seekers in Norwich through greater cooperation leading to better outcomes for clients.

At the outset of the pandemic we partnered with the Soul Foundation Church who was generous in providing a weekly delivery of food parcels which English+ volunteers along with the help of our NIP colleagues have distributed to those families and single households on our vulnerable list.

English+ has also been instrumental in setting up Norwich City of Sanctuary, Welcome Wheels (a bicycle scheme for refugees in Norwich), and INN (Integration Network Norwich) which we coordinate.

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In addition to the Big Lottery funding English+ also receives funds from Churches and trusts, local businesses and individual donors, both as regular monthly and one off donations. Our website has allowed existing and prospective donors to better understand the work we do.

We continue to develop our strategy of broadening our financial support to ensure we are able to meet the increasing demand for our services once Big Lottery funding ceases in July 2021 and we continue to talk with prospective donors and make funding applications.

There is a financial statement attached to this report, together with an Independent examination of our 2020 accounts.

Staff and volunteers

English+ is coordinated and managed on a day-to-day basis by Rosie Sexton. Rosie had the vision and drive to set up English+ in response to the needs she recognised for integration and support of those living in Norwich isolated by their lack of English language. English+ employs two other part time worker, Lauren, who coordinates the teaching, Chairs the Norwich City of Sanctuary and works with a local network of service providers to this sector as well as supporting clients. Sarah then joined the team in 2019 to support in pastoral care as well as coordinating and liaising with other groups. Nicky is a part time paid contractor, managing the administration and financial aspects of English+. This core team meet regularly to support each other, discuss issues, plan future developments and review ongoing projects. Over 40 other individuals give their time and expertise to help this team in teaching, mentoring and befriending. Some of the individuals who come as clients return as volunteers for specific events.

Structure, governance and management

The work of English+ is overseen by a board of trustees, who meet 4-5 times a year. The trustees have responsibility for the governance of the charity and have recently put in place a number of policies to help and guide the workers and volunteers. English+ is an employer with relevant employment policies in place. The trustees recognise the need to continually develop the skill set of the group and in 2020 we had an additional 3 trustees join. Sadly in January our Chair David Wormald resigned, replaced by Barbara Drake as an interim appointment for 2020. We continue to actively seek trustees with specific skills to aid the charity to further develop and grow. All the trustees have a passion to see the marginalised and isolated enabled to fully integrate into society.

Risk Assessment

The trustees have reviewed the major risks to the organisation and do not consider any significant matters of concern. Although the impact of Covid has devastated the lives of many of our students, from a financial perspective we have been amazed by the generosity of donors who continue to support us during these difficult times.

The trustees regularly monitor safeguarding policies and procedures to ensure they are following current best practice and this year making adjustment as our work moved primarily online. We continue to regularly review and update all our policies and our risk register, including ensuring that we are GDPR compliant.

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Public benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and confirm English+ promotes social inclusion for the public benefit by offering free English language tuition to those who are marginalised and isolated due to their lack of English. Through our language classes, life skill courses and programme of social activities we enable students to become more confident to participate and therefore integrate into the local community and make Norwich their home.

Going Concern

Following the outbreak of Covid-19, the Trustees and staff agreed to change the working practices for the charity to protect the safety and well-being of our staff and students until further notice. With effect from early March all classes, courses and face to face meetings were cancelled. We quickly then worked on establishing online classes from the end of that month. Classes were initially by invitation only, targeting those most vulnerable and isolated clients. The numbers of students we are able to host soon increased and each of the 3 classes now has between 35-40 attendees, taught in small groups of 5 -6 students.

The Trustees are also aware of the financial hardship caused to many of our clients through unemployment and delays in receiving benefits. Also having children at home full time, no longer receiving free school meals, and the need to continue their schooling created many problems. We created a hardship fund to support clients through this difficult time with food deliveries, internet access, phone data and so on. As of 31.12.20 the fund is at £4,710, supported by individual, business and church donations. This funding is ring-fenced and in addition to any income that E+ receives for general running costs throughout the year.

Finally, the Trustees are confident that English+ will remain a going concern despite the challenges of adapting to the covid pandemic. In 2020 we have seen a rise in donations for the general support of the charity and its work, but feel it prudent to consider liabilities in a worst case scenario. The charity has no contracts with outstanding liabilities, other than the redundancy of contracted staff, HMRC, pension and sundry creditors, which as of 31st March 2021 totals £8.5k. On this date our bank balance totals £99.7k. There has been no reduction in our regular donations and the Trustees are therefore confident that English+ will continue as an ongoing concern from 12 months from the date of approving these financial statements.

Financial Review

The trustees are satisfied with the year end financial position of the Charity and believe it will have adequate resources to meet its future plans and financial obligations. Income in the year totalled £137,493 (2019: £112,519), expenditure totalled £111,037 (2019: £93,077), closing funds totalled £58,252 (2019: £31,796) of which £9,433 is restricted (2019: £13,088), £4,710 is designated (2019: £Nil) and £44,109 unrestricted (2019: £18,708).

Reserves

Unrestricted Funds as at 31 December 2020 total £44,109.

English+'s policy is to hold £11k in reserves to cover liabilities (including redundancy costs) in the event the Charity has to close. However the Trustees acknowledge that the reserves held at year end 2020 are above the reserves policy and are a result of prudential financial planning to ensure the longevity of the Charity.

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FOR THE YEAR ENDED 31 DECEMBER 2020

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

This report was circulated to all the trustees and accepted unanimously on the 13th April 2021.



Andy Bryant (Jun 11, 2021, 9:56am)

Andy Bryant
Chair of Trustees (replaced Barbara Drake as Chair on 26.01.2021)

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INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ENGLISH +
FOR THE YEAR ENDED 31 DECEMBER 2020

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 10 to 21

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Helena Wilkinson FCA DChA
Price Bailey LLP, Chartered Accountants

Anglia House, 6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, Norfolk
NR7 0HR

Date: 14 June 2021

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Restricted Funds 2020 £	Designated Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
INCOME						
Donations and grants	2	55,130	15,186	63,145	133,461	79,816
Income from Charitable activities:	3	-	-	-	-	31,514
Other Income		-	-	4,032	4,032	1,189
TOTAL INCOME		<u>55,130</u>	<u>15,186</u>	<u>67,177</u>	<u>137,493</u>	<u>112,519</u>
EXPENDITURE						
Expenditure on charitable activities:	4	58,784	10,476	41,777	111,037	93,077
TOTAL EXPENDITURE		<u>58,784</u>	<u>10,476</u>	<u>41,777</u>	<u>111,037</u>	<u>93,077</u>
NET (EXPENDITURE)/INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		(3,654)	4,710	25,400	26,456	19,442
Total funds at 1 January	11	13,087	-	18,709	31,796	12,354
TOTAL FUNDS 31 DECEMBER	11	<u>9,433</u>	<u>4,710</u>	<u>44,109</u>	<u>58,252</u>	<u>31,796</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 10 to 21 form part of these financial statements.

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BALANCE SHEET
AT 31 DECEMBER 2020

	Notes	£	2020 £	£	2019 £
CURRENT ASSETS					
Debtors: Amounts due within one year	9	7,819		8,907	
Cash at bank and in hand		<u>67,008</u>		<u>41,881</u>	
		74,827		50,788	
Creditors: Amounts due within one year	10	<u>(16,575)</u>		<u>(18,992)</u>	
NET CURRENT ASSETS			58,252		31,796
TOTAL ASSETS LESS			<u>58,252</u>		<u>31,796</u>
TOTAL LIABILITIES			<u>58,252</u>		<u>31,796</u>
Restricted funds	11		9,433		13,087
Designated funds	11		4,710		-
Unrestricted funds	11		44,109		18,709
TOTAL FUNDS			<u>58,252</u>		<u>31,796</u>

13 Apr 2021

The financial statements were approved by the Trustees on and are signed on their behalf by:



Andy Bryant (Jun 14, 2021, 9:56am)

Andy Bryant (Chair)

The notes on pages 10 to 21 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES

General information

English + is a Charitable Incorporated Organisation, incorporated in the United Kingdom under the Charities Act 2011. The registered office is 110A Trinity Street, Norwich, NR2 2BJ.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

Basis of preparation

The financial statements have been prepared in accordance with 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) (effective 1 January 2019) - (Charities SORP (FRS 102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give us a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

English + meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity, being small in size, has used the exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

Designated funds are those which are directed by the Charity for a specific purpose.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES (continued)

Going Concern

The Trustees are confident that English+ will remain a going concern despite the challenges of adapting to the covid pandemic. In 2020 we have seen a rise in donations for the general support of the charity and its work, but feel it prudent to consider liabilities in a worst case scenario. The charity has no contracts with outstanding liabilities, other than the redundancy of contracted staff, HMRC, pension and sundry creditors, which as of 31st March 2021 totals £8.5k. On this date our bank balance totals £99.7k. There has been no reduction in our regular donations and the Trustees are therefore confident that English+ will continue as an ongoing concern from 12 months from the date of approving these financial statements.

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income is generated through donations, grants and other sources.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- expenditure on charitable activities includes that which relates directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

Allocation of support costs

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

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES (continued)

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes due.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The Trustees do not consider that there are any critical judgements or sources of estimation uncertainty in the financial statements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

2 DONATIONS AND LEGACIES	Restricted 2020 £	Designated 2020 £	Unrestricted 2020 £	Total 2020 £
Donations	12,582	15,186	63,145	90,913
Grants	42,548	-	-	42,548
	<u>55,130</u>	<u>15,186</u>	<u>63,145</u>	<u>133,461</u>

	Restricted 2019 £	Designated 2019 £	Unrestricted 2019 £	Total 2019 £
Donations	-	-	40,460	40,460
Grants	39,356	-	-	39,356
	<u>39,356</u>	<u>-</u>	<u>40,460</u>	<u>79,816</u>

3 INCOME FROM CHARITABLE ACTIVITIES

	Restricted 2020 £	Designated 2020 £	Unrestricted 2020 £	Total 2020 £
The provision of English Language classes and help with integration for the BAME community in Norfolk	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	Restricted 2019 £	Designated 2019 £	Unrestricted 2019 £	Total 2019 £
The provision of English Language classes and help with integration for the BAME community in Norfolk	<u>23,954</u>	<u>-</u>	<u>7,560</u>	<u>31,514</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct Costs 2020 £	Support Costs 2020 £	Total 2020 £
The provision of English Language classes and help with integration for the BAME community in Norfolk	<u>90,664</u>	<u>20,373</u>	<u>111,037</u>
	Direct Costs 2019 £	Support Costs 2019 £	Total 2019 £
The provision of English Language classes and help with integration for the BAME community in Norfolk	<u>74,880</u>	<u>18,197</u>	<u>93,077</u>

In 2020 expenditure on charitable activities was £111,037 (2019: £93,077) of which £41,777 (2019: £33,308) was expenditure from unrestricted funds, £58,784 (2019: £59,769) was expenditure from restricted funds and £10,476 (2019:£0) was expenditure from designated funds.

5 SUPPORT COSTS

	2020	2019
Cost type	£	£
Wages	7,826	12,086
Admin support	9,937	3,351
Governance costs:		
Accountancy and Independent Examination	2,610	2,760
Total	<u>20,373</u>	<u>18,197</u>

Support costs have been allocated to charitable activities on the basis of actual use.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

6 STAFF COSTS

	2020	2019
	£	£
Staff costs were as follows:		
Wages and salaries	51,160	46,179
Employer NIC	1,360	660
Other pension costs	1,450	1,226
	<u>53,970</u>	<u>48,066</u>

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

	2020	2019
	No.	No.
Employees	<u>3</u>	<u>2</u>

Within the prior year, the Charity recruited a new member of staff (September 2019), therefore there has been an increase in salary costs.

The Charity considers there to have been no Key Management Personnel in the period other than the Trustees, therefore there was no remuneration paid in the year (2019: Nil). No members of staff employed in the year earned over £60,000. (2019: Nil)

7 NET (EXPENDITURE)/INCOME

	2020	2019
	£	£
This is stated after charging:		
Pension costs	<u>1,450</u>	<u>1,226</u>

8 INDEPENDENT EXAMINER'S REMUNERATION

	2020	2019
	£	£
Independent examination fees	1,620	1,620
Fees payable to the Charity's Independent Examiner in respect of other services	990	1,140
	<u>2,610</u>	<u>2,760</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

9 DEBTORS

	2020	2019
	£	£
Prepayments	450	307
Accrued income	2,257	2,600
HMRC NIC Debtor	5,112	6,000
	<u>7,819</u>	<u>8,907</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Accruals	2,730	4,035
Deferred Income	13,845	14,957
	<u>16,575</u>	<u>18,992</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

11 **STATEMENT OF FUNDS**
2020

	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	18,709	67,177	(41,777)	44,109
RESTRICTED FUNDS				
Big Lottery Funding	(910)	28,801	(23,740)	4,151
Awards for All (A4A)	5,255	-	(5,255)	-
KPE4	4,773	-	(5,086)	(313)
Lewis Jarrett (Fast Class)	853	7,450	(7,725)	578
Summer Programme	295	-	-	295
Voluntary Norfolk (Broad)	1,527	-	(1,527)	-
Emergency Hardship Fund	1,294	-	(390)	904
Education Endowment Foundation	-	1,050	(1,050)	-
Big Lottery Uplift	-	12,697	(9,550)	3,147
Norfolk Community Foundation	-	1,000	(1,000)	-
The Children's Society	-	4,132	(3,461)	671
	13,087	55,130	(58,784)	9,433
DESIGNATED FUNDS				
CV-19 E+ Hardship	-	15,186	(10,476)	4,710
	-	15,186	(10,476)	4,710
Total	31,796	137,493	(111,037)	58,252
2019	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	2,808	49,209	(33,308)	18,709
RESTRICTED FUNDS				
Big Lottery Funding	(282)	29,373	(30,001)	(910)
Awards for All (A4A)	-	9,983	(4,728)	5,255
KPE4	-	9,879	(5,106)	4,773
Bishop SW	4	3,980	(3,984)	-
Lewis Jarrett (Fast Class)	120	9,495	(8,762)	853
Vacuum Fund	348	-	(348)	-
Summer Programme	2,793	600	(3,098)	295
Voluntary Norfolk (Broad)	4,980	-	(3,453)	1,527
Emergency Hardship Fund	1,583	-	(289)	1,294
	9,546	63,310	(59,769)	13,087
Total	12,354	112,519	(93,077)	31,796

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

12 RESTRICTED FUNDS DETAIL

Broads - to introduce students to the area and landscape they now find themselves living in. To increase understanding, awareness & access to the Broads by delivering a programme of educational trips, creative courses and regular volunteering opportunities.

A4A - to support over 100 newcomers to Norwich in gaining skills relating to work and volunteering, exercise and wellbeing and integration and cultural exchange. This is delivered through a programme of courses, activities and events.

KPE4 - to support funding core costs of English+, student travel, teaching resources, staff and volunteer costs and in addition funding a number of short courses for students, eg cookery, swimming and a new weekly conversation class.

Norfolk Community Foundation - to fund online teaching and 121 support for 8 weeks

The Children's Society - to fund additional staff hours to enable the continuation of frontline services whilst building capacity to meet the many additional needs during this crisis situation.

Education Endowment Foundation - to support funding of summer holiday activity packs for families from BAME communities to support extra-curricular learning. Supported over 80 children from 35

DESIGNATED FUNDS DETAIL

CV-19 E+ Hardship - Throughout the year we have received a number of donations for our Covid Hardship fund. This is used to directly help students in a variety of ways - for example provision of food and general living costs, emergency housing costs, utilities, data top ups and devices, and travel for medical appointments.

UNRESTRICTED FUNDS DETAIL

The unrestricted funds are available to be spent for any of the purposes of the charity.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

13 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2020 £	Designated Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £
Current assets	9,433	4,710	60,684	74,827
Creditors due within one year	-	-	(16,575)	(16,575)
	<u>9,433</u>	<u>4,710</u>	<u>44,109</u>	<u>58,252</u>
	Restricted Funds 2019 £	Designated Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £
Current assets	13,087	-	37,701	50,788
Creditors due within one year	-	-	(18,992)	(18,992)
	<u>13,087</u>	<u>-</u>	<u>18,709</u>	<u>31,796</u>

14 PENSION COMMITMENTS

The charity operates a defined contribution pension scheme. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £1,450 (2019: £1,226). No amounts are outstanding at year end (2019: £Nil).

15 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind and did not claim any expenses.

There were no other related party transactions (2019: none).