

Registered Charity Number
1170458

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
(A Charitable Incorporated Organisation)

Report and Accounts

31 March 2021

FP Associates Limited
Chartered Certified Accountants
36A Goodmayes Road
Ilford, Essex IG3 9UR

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Report and Accounts

Contents

	Page
Charity information	3
Trustees' report	4
Independent examiner's report	9
Statement of financial activities	10
Statement of Assets and Liabilities	11
Notes to the accounts	12

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Charity information

Trustees

Ms Pauline Ann Anderson
Mr Javier Lesta-Candal
Mr Christopher Coughlan
Mr John Jason Henry

Charitable position:

Registered Charity number 1170458

Governing Document:

Foundation Model Governing Document

Address for correspondence:

Unit 1
330-348 Uphall Road
Ilford
Essex
IG1 2JJ

Independent Examiner

Fumi Popoola
FP Associates Limited
36A Goodmayes Road
Ilford
Essex
IG3 9UR

Bankers

Barclays Bank Plc
180 High Road
Ilford
Essex
IG1 1LS

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING

The report of the Trustees

The trustees are pleased to present their annual trustees' report and accounts for the year ended 31 March 2021

Structure, Governance and Management

Governing document

The Centre for Excellence in Education and Training is a registered CIO incorporated on 29 November 2016. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and appointment of new trustees

The existing Trustees will appoint any new Trustees following the provisions laid out in the Charity's governing instrument.

Organisational structure

The Board of Trustees are responsible for the strategic direction and policy of the charity. A scheme of delegation is in place, and day to day responsibility for the provision of services rests with the Manager. The Trustees, who are also Directors of the charitable company, meet together regularly, at least four times per year to review progress, and make decisions on future developments.

Induction and training of new trustees

New Trustees are provided with a comprehensive information pack informing them of their potential roles as Trustees.

Wider network

The Centre for Excellence in Education and Training works closely with Teen Challenge UK and TCL Re-USE and The Exit Foundation, but is legally independent of them.

Nature of organisation

Centre for Excellence in Education and Training Charitable Incorporated Organisation is registered with the Charity Commissioners of England and Wales (Registration Number 1170458) on 29 November 2016. The working name for the organisation is CEET.

Appointment of Trustees

The initial Trustees were appointed in agreement with our core values, beliefs, and following the wider culture sector's approach to best practice on due care and diligence.

The procedure for appointment of Trustees in the future is by majority vote from the current Trustees.

New Trustees will be provided with a comprehensive information pack informing them of the duties that would be required as an Centre for Excellence in Education and Training Trustee Board Member.

The members of the Board of Trustees' of the Charity during the year ended 31 March 2021 were:-

Ms Pauline Ann Anderson
Mr Javier Lesta-Candal
Mr Christopher Coughlin
Mr John Jason Henry

All of these were Trustees as at the date the accounts were approved.

Funding and Grants

Three of the trustees give their time voluntarily and receive no benefits from the charity. One Trustee receives remuneration which is greatly less than she would receive for delivering the same services in the public sector. Centre for Excellence in Education and Training relies on Grants, donations and services in the period ended 31 March 2021.

FINANCIAL REVIEW

Investment Strategy

The reserves are held in cash deposits in the Centre for Excellence in Education and Training bank account.

Reserves Policy

The charity's reserves policy is to hold approximately 10 months' expenditure in reserve although this is not always possible.

Incoming resources for the year stood at £13,447, while outgoing resources were £8,797.

The majority of ongoing resources have been utilised on charitable activities related to delivering courses to those with addictions: mostly staff costs and rental of premises for services and support.

The Centre for Excellence and Education in Training runs its courses out of TCL ReUse building so has no freehold or leasehold properties of its own.

Risk Management

The Trustees have reviewed the risks to which a small charity operating along these lines is exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

Our Aims and Objectives

Our main activities and those who we try to help are described below and are undertaken to further our charitable purposes for the public benefit. When planning the activities for the year, the Trustees have considered the Commission's guidance on public benefit.

The principal objects of The Centre for Excellence in Education and Training continued to be as specified in the Memorandum and Articles of Association: -

- a. to advance the education and training of people with limited English language skills (and their dependants as the case may be) in order to relieve the needs of such individuals and assisting them to integrate into society and reduce isolation; and
- b. the relief of unemployment for people with limited English language skills and such other persons who are in need by reason of their age, sickness, financial hardship or such other social and economic disadvantage, by the provision of vocational and skills training, advice and support.

Significant activities

The charity seeks to achieve its objects

- 1) by offering appropriate, person centred courses that help to improve the skills, knowledge and competence of individuals
- 2) by offering information, advice and guidance on further education and careers
- 3) by helping with CV writing and job application
- 4) by offering classroom space where individuals can pursue their studies in a quiet, well-resourced room

Activities in the past year

- i. Like all other education establishments, our delivery was affected by Covid-19. We delivered education courses on a regular basis online during lockdown to residents of Teen Challenge London, which is a residential rehabilitation centre that operates next door to the Centre for Excellence in Education and Training. When lockdown restrictions lifted, we delivered some face to face courses to a reduced number of residents, ensuring the premises were Covid-29 compliant.
- ii. We continue to work for a charity called Exit Foundation on an advisory capacity.
- iii. We delivered work for Redbridge Borough in the form of 1-1 support for a 'looked after' young person who needed educational support.
- iv. We delivered Health and Safety training for TCL ReUse when they were operational outside of lockdown times. This was delivered online to all individuals who work on a voluntary basis at the charity and constitutes part of their induction programme.
- v. We continued to co-ordinate the staff development for Teen Challenge London.

1st April 2020 – 31 March 2021 Achievement and Performance

During the year, the following qualifications were achieved:

Accredited by City and Guilds	
Level 1 Functional Skills English	2
Level 2 Functional Skills English	3
Level 2 Functional Skills Maths	1
Level 1 Effective Communication	13
Level 1 Effective Skills and Qualities	4
Level 1 Managing Personal Finance	5
Level 1 Equality and Diversity	4
Level 1 Employability Personal Development Award	4
TOTAL	36
Accredited by Highfield	
Level 2 Food Safety	8
Fire Safety Level 2	7
Equality and Diversity	9
Health and Safety Level 2	8
First Aid at Work	9
Managing Conflict	12
Team Work	4
Customer Services Level 2	6
Manual Handling	5
Warehousing and Storage	1
TOTAL	69
Accredited by ROSPA	
Introduction to Energy	11
TOTAL OF ALL COURSES	105

Public Benefit requirement

In planning the activities, the Trustees have applied the guidance issued by the Charity Commission on public benefit in December 2008.

Plans for Future Periods

Our main focus remains on delivering courses to the residents of Teen Challenge London which is a residential rehabilitation centre that operates next door to the Centre for Excellence in Education and Training.

We will also continue to act on a consultancy basis for the Exit Foundation which operates out of the same building as The Centre for Excellence in Education and Training.

We will also continue to deliver training for the Re-Use Centre.

Responsibilities of the Trustees

Charity Law requires the Trustees to prepare financial statements for each accounting year, which give a true and fair view of the state of the charity and of its income and expenditure for the year.

We are required to:

1. Select suitable accounting policies and apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011. We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Independent Examiner

Fumi Popoola of FP Associates Limited was appointed as the charity's independent examiner for the financial year.

This report was approved by the board of trustees on 18 December 2021 and is signed on their behalf by

Ms Pauline Anderson

.....
Date:

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Independent Examiner's Report

Report of the Independent Examiner to the Trustees' on the accounts of the Charity for the year ended 31 March 2021

I report on the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 10 to 12.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that the audit requirement of section 144(2)) of the Charities Act 2011 (the Act) does not apply and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

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 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 of disclosure in the accounts and seeking explanations from you as trustees concerning 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 statement 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 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.

Fumi Popoola B.Sc(Econ) FCCA CTA
FP Associates Limited
36A Goodmayes Road
Ilford
Essex
IG3 9UR

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Receipts and Payments Account for the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £
Receipts				
Receipts from course fees	2	2,447	-	2,447
Other income	2	-	-	-
Grants	2	11,000	-	11,000
		-----	-----	-----
Total incoming resources		13,447	-	13,447
Costs of raising and generating funds		-	-	-
Net incoming resources available		-----	-----	-----
for charitable applications		13,447	-	13,447
		-----	-----	-----
Payments				
Charitable activities	3	8,797	-	8,797
Support costs of activities		-	-	-
Governance costs		-	-	-
		-----	-----	-----
Total resources expended		8,797	-	8,797
		-----	-----	-----
Net incoming/(outgoing) resources before revaluations and		4,650	-	4,650
Transfer between funds		-	-	-
		-----	-----	-----
Net movement in funds		4,650	-	4,650
Total funds brought forward		10,957	-	10,957
		-----	-----	-----
Total funds carried forward		15,607	-	15,607
		-----	-----	-----

The notes on pages 12 form part of these accounts

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Statement of Assets and Liabilities for the year ended 31 March 2021

	£
Fixed assets	
The value of assets owned are:	
Equipment	1,733
Bank & Cash Balances	
Investments	-
Cash at bank and in hand	16,087
Other Assets and Liabilities	
<i>Assets</i>	
Debtors	-
<i>Liabilities</i>	
Unbilled fee for Independent Examination	480
Creditors	-

The accounts were approved by the Trustees and signed on their behalf on 18 December 2021.

Ms Pauline Anderson

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Notes to the accounts for the year ended 31 March 2021

1. Accounting Policies

The accounts have been prepared on a receipts and payments basis with a statement of assets and liabilities.

2. Voluntary receipts

	Unrestricted Funds	Restricted Funds	Total Funds
Training income	2,447	-	2,447
Grants	11,000	-	11,000
Donations	<u>-</u>	<u>-</u>	<u>-</u>
	<u>13,447</u>	<u>-</u>	<u>13,447</u>

3. Charitable activities

Trainers fees	4,800	-	4,800
Books	61	-	61
Rent and Venue hire	3,000	-	3,000
Website and software	-	-	-
PPS	-	-	-
Telephone costs	282	-	282
Equipment expensed	-	-	-
Independent examiners	480	-	480
Sundry	<u>174</u>	<u>-</u>	<u>174</u>
	<u>6,022</u>	<u>-</u>	<u>6,022</u>

4. Staff and Trustees

The charity had one employed member of staff during the year ended 31 March 2021. Its activities supported also by volunteers. They also engage the services of a Consultant for certain projects.

The only Trustee that received any income was Ms Pauline Anderson who received Trainer's fees at a greatly reduced rate compared to the public sector.

5. Funds

There were no restricted funds in the year ended 31 March 2021.