

Registered Charity Number  
1170458

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

Report and Accounts

31 March 2023

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

**CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING**  
**Report and Accounts**

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**CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING**  
**Charity information**

**Trustees**

Ms Pauline Ann Anderson  
Mr Javier Lesta-Candal  
Mr John Jason Henry  
Ms Peggy Yvonne Patterson

**Charitable position:**

Registered Charity number 1170458

**Governing Document:**

Foundation Model Governing Document

**Address for correspondence:**

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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 2023

### **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 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 a 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 2023 were:-

Ms Pauline Ann Anderson  
Mr Javier Lesta-Candal  
Mr Christopher Coughlan (left 2 September 2022)  
Mr John Jason Henry  
Ms Peggy Yvonne Patterson (appointed 2 September 2022)

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 2023.

## **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 3 months' expenditure in reserve.

Incoming resources for the year stood at £10,638, while outgoing resources were £10,690.

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 ran its courses out of TCL ReUse building until 12 December 2022, when it changed its location to Drayton Hall Norwich. It 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 centered 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. We delivered face-to-face educational courses to residents of TeenChallenge Drayton Hall, helping them to upskill to become 'job ready' when they leave Teen Challenge Drayton Hall. We give them the skills that are necessary to compete in a challenging job market.
- ii. We continue to work for a charity called Exit Foundation on an advisory capacity.
- iii. 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.
- iv. We continued to co-ordinate the staff development for Teen Challenge Drayton Hall.

### **1<sup>st</sup> April 2022 – 31 March 2023 Achievement and Performance**

<b>Accredited by City and Guilds</b>	
Level 1 Functional Skills English	4
Level 2 Functional Skills English	1
Level 1 Effective Communication	6
Level 1 Effective Skills and Qualities and Attitudes	15
Level 1 Managing Personal Finance	16
Level 1 Equality and Diversity	18
Level 1 Employability Personal Development Award	5
Level 1 ICT	4
Customer Service Level 1	13
<b>TOTAL</b>	<b>82</b>

<b>Accredited by Highfield Online Learning</b>	
Level 2 Food Safety	21
Equality and Diversity	5
Health and Safety Level 2	1
First Aid at Work	4
Managing Conflict	3
Customer Services Level 2	4
Manual Handling	1
Warehousing and Storage	1
Fire Safety	3
<b>TOTAL</b>	<b>43</b>
<b>Trainer Courses</b>	
Health and Safety	26
<b>Teen Challenge</b>	
Inhouse Health and Safety	32
<b>TOTAL OF ALL COURSES</b>	<b>183</b>

The number of accreditations is up by 70 on the same period last year where the total was 113.

### **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 Drayton Hall, which is a residential rehabilitation centre from which the Centre for Excellence in Education and Training rents office and classroom space. We will also continue to act on a consultancy basis for the Exit Foundation which operates in Ilford, Essex.

### **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 the 18<sup>th</sup> January 2024 and is signed on their behalf by

**Ms Pauline Anderson**

.....  
Date: 18 January 2024



**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 2023**

I report on the accounts of the CIO for the year ended 31 March 2023, 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  
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IG3 9UR

**CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING**  
**Receipts and Payments Account for the year ended 31 March 2023**

	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
<b>Receipts</b>				
Receipts from course fees	2	638	-	638
Other income	2	-	-	-
Grants	2	10,000	-	10,000
		-----	-----	-----
<b>Total incoming resources</b>		10,638	-	10,638
Costs of raising and generating funds		-	-	-
<b>Net incoming resources available</b>		-----	-----	-----
<b>for charitable applications</b>		10,638	-	10,638
		-----	-----	-----
<b>Payments</b>				
Charitable activities	3	10,690	-	10,690
Support costs of activities		-	-	-
Governance costs		-	-	-
		-----	-----	-----
<b>Total resources expended</b>		10,690	-	10,690
		-----	-----	-----
<b>Net incoming/(outgoing) resources before revaluations and</b>		(52)	-	(52)
Transfer between funds		-	-	-
		-----	-----	-----
<b>Net movement in funds</b>		(52)	-	(52)
<b>Total funds brought forward</b>		12,893	-	12,893
		-----	-----	-----
<b>Total funds carried forward</b>		12,841	-	12,841
		-----	-----	-----

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 2023**

	£
<b>Fixed assets</b>	
The value of assets owned are:	
Equipment	2,454
<b>Bank &amp; Cash Balances</b>	
Investments	-
Cash at bank and in hand	12,841
<b>Other Assets and Liabilities</b>	
<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<sup>th</sup> January 2024.

**Ms Pauline Anderson**

**CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING**  
**Notes to the accounts for the year ended 31 March 2023**

**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	638	-	638
Grants	10,000	-	10,000
Donations	<u>-</u>	<u>-</u>	<u>-</u>
	<u>10,638</u>	<u>-</u>	<u>10,638</u>

**3. Charitable activities**

Trainers fees	5,700	-	5,700
Books	37	-	37
Rent and Venue hire	4,100	-	4,100
Website and software	129	-	129
PPS	83	-	83
Telephone costs	149	-	149
Equipment expensed	-	-	-
Independent examiners	480	-	480
Sundry	<u>12</u>	<u>-</u>	<u>12</u>
	<u>8,805</u>	<u>-</u>	<u>8,805</u>

**4. Staff and Trustees**

The charity had one employed member of staff during the year ended 31 March 2023. 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 2023.