

Registered Charity Number
1170458

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

Report and Accounts

31 March 2024

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 John Jason Henry
Ms Peggy Yvonne Patterson

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 2024

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 2024 were:-

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

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 2024.

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 £10,000, while outgoing resources were £7,920.

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 Drayton Hall Norwch from December 2022. 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.

1st April 2022 – 31 March 2024 Achievement and Performance

| Accredited by City and Guilds | |
|--|-----------|
| Level 3 Award in Education and Training | |
| Level 1 Functional Skills English | 5 |
| Level 1 Effective Communication | 3 |
| Level 1 Effective Skills and Qualities | 7 |
| Level 1 Managing Personal Finance | 16 |
| Level 1 Equality and Diversity | 7 |
| Level 1 Employability Personal Development Award | 4 |
| Level 1 ICT | 5 |
| Introduction to Customer Service | 13 |
| | |
| TOTAL | 60 |

| | |
|--|-----------|
| Accredited by Highfield Online Learning | |
| Level 2 Food Safety | 10 |
| Managing Conflict | 2 |
| Fire Safety Level 2 | 3 |
| | |
| TOTAL | 15 |
| Trainer Courses | |
| Health and Safety | 18 |
| | |
| TOTAL OF ALL COURSES | 93 |

The number of accreditations for the year was 93.

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 19 January 2025 and is signed on their behalf by

Ms Pauline Anderson

.....
Date: 19 January 2025

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 2024

I report on the accounts of the CIO for the year ended 31 March 2024, 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 2024

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ |
|--|--------------|-------------------------------------|-----------------------------------|------------------------------|
| Receipts | | | | |
| Receipts from course fees | 2 | - | - | - |
| Other income | 2 | - | - | - |
| Grants | 2 | 10,000 | - | 10,000 |
| | | ----- | ----- | ----- |
| Total incoming resources | | 10,000 | - | 10,000 |
| Costs of raising and generating funds | | - | - | - |
| Net incoming resources available | | ----- | ----- | ----- |
| for charitable applications | | 10,000 | - | 10,000 |
| | | ----- | ----- | ----- |
| Payments | | | | |
| Charitable activities | 3 | 7,920 | - | 7,920 |
| Support costs of activities | | - | - | - |
| Governance costs | | - | - | - |
| | | ----- | ----- | ----- |
| Total resources expended | | 7,920 | - | 7,920 |
| | | ----- | ----- | ----- |
| Net incoming/(outgoing) resources before revaluations and | | 2,080 | - | 2,080 |
| Transfer between funds | | - | - | - |
| | | ----- | ----- | ----- |
| Net movement in funds | | 2,080 | - | 2,080 |
| Total funds brought forward | | 12,841 | - | 12,841 |
| | | ----- | ----- | ----- |
| Total funds carried forward | | 14,921 | - | 14,921 |
| | | ----- | ----- | ----- |

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 2024

| | |
|--|--------|
| | £ |
| Fixed assets | |
| The value of assets owned are: | |
| Equipment | 2,454 |
| Bank & Cash Balances | |
| Investments | - |
| Cash at bank and in hand | 14,921 |
| Other Assets and Liabilities | |
| <i>Assets</i> | |
| Debtors | - |
| <i>Liabilities</i> | |
| Unbilled fee for Independent Examination | 540 |
| Creditors | - |

The accounts were approved by the Trustees and signed on their behalf on 19 January 2025.

Ms Pauline Anderson

CENTRE FOR EXCELLENCE IN EDUCATION AND TRAINING
Notes to the accounts for the year ended 31 March 2024

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 | - | - | - |
| Grants | 10,000 | - | 10,000 |
| Donations | <u>-</u> | <u>-</u> | <u>-</u> |
| | <u>10,000</u> | <u>-</u> | <u>10,000</u> |

3. Charitable activities

| | | | |
|-----------------------|--------------|----------|--------------|
| Trainers fees | 6,000 | - | 6,000 |
| Books | 29 | - | 29 |
| Rent and Venue hire | 1,200 | - | 1,200 |
| Website and software | - | - | - |
| PPS | 23 | - | 23 |
| Telephone costs | 270 | - | 270 |
| Travel | 20 | - | 20 |
| Independent examiners | - | - | - |
| Sundry | <u>379</u> | <u>-</u> | <u>379</u> |
| | <u>7,921</u> | <u>-</u> | <u>7,921</u> |

4. Staff and Trustees

The charity had one employed member of staff during the year ended 31 March 2024. 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 2024.