

**IGA – LEARNING CIO**  
**(A Charitable Incorporated Organisation)**  
**TRUSTEES' ANNUAL REPORT AND**  
**FINANCIAL STATEMENTS**  
**Year Ending 31<sup>st</sup> March 2021**

## IGA – LEARNING CIO

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**IGA – LEARNING CIO**  
**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS**

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<b>Registered Charity Name</b>	IGA – Learning CIO
<b>Charity Number</b>	1170877
<b>Registered Office</b>	Oldham Town Mission Lees Road Oldham OL4 1JW
<b>Trustees</b>	Jean-Claude Niyongira Adrian Alexander Lurdes Raw Stephen Gordon Hewitt
<b>Bankers</b>	Co –Operative Bank 12 Market Place Spindles Town Centre Shopping Centre Oldham OL1 1HE



# Trustees' Annual Report for the period

Period start date		Period end date					
From	Day 1st	Month April	Year 2020	To	Day 31st	Month March	Year 2021

## Section A Reference and administration details

Charity name	IGA-Learning CIO
Other names charity is known by	N/A
Registered charity number (if any)	1170877
Charity's principal address	Oldham Town Mission Lees Road Lees Road Oldham Postcode OL4 1JW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jean-Claude Niyongira	Director		
2	Lurdes Raw	Treasurer		
3	Peggy Simanga	Secretary		
4	Stephen Hewitt	Chair elect		
5	Adrian Alexander	Vice Chair		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (review date September 2021)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies and procedures:

Risk management  
Safeguarding vulnerable beneficiaries  
Conflicts of interest  
Volunteer management  
Complaints handling  
Paying staff

Relationship with:

Bolton University

Consideration of risks and plans to manage them:

Break down of the Minibus, No funding, create new source of funding lending out the bus for donation,

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

We deliver free English and computer classes to people who cannot access statutory education.

We support people to be part of their community, reduce isolation, increase participation through various enjoyable activities and encourage socializing.

We support people with form filling, life skills, housing issues, interpretation services and advocacy as well as signposting them to the right services.

To ensure our local community has access to education in literacy, numeracy, technology and to promote social inclusion, health and well-being for people in the local area so that they are better equipped to take employment or to progress in their learning to higher education.

To provide high quality literacy, numeracy and technology education, we also promote social inclusion and wellbeing.

We aim to sign post our learners' abilities work with the public and private organisations in order to meet the education, training and work experience needs of the learners.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We have had to reduce the size and numbers of learners in our classes due to the pandemic from 6 classes of English, ESOL down to two, in conjunction with IT twice a week.

Via our allotment, we teach our service users about healthy eating, food growing whilst at the same time increasing the level of their physical activities and reducing social isolation.

We rent out our minibus for a small donation to other not for profit organisations enabling them to facilitate their community activities but the opportunities to rent it out have been severely reduced

We offer placements to trainee teachers from Bolton University as well as mentoring them.

The trustees have regard to the guidance issued by the Charity Commission on public benefit, and discuss this at our trustees meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Volunteers give a massive contribution to the everyday running and delivery of our objectives.

We have trained our volunteers up Level 3 in teaching. We work with Bolton University and give opportunities for their trainee tutors to gain teaching hours delivering English Maths and Life in the UK to our learners.

We can now accredit our courses through Unite the Union and we are waiting a new partnership with a Further Education Provider allowing us to accredit more courses.

Due to the pandemic we have had no learners taking accredited exams

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

We will be looking at re-establishing accredited exams for our learners who have stayed with us due to our informal alternative delivery methods through the pandemic. The harvest at the allotment has not been as good as it we would have expected due to the pandemic as we had last year but there was enough food to go round for the learners.

We have raised small funds through putting bids together and donations for the use of the mini bus.

We have 2 classes (English and ICT) running and the advocacy need has increased over the last 12 months.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our reserves policy is to hold 3 months costs (expenditure) in free reserves (unrestricted funds) to ensure all costs are covered and the charity is sustainable as a going concern.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.



## Section F

## Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Stephen Gordon Hewitt	Jean -Claude Niyongira
Position (eg Secretary, Chair, etc)	Chair Elect	Director
Date	17/01/2022	



**IGA – LEARNING CIO  
RECEITS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021**

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
<b>Receipts</b>					
Grants	2		11,454	11,454	6618
Donations	3	2,907		2,907	6452
<b>TOTAL Receipts</b>		<b>2,907</b>	<b>11,454</b>	<b>14,361</b>	<b>13070</b>
<b>EXPENDITURE</b>					
Volunteers		0	0	0	0
Tutors			1,490	1,490	7,313
Sessional Workers		430	0	430	1,560
Allotment		0	332.11	332.11	227
Venue Hire		0	332	332	0
Minibus Expenses		1,865.04	0	1,865.04	2,206
Fuel		143.98	0	143.98	530
Equipment		419.95	0	419.95	250
Building Maintenance		995	0	995	432
Broadband		0	763.20	763.20	764
Stationery		13.50	0	13.50	466
Training & Courses		0	0	0	2964
Public Liability Insurance		140	0	140	140
Professional & Legal Fees		0	5,460.00	5,460.00	698
House Keeping		0	0	0	143
Accounts Costs					0
Bank Charges		0	0	0	0
Sundries		0	0	0	0
<b>TOTAL PAYMENTS</b>		<b>4,007</b>	<b>8,045</b>	<b>12,053</b>	<b>17,737</b>
<b>NET RECEIPTS/(PAYMENTS)</b>				<b>2,308</b>	
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<b>3,463</b>	<b>4,889</b>	<b>8,352</b>	
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>2,363</b>	<b>8,298</b>	<b>10,660</b>	
<u>Cash Funds</u>					
Bank 31/03/2021				<u>10,660</u>	

**IGA – LEARNING CIO  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31<sup>ST</sup> MARCH 2021**

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	Total Funds 2021 £	Total Funds 2020 £
<b>ASSETS</b>		
Cash Fund	10660	8352
<b>LIABILITIES</b>		
Account costs:	£	£
Support Work	0	0
Fee for Independent Examination	0	0
<b>Total</b>	0	0

<b>TOTAL NET ASSETS/LIABILITIES</b>	<b>10660</b>	<b>8352</b>
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The financial statements were approved by the Board of Trustees on 17/01/2022 and signed on their behalf:

Signed *Stephen Hewitt* .....

Name Stephen Gordon Hewitt .....

Trustee

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021**1. Receipts and payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2. Grants**

	Total Fund 2021	Total Fund 2020
Access Reach Fund	£6,070	£6,618
Covid Response	£5,384	

**3. Donations**

	Total Fund 2021 £	Total Fund 2020 £
General Donations	82	15
Web Application Donation	0	500
Minibus Donation	2825	4619
Bolton University Donation	0	220
Unite Taxi Education Donation	0	1000
NCS Donation	0	98
<b>Total</b>	<b>2907</b>	<b>6452</b>

**4. Fund Analysis**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	TOTAL FUNDS 2021 £
<b>TOTAL INCOME</b>	2907	11454	14361
<b>TOTAL EXPENDITURE</b>	4007	8045	12053
<b>NET INCOMING/(OUTGOING) RESOURCES</b>			2308
<b>TOTAL FUNDS BROUGHT FORWARD</b>	3463	4889	8352
<b>TOTAL FUNDS CARRIED FORWARD</b>	2363	8298	10660
CASH FUNDS			
BANK			10660

0 difference