

**EDUCATION AND SKILLS DEVELOPMENT GROUP**  
**Charity Registration Number: 1118721**  
**Company number: 05635779**

Annual Report and Financial Statements

**FOR THE YEAR ENDED 30 NOVEMBER 2017**



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## EDUCATION AND SKILLS DEVELOPMENT GROUP

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## EDUCATION AND SKILLS DEVELOPMENT GROUP

### Legal and Administrative Information

For the year ended 30 November 2017

Status:	Registered Charity & Company Limited by Guarantee	
Company number:	05635779	
Charity Number:	1118721	
Registered Office & Business Address:	Resource Centre Featherstone Terrace Southall Middlesex, UB2 5AL	
Trustees:	Dr Sham Qayyum	Chairman
	Mr. Rashid Ossoble	Secretary
	Ms Hafsa Hajah	Treasurer
	Mr Ahmed Yassin	Member
	Ms. Marso Abdi	Member
	Azkaa Hassam	Member
	Mohamed Hassan	Member
Bankers:	HSBC Bank,  2 Station Road Hayes, Middlesex UB2 5PL	
Independent examiner:	Aflah Accounting Solutions 89 Coldharbour Lane Hayes, Middlesex UB3 3EF	

## **EDUCATION AND SKILLS DEVELOPMENT GROUP**

### **Directors' and Trustees' Report**

For the 12 months ended 30 November 2017

The Trustees are pleased to present their annual directors' report together with the financial statements of the charity for the 12 months ended 30th November 2017, which comply with relevant law and good practice including Accounting and Reporting by Charities: Statements 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 2015).

### **OUR PURPOSE AND OBJECTS**

Established in 2005, Education Skills Development Group (ESDEG) is an independent charity based in Southall. ESDEG provides valuable services to over 150 parents, children and young people every week, including through three supplementary schools in Southall, Northolt and Brent; volunteer and befriending support; and, through advice, guidance and information support.

#### **Objects:**

The objective of Education and Skills Development Group is to improve the conditions of Somali refugees, asylum seekers and other Black and ethnic minority (BME) communities in Ealing and surrounding boroughs, particularly children and young people by:

- The advancement of education and training
- The relief of unemployment for the benefit of the public
- The relief of poverty, sickness and distress and promotion of good health
- The provision of recreational facilities in the interest of social welfare with the objects of improving their conditions of life

### **LEGAL STRUCTURE:**

Education and Skills Development Group is a registered charity and registered company limited by guarantee. ESDEG is governed by a memorandum and articles of association and in accordance with these Trustees are appointed and the Chair nominated by the Trustees. Trustees meet as frequently as they wish and a minimum of four times a year. Trustees set the overall framework, and grant delegated authority to the director and his team for implementation of this framework and day to day operational management of the company. Trustees are given an induction and relevant training as and when required.

### **OUR ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE**

The core of the charity's work is to promote the development and capacity building of refugees, asylum seekers and other minority groups in such a way that they are better able to meet their needs, participate more fully in society and to access employment. When it comes to children and young people our work aims to raise aspiration, reduce attainment gaps and enable young people to reach their potential and thrive. Education and Skills Development Group has been engaged in various activities for the year ended 30 November 2017, which includes, among other things, the following:



### **A Family-School Partnership Project**

This programme empowered parents to better support their child's educational development and wellbeing. We ensured more parents are actively involved in their child's learning. We helped to develop trusting and collaborative relationships between parents and school staff, resulting in more children reaching their full educational potential. We also delivered twice weekly supplementary classes in Southall. These classes addressed the growing poor attainment gaps in Maths and English among disadvantaged pupils and their peers. We also delivered other extracurricular activities to enable pupils to develop soft-skills including self-confidence. This project was funded by John Lyon's Charity and is set to continue until 2021.

### **Mentoring Project**

We mentored children from three schools in Ealing: Featherstone Primary School, Durdan's Park primary School and Viking Primary school. Our mentoring led to fewer detentions, less truancy, reduction in the number of exclusions, and higher aspiration and raised attainment. This project was funded by Henry Smith Charity and is set to continue until 2020.

### **Supplementary Tuition Project**

We provided after school tuition in Maths and English, mentoring other extracurricular activities for deprived children of diverse refugee backgrounds aged 7 - 16 years. This project was funded by BBC Children in Need and is set to continue until 2020.

### **ESOL Classes for Mothers Project**

We delivered twice –weekly ESOL classes for mothers of supplementary school children. This was funded by City Bridge Trust and is set to continue until 2020.

### **Other activities**

Our centre also is a hub for services and community activity. We delivered a number of activities to help youth employability and civic participation. We also delivered advice and guidance to refugee parents on issues including income, training, housing and health.

### **Public benefit statement**

In shaping our objectives for the year and planning our activities, the Trustees have considered S.17 of the Charities Act 2011 and the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2)'. The achievements and activities above demonstrate the public benefit arising from the charity's activities.

## **FINANCIAL REVIEW**

The Trustees of Education and Skills Development Group submit their Trustees' report and financial statements for the year ended 30 November 2017.

### **Risk management**

The Trustees have a risk management strategy which comprises:

- An annual review of the risks that the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan;
- Implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

### **Reserve policy:**

The charity currently operates with reserves of £27,530. The Trustees have set a target of £30,000 reserves which equates to approximately 9 months operational expenditure.

### **Trustees Responsibilities:**

Charity law requires the trustees to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period.

In preparing those financial statements, the trustees 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 policies adopted are in accordance with the Charities Act, and
4. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the regulations and 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.

### **Funding:**

BBC Children in Need, John Lyon's Charity, Henry Smith Charity, City Bridge Trust, Wellington Foundation, generously funded the charity this year. In addition an Awards for All grant, which was awarded last year, was also spent this year.

## STATEMENT OF DISCLOSURE TO INDEPENDENT EXAMINER

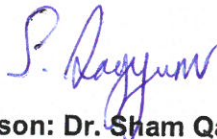
In accordance with Company Law, the Companies Directors' certify:

- so far as they are aware, there is no relevant audit information of which the company's
- auditors are unaware; and,
- as the Directors of the company they have taken all the steps that they ought to have taken in
  - order to make themselves aware of any relevant audit information and to establish that the
  - charity's auditors are aware of that information.

## INDEPENDENT EXAMINER

Aflah Accounting Solutions, 89 Coldharbour Lane, Hayes, Middlesex, UB3 3EF were appointed as the charity's independent examiner during the year ended 30<sup>th</sup> November 2017.

This report was approved by the board and signed on its behalf by:



Chairperson: Dr. Sham Qayyum

Date: 26/03/2018



## EDUCATION AND SKILLS DEVELOPMENT GROUP

### Independent examiner's report

For the year ended 30 November 2017

I report on the accounts of the charity for the year ended 30 November 2017, which are set out on pages 7 to 12.

#### *Respective responsibilities of trustees and examiner*

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

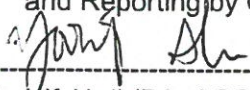
#### *Basis of independent examiner's report*

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 or disclosures in the accounts, and seeking explanations from you as trustees concerning any 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, which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met;

  
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Yousif Abdi (BA, ACCA)  
Aflah Accounting Solutions  
89 Coldharbour Lane  
Hayes, Middlesex  
UB3 3EF

Date: 26/03/2018



# EDUCATION AND SKILLS DEVELOPMENT GROUP

## Statement of Financial Activities

For the year ending 30 November 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total £	2016 Total £
<i>Incoming resources</i>					
From charitable activities	2	6,320	45,755	52,075	71,595
Investment income	2	-	-	-	-
<b>Total incoming resources</b>		<b>6,320</b>	<b>45,755</b>	<b>52,075</b>	<b>71,595</b>
<i>Resources expended</i>					
Charitable activities	3	1,044	47,231	48,275	64,283
Governance costs	4	500	-	500	-
<b>Total Resources Expended</b>		<b>1,544</b>	<b>47,231</b>	<b>48,775</b>	<b>64,283</b>
Net resources for the year		4,776	(1,476)	3,300	7,312
Fund balances at 1 December 2016		12,320	11,919	24,239	16,927
<b>Fund balances at 30 November 2017</b>		<b>17,096</b>	<b>10,443</b>	<b>27,539</b>	<b>24,239</b>

# EDUCATION AND SKILLS DEVELOPMENT GROUP

## Balance Sheet


For the year ending 30 November 2017

	Notes	£	2017 £	2016 £
<b>Fixed assets</b>				
Tangible assets	6		2,096	2,795
<b>Current Assets:</b>				
Cash at bank and in hand		48,943	37,945	
		<u>48,943</u>	<u>37,945</u>	
<b>Creditors: amounts falling</b>				
due within one year	7	(23,500)	(16,500)	
<b>Net Current Assets</b>			<u>25,443</u>	<u>21,445</u>
<b>Total Assets less current liabilities</b>			<u>27,539</u>	<u>24,239</u>
<b>Funds of the charity:</b>				
Balance for the year			3,300	7,312
Balance brought forward			<u>24,239</u>	<u>16,927</u>
			<u>27,539</u>	<u>24,239</u>

For the financial year ended 30 November 2017, the company was entitled to exemption from audit under s477 of the Companies Act 2006; and no notice has been deposited under s476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s386 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The financial statements on pages 7 to 12 were approved by the board and signed on their behalf by:

  
 .....  
 Ms Hafsa Hajar  
 Treasurer

Date: 26 March 2018

## EDUCATION AND SKILLS DEVELOPMENT GROUP

### Notes to the Accounts

For the year ending 30 November 2017

#### 1 Accounting Policies

##### 1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention, and have been prepared in accordance with the Statement of Recommended Practice, *Accounting and Reporting by Charities* (Revised SORP 2005) and the Financial Reporting Standard for Smaller Entities.

##### 1.2 Incoming Resources

Grants and donations are recognised on accruals basis.

Incoming resources are reported gross.

##### 1.3 Resources Expended

Resources expended are included in the Statement of Financial Activities on accruals basis, inclusive of any VAT that cannot be recovered.

Expenditure that is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

##### 1.4 Depreciation

Tangible fixed assets are stated at cost less depreciation.

Provision for depreciation of tangible fixed assets held by the charity is made at an annual rate of 25% on straight line basis.



# EDUCATION AND SKILLS DEVELOPMENT GROUP

## Notes to the Accounts

For the year ended 30 November 2017

### 2. Grants and Donations

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
BBC Children in need	-	9,983	9,983	8,981
John Lyon's Charity	-	-	-	9,000
Lloyds Bank Foundation	-	3,000	3,000	8,000
The London Community Foundation	-	-	-	3,000
Paul Hamlyn Foundation	-	6,000	6,000	28,768
City Bridge Trust	-	6,272	6,272	4,216
The Henry Smith CH	-	8,100	8,100	-
Wellington Management Foundation	-	5,000	5,000	-
LB Ealing	-	400	400	-
Fees and Donations	6,320	-	6,320	6,730
Awards for All	-	7,000	7,000	2,900
	<u>6,320</u>	<u>45,755</u>	<u>52,075</u>	<u>71,595</u>

### 2 Investment Income

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Interest receivable	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Incoming Resources	<u>6,320</u>	<u>45,755</u>	<u>52,075</u>	<u>71,595</u>

# EDUCATION AND SKILLS DEVELOPMENT GROUP

## Notes to the Accounts

For the year ending 30 November 2017

### 3a. Direct Charitable Expenditure

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Salaries and wages	-	20,566	20,566	23,146
Seasonal tutors	-	10,714	10,714	12,530
HM Revenue & Customs	-	1,353	1,353	4,829
Rent, rates, venue hire and utilities	-	1,320	1,320	2,719
Printing and stationary	-	44	44	527
Training expenses	-	6,820	6,820	3,082
Events & Workshop	-	400	400	1,420
Volunteer expenses	-	2,600	2,600	1,480
Learning resources	-	817	817	1,083
Telephone, fax, Internet	-	543	543	1,037
CRB Check & Companies House fees	-	183	183	155
Trips & Half term activity	-	-	-	909
Capacity building & Fundraising cost	-	650	650	1,400
Consultancy	-	1,220	1,220	7,490
	-	47,231	47,231	61,807

### 3b. Support Costs

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Bank charges, alarm and insurance	255	-	255	348
Web hosting & Web design	90	-	90	481
Admin and office expenses	-	-	-	215
Depreciation	699	-	699	932
	1,044	-	1,044	1,976
Total Charitable Activities	1,044	47,231	48,275	63,783

### 4. Governance

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Audit and Accountancy	500	-	500	500
Legal and Professional	-	-	-	-
	500	-	500	500
Total Resources Expended	1,544	47,231	48,775	64,283

# EDUCATION AND SKILLS DEVELOPMENT GROUP

## Notes to the Accounts

For the year ending 30 November 2017

### 5 Paid employees

5.1	<i>Analysis of Staff costs</i>	2017 £	2016 £
	Gross wages salaries and benefits in kind	20,566	23,146
	Seasonal tutors	10,714	12,530
	HM Revenue & Customs	1,353	4,829
		<u>32,633</u>	<u>40,505</u>
5.2	<i>Number of employees</i>		
	The average monthly number of employees during the year was:	2017 Number	2016 Number
	Charitable activities	4	4
		<u>4</u>	<u>4</u>

### 6 Tangible Fixed Assets

	Office Equipment £	Furniture & Fixture £	Total £
<b>Cost</b>			
At 1 December 2016	5,979	1,690	7,669
Additions	-	-	-
At 30 November 2017	<u>5,979</u>	<u>1,690</u>	<u>7,669</u>
<b>Depreciation</b>			
At 1 December 2016	3,759	1,116	4,875
Charged in the Year	555	144	699
At 30 November 2017	<u>4,314</u>	<u>1,260</u>	<u>5,574</u>
<b>Net Book Value</b>			
30 November 2017	<u>1,665</u>	<u>431</u>	<u>2,096</u>
30 November 2016	<u>2,220</u>	<u>575</u>	<u>2,795</u>

### 7. Creditors and Accruals

	2017 £	2016 £
<i>Grants not yet used for this year:</i>		
Lloyds Bank Foundation	-	3,000
The Henry Smith CH	8,000	-
Wellington Management Foundation	15,000	-
Award for all	-	7,000
Paul Hamlyn Foundation	-	6,000
Accountancy fees 2016/17	500	500
	<u>23,500</u>	<u>16,500</u>