

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

Annual Report and Financial Statements

FOR THE YEAR ENDED 30 NOVEMBER 2018

EDUCATION AND SKILLS DEVELOPMENT GROUP

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EDUCATION AND SKILLS DEVELOPMENT GROUP

Legal and Administrative Information

For the year ended 30 November 2018

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 |
| | Ms Hafsa Hajah | Secretary |
| | Mr Mohamad Hassan Awad (app. 27 th Mar) | Treasurer |
| | Mr. Rashid Ossoble (until 27 th April) | Member |
| | Mr Ahmed Yassin | Member |
| | Ms. Marso Abdi (until 15 th October) | Member |
| | Ms Sado Saeed (appointed 15 th October) | Member |
| | Ms Yasmin Irrobeh (appointed 8 th August) | 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 2018

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 2018, 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 2018, which includes, among other things, the following:

Supplementary School Teaching

We delivered twice weekly supplementary classes in Maths and English in schools in Southall to children studying up to G.C.S.E. level; extra-curricular activities for pupils; one-to-one and group support to parents to enable them to better support their child's education. Our activities reduced the attainment gap between refugee and other disadvantaged children and their peers, helped children develop key soft skills including communication and self-esteem and self-confidence, supported parents to better work with school staff to enable their child to thrive. This project was funded by John Lyon's Charity.

We delivered twice weekly supplementary classes in Northolt focused on supporting children of primary school age from refugee and disadvantaged backgrounds. We were able to improve attainment, self-esteem and self-confidence, behaviour, and through referrals we supported children with special educational needs. This project was funded by BBC Children in Need.

An additional grant from Wellington Management Foundation enabled us to better coordinate and resource our supplementary schools. Moreover the grant enabled us to gain the highest standard of National Resource Centre for Supplementary Education (NRCSE) for our work.

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 improved attainment, raised aspiration, a reduction in truancy, detentions and disruptive behaviour, and a reduction in the number of managed moves or temporary or permanent exclusions. Children were able to set and achieve a number of goals and they learnt that through hard work and self-development they could achieve whatever they put their minds too. This project was funded by Henry Smith Charity.

ESOL Classes for Mothers Project

We delivered twice weekly ESOL classes for parents and grandparents of children attending our supplementary schools. In addition to helping attendees improve their English, this programme helped participants gain confidence and enabled them to interact positively with people from different communities. This project was funded by City Bridge Trust.

Refugee Elders Luncheon Club

We delivered a weekly luncheon club and one-to-one support to elderly people from a refugee background. We helped participants escape isolation and loneliness, encouraged physical activity, and civic participation, mainly through socialising with their peers and other members of the community. We also provided one to one and group support to participants helping them with welfare benefit and housing issues, hospital appointments, transport, bill payments and any other issues they may have which was preventing them from thriving. This project was funded by Peoples Health Trust.

Other activities

As a hub for community services and activity, we delivered a number of activities to help integration, civic participation and for people in the community to know their rights. We delivered advice and guidance to service-users on a range of issues including on employability, education and training, health and wellbeing and housing.

FINANCIAL REVIEW

The Trustees of Education and Skills Development Group submit their Trustees' report and financial statements for the year ended 30 November 2018.

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 £42,493. 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, People's Health Trust, generously funded the charity 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 30th November 2018.

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

Chairperson: Dr. Sham Qayyum

Date: 07/01/2019



Independent examiner's report

For the year ended 30 November 2018

I report on the accounts of the charity for the year ended 30 November 2018, 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.

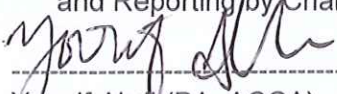
Basis of independent examiner's report

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;



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

Date: 07/01/2019

EDUCATION AND SKILLS DEVELOPMENT GROUP

Statement of Financial Activities

For the year ending 30 November 2018

| | Notes | Unrestricted funds £ | Restricted funds £ | 2018 Total £ | 2017 Total £ |
|--|-------|----------------------------|--------------------------|--------------------|--------------------|
| <i>Incoming resources</i> | | | | | |
| From charitable activities | 2 | 13,607 | 90,075 | 103,682 | 52,075 |
| Investment income | 2 | - | - | - | - |
| Total incoming resources | | 13,607 | 90,075 | 103,682 | 52,075 |
| <i>Resources expended</i> | | | | | |
| Charitable activities | 3 | 6,240 | 81,787 | 88,027 | 48,275 |
| Governance costs | 4 | 700 | - | 700 | 500 |
| Total Resources Expended | | 6,940 | 81,787 | 88,727 | 48,775 |
| Net resources for the year | | 6,667 | 8,288 | 14,954 | 3,300 |
| Fund balances at 1 December 2017 | | 17,096 | 10,443 | 27,539 | 24,239 |
| Fund balances at 30 November 2018 | | 23,763 | 18,731 | 42,493 | 27,539 |

EDUCATION AND SKILLS DEVELOPMENT GROUP

Balance Sheet


For the year ending 30 November 2018

| | Notes | 2018 £ | 2017 £ |
|---|-------|-----------------|-----------------|
| Fixed assets | | | |
| Tangible assets | 6 | 2,096 | 2,096 |
| Current Assets: | | | |
| Cash at bank and in hand | | <u>77,097</u> | <u>48,943</u> |
| | | 77,097 | 48,943 |
| Creditors: amounts falling due within one year | 7 | <u>(36,700)</u> | <u>(23,500)</u> |
| Net Current Assets | | <u>40,397</u> | <u>25,443</u> |
| Total Assets less current liabilities | | <u>42,493</u> | <u>27,539</u> |
| Funds of the charity: | | | |
| Balance for the year | | 14,954 | 3,300 |
| Balance brought forward | | <u>27,539</u> | <u>24,239</u> |
| | | <u>42,493</u> | <u>27,539</u> |

For the financial year ended 30 November 2018, 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:



 Mr Mohamad Hassan Awad
 Treasurer

Date: 07 January 2019

EDUCATION AND SKILLS DEVELOPMENT GROUP

Notes to the Accounts

For the year ending 30 November 2018

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 2018

2. Grants and Donations

| | Unrestricted Funds £ | Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| BBC Children in need | - | 9,491 | 9,491 | 9,983 |
| John Lyon's Charity | - | 25,000 | 25,000 | - |
| Lloyds Bank Foundation | - | - | - | 3,000 |
| People's Health Trust | - | 3,654 | 3,654 | - |
| Paul Hamlyn Foundation | - | - | - | 6,000 |
| City Bridge Trust | - | 8,230 | 8,230 | 6,272 |
| The Henry Smith CH | - | 16,200 | 16,200 | 8,100 |
| Wellington Management Foundation | - | 25,000 | 25,000 | 5,000 |
| LB Ealing | - | 2,500 | 2,500 | 400 |
| Fees and Donations | 13,607 | - | 13,607 | 6,320 |
| Awards for All | - | - | - | 7,000 |
| | <u>13,607</u> | <u>90,075</u> | <u>103,682</u> | <u>52,075</u> |

2 Investment Income

| | Unrestricted Funds £ | Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|--------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Interest receivable | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Incoming Resources | <u>13,607</u> | <u>90,075</u> | <u>103,682</u> | <u>52,075</u> |

EDUCATION AND SKILLS DEVELOPMENT GROUP

Notes to the Accounts

For the year ending 30 November 2018

3a. Direct Charitable Expenditure

| | Unrestricted Funds £ | Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Salaries and wages | - | 38,578 | 38,578 | 20,566 |
| Seasonal tutors | 1,000 | 19,928 | 20,928 | 10,714 |
| National Insurance Contribution & Income tax | - | 6,305 | 6,305 | 1,353 |
| Rent, rates, venue hire and utilities | - | 3,750 | 3,750 | 1,320 |
| Printing and stationary | - | 50 | 50 | 44 |
| Training expenses | - | 1,155 | 1,155 | 6,820 |
| Events & Workshop | - | 300 | 300 | 400 |
| Volunteer expenses | 600 | 900 | 1,500 | 2,600 |
| Repairs & Maintenance | - | 250 | 250 | - |
| Learning resources | - | 862 | 862 | 817 |
| Telephone, fax, Internet | - | 590 | 590 | 543 |
| CRB Check & Companies House fees | - | 239 | 239 | 183 |
| Trips & Half term activity | 1,500 | 4,480 | 5,980 | - |
| Capacity building & Fundraising cost | 600 | 4,000 | 4,600 | 650 |
| Consultancy | - | 400 | 400 | 1,220 |
| | <u>3,700</u> | <u>81,787</u> | <u>85,487</u> | <u>47,231</u> |

3b. Support Costs

| | Unrestricted Funds £ | Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Bank charges, alarm and insurance | 244 | - | 244 | 255 |
| Web hosting & Web design | 210 | - | 210 | 90 |
| Admin and office expenses | 1,388 | - | 1,388 | - |
| Depreciation | 699 | - | 699 | 699 |
| | <u>2,540</u> | <u>-</u> | <u>2,540</u> | <u>1,044</u> |
| Total Charitable Activities | <u>6,240</u> | <u>81,787</u> | <u>88,027</u> | <u>48,275</u> |

4. Governance

| | Unrestricted Funds £ | Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|--------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Audit and Accountancy | 700 | - | 700 | 500 |
| Legal and Professional | - | - | - | - |
| | <u>700</u> | <u>-</u> | <u>700</u> | <u>500</u> |
| Total Resources Expended | <u>6,940</u> | <u>81,787</u> | <u>88,727</u> | <u>48,775</u> |

EDUCATION AND SKILLS DEVELOPMENT GROUP

Notes to the Accounts

For the year ending 30 November 2018

5 Paid employees

5.1 Analysis of Staff costs

| | 2018 | 2017 |
|--|------|------|
| | £ | £ |

| | | |
|--|---------------|---------------|
| Gross wages salaries and benefits in kind | 38,578 | 20,566 |
| Seasonal tutors | 19,928 | 10,714 |
| National Insurance Contribution and income tax | 6,305 | 1,353 |
| | <u>64,811</u> | <u>32,633</u> |

5.2 Number of employees

The average monthly number of employees during the year was:

| | 2018 | 2017 |
|--|--------|--------|
| | Number | Number |

| | | |
|-----------------------|----------|----------|
| Charitable activities | 4 | 4 |
| | <u>4</u> | <u>4</u> |

6 Tangible Fixed Assets

| | Office Equipment | Furniture & Fixture | Total |
|--|---------------------|------------------------|-------|
| | £ | £ | £ |

Cost

| | | | |
|---------------------|--------------|--------------|--------------|
| At 1 December 2017 | 5,979 | 1,690 | 7,669 |
| Additions | 700 | - | 700 |
| At 30 November 2018 | <u>6,679</u> | <u>1,690</u> | <u>8,369</u> |

Depreciation

| | | | |
|---------------------|--------------|--------------|--------------|
| At 1 December 2017 | 4,314 | 1,260 | 5,574 |
| Charged in the Year | 591 | 108 | 699 |
| At 30 November 2018 | <u>4,905</u> | <u>1,368</u> | <u>6,273</u> |

Net Book Value

| | | | |
|------------------|--------------|------------|--------------|
| 30 November 2018 | <u>1,774</u> | <u>323</u> | <u>2,096</u> |
| 30 November 2017 | <u>1,665</u> | <u>431</u> | <u>2,096</u> |

7. Creditors and Accruals

| | 2018 | 2017 |
|--|------|------|
| | £ | £ |

Grants not yet used for this year:

| | | |
|----------------------------------|---------------|---------------|
| The Henry Smith CH | 8,000 | 8,000 |
| Wellington Management Foundation | 20,000 | 15,000 |
| John Lyon's Charity | 4,000 | - |
| People's Health Trust | 4,000 | - |
| Accountancy fees 2017/18 | 700 | 500 |
| | <u>36,700</u> | <u>23,500</u> |