



Trustee Report – 1st September 2021 – 31st August 2022

The trustees present their annual report and financial statements of the charity for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the relevant version of the Statement 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).

Hope ESOL CIO

Hope ESOL CIO is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission on 5 March 2020, registration number 1188370. The organisation is governed by its constitution.

Charitable Objectives and Activities

The charity's object as defined in its constitution is:

'To advance the education and training of those granted refugee status, those seeking asylum, and other vulnerable migrants in South Yorkshire and its surrounding counties in need thereof so as to advance them in life and assist them to adapt within a new community.'

Our strategic priority is to ensure that all asylum seekers, refugees and vulnerable minorities in South Yorkshire (and its surrounding towns and cities) have access to the ESOL and skills training they need.

Historically we have done this by providing affordable ESOL services to organisations who already work with asylum seekers & refugees – providing on premise teaching to their service users. Since becoming a charity we have also started to provide Digital Skills training and received grant funding to enable us to put on our own fully subsidised classes.

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011.

Achievements and Performance

The following timeline outlines the organisations achievements during this period.

Autumn Term (September 21 – December 21)

- Moved all operations over to CIO (formerly running CIO and CIC in tandem)
- Returned to delivering classes face to face after Covid 19 Pandemic
- Supported 55 asylum seekers, refugees and other vulnerable migrants

Hope ESOL CIO Trustee Report 2021-2022

- 8 staff on payroll (all part-time)
- Provided 14 hours of teaching a week
- Recruited 2 new volunteer fundraising assistants
- Anna Bollinger joined the board of Trustees
- Katherine Sturdey stepped down and was then reappointed as a Trustee (see explanation below)

Spring Term (Jan – March 2022)

- Supported 52 asylum seekers, refugees and other vulnerable migrants
- Provided 14 hours of teaching a week (ESOL and Digital Skills)
- Welcomed 1 new teacher to the team and 3 new volunteers
- Gained 1 new regular giver
- Applied for devices through council loan scheme
 - Won 22 Laptops and £5,500

Summer Term (April 2022 – July 2022)

- Supported 103 asylum seekers, refugees and other vulnerable migrants
- Provided 22.5 hours of teaching a week (ESOL and Digital Skills)
- Began teaching at Staindrop Lodge (Bridging Accommodation)
- Welcomed 3 new teachers - 10 staff on payroll (all part time)
- Welcomed 3 new volunteers (classroom assistants)
- Appointed 1 new Trustee – Josephine Taylor - ESOL and Teacher Training Specialism
- Raised £1,987 through 'Walk a Mile' Sponsored Event
- Gained 1 new regular giver
- Was awarded £2,640 from Sheffield Grammar School
- Moved into new office with own teaching space!





Governance

During this period a board of appointed trustees ran the charity (CIO), delegating most day-to-day operations to the employed management team.

The Board of Trustees seek to appoint members who have a wide range of appropriate skills and knowledge of the sector that will allow them to govern and grow the charity successfully. The Charity's governing document permits a minimum of 3 and a maximum of 12 Trustees.

The Trustees conduct a skills review to identify potential gaps in the Board that can then be suitably recruited for. The appointed individuals must fit within the requirements in the constitution, support the values of the organisation and be able to make the necessary time commitments. The trustees hope to grow the board further to include individuals with lived experience of being an asylum seeker/refugee in the UK.

All trustees give their time voluntarily and receive no remuneration for their role as a Trustee.

There was some doubt as to whether Anna Bollinger and Katherine Sturdey, having previously been Directors and paid staff members at Hope English School CIC – could be appointed Trustees and continue to be paid members of staff when all operations were moved over to the CIO at the start of this financial year.

The board of Trustees sort the advice of the Charity Commission who replied to Philip Howden on 1 Nov 2021. Whilst the board awaited a response Katherine stepped down as a Trustee.

With the Charity Commissions approval and on the grounds that both Anna and Katherine were employed prior to their appointment as Trustees they were both (re)appointed.

Management

Hope English School was led on a day-day basis during this period by Anna Bollinger (CEO) and Katherine Sturdey (COO).

Financial Review

During the year the CIO raised income of £42,176 from all activities and incurred expenditure of £38,021. This resulted in a combined net income of £4,155 comprising unrestricted net income of £554 and restricted net income of £3,601. Year-end total reserves were £28,094 comprising unrestricted funds of £14,991 and restricted funds of £13,103.

Income (£42,176) came from:

- Restricted Funds (£13,888) including
 - Grants received - £13,840
 - One off donations - £48
- Unrestricted Funds (£28,288) including
 - Donations
 - One-off donations from individuals - £3,349
 - Regular donors - £3,529
 - Gift Aid - £758
 - Tuition fees - £18,441
 - Grants received - £2,211

A breakdown of charitable expenditure can be found in note 4 of the accounts.

Reserves Policy

The Board of Trustees adopted the reserves policy on 17 March 2022.

Hope ESOL CIO has identified the provision of training services including: the recruitment and training of teachers, the planning and delivery of classes, the monitoring of classes, as core activities and will seek to finance these through income streams that are as secure and long term as possible

Free reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. Hope ESOL CIO maintains free reserves:

- to provide a level of working capital that protects the continuity of our core work
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income

Hope ESOL CIO aims to maintain minimum free reserves equal to the highest school term of working capital in order to be able to continue to provide a service to beneficiaries. Unless otherwise agreed by the Board of Trustees, the charity will aim to have no more than one year of working capital in unrestricted funds in reserve at any given time. The target range is £14,000 - £30,000.

Free reserves at 31 August 2022 were £14,991 (2021: £14,437), which is within the target range.

The Board of Trustees will review the above criteria with reference to the charity's strategy and Termly Plans and determine the target level of free reserves to meet these on a rolling termly basis.

The Board of Trustees will at times designate funds from free reserves for significant project costs or replacement of major assets.



Reference and administrative information

Charity Name: Hope ESOL CIO

Other name the charity uses: Hope English School

Registered charity number: 1188370

Charity's principal address: 178 Shoreham St, S1 4SQ

Board of Trustees:

Philip Howden	(appointed 15 July 2020)
Paul Horton	(appointed 15 July 2020)
Hannah Peck	(appointed 27 May 2021)
Anna Bollinger	(appointed 9 December 2021)
Katherine Sturdey	(stepped down on 10 October 2021 and reappointed on 9 December 2021)
Josephine Taylor	(appointed 17 March 2022)
Solange Pousani	(appointed 7 July 2022)

Key management position

Chief executive officer
Chief operating officer

Independent examiner (and accountants):

Sarah Lightfoot, FCA DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Declarations

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

13/06/2023

Signed on behalf of the charity's trustees:

Signature

Name:

Position

Josephine Taylor
JOSEPHINE TAYLOR.
Trustee



Independent examiner's report to the trustees of Hope ESOL CIO ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with the relevant version of the Statement 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn. We understand that this has been done in order for the accounts to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have no other concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *S Lightfoot*

Sarah Lightfoot, FCA DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: 26 June 2023

Hope ESOL CIO

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 August 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:							
Donations and grants	2	7,636	48	7,684	14,991	-	14,991
Charitable activities	3	20,652	13,840	34,492	-	16,040	16,040
Total income		28,288	13,888	42,176	14,991	16,040	31,031
Expenditure on:							
Charitable activities	4	27,734	10,287	38,021	554	6,538	7,092
Total expenditure		27,734	10,287	38,021	554	6,538	7,092
Net income/(expenditure)		554	3,601	4,155	14,437	9,502	23,939
Total funds brought forward		14,437	9,502	23,939	-	-	-
Total funds carried forward		14,991	13,103	28,094	14,437	9,502	23,939

Hope ESOL CIO
Balance sheet
As at 31 August 2022

	Notes	2022 £	2021 £
Current assets			
Debtors	8	782	1,364
Cash at bank and in hand		28,554	28,135
Total current assets		<u>29,336</u>	<u>29,499</u>
Creditors: amounts falling due within one year	9	(1,242)	(5,560)
Net current assets		<u>28,094</u>	<u>23,939</u>
Total assets less current liabilities		28,094	23,939
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u>28,094</u>	<u>23,939</u>
Funds of the Charity			
Unrestricted fund		14,991	14,437
Restricted income funds	11	13,103	9,502
Total funds	12	<u>28,094</u>	<u>23,939</u>

Approved by the trustees on 13/06/2023 and signed on their behalf by:

Signature: *Josephine Taylor.*
Name: **JOSEPHINE TAYLOR**
Position: **Trustee**

1 Accounting Policies

a Basis of preparation

Hope ESOL CIO is a charitable incorporated organisation. In the event that the charity is wound up the liability in respect of the guarantee is limited to £nil per member of the charity. The address of the registered office is given in the reference and administration information in these financial statements.

The financial statements have been prepared in accordance with the relevant version of the Statement 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) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement 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) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have taken advantage of the exemption to prepare a Statement of Cash Flows.

The charity meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

b Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be reliably measured.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Fees received in advance of the classes or other specified services is deferred until the criteria for income recognition are met.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is included in the accounts when receivable.

c Expenditure and liabilities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Support costs include central functions and governance costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

d Tangible fixed assets

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year, and cost £500 or more. They are valued at cost or, if gifted, at the value to the charity on receipt.

e Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

f Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

1 Accounting Policies - continued

g Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

h Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

i Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

j Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist.

2 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Donations (including gift aid)	7,636	48	7,684	2,652	-	2,652
Transfer in from Hope English School CIC	-	-	-	12,339	-	12,339
	7,636	48	7,684	14,991	-	14,991

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Tuition fees	18,441	-	18,441	-	-	-
JG Graves Charitable Trust	-	1,500	1,500	-	-	-
Open Gate Trust	2,211	-	2,211	-	-	-
Sheffield City Council Device Scheme	-	5,500	5,500	-	-	-
Sheffield Grammar School	-	2,640	2,640	-	-	-
Sheffield Town Trust	-	2,200	2,200	-	-	-
Together For Sheffield	-	2,000	2,000	-	-	-
The James Neill Trust Fund	-	-	-	-	500	500
Open Gate Trust	-	-	-	-	1,540	1,540
The Foyle Foundation	-	-	-	-	6,000	6,000
National Lottery Community Fund	-	-	-	-	8,000	8,000
	20,652	13,840	34,492	-	16,040	16,040

Hope ESOL CIO
Notes to the Accounts - continued
For the year ended 31 August 2022

4 Expenditure on charitable activities

		Unrestricted funds	Restricted funds	Total 2022	Unrestricted funds	Restricted funds	Total 2021
Note		£	£	£	£	£	£
Staff Costs - salaries	5	24,840	3,634	28,474	-	-	-
Freelance teaching		82	656	738	554	2,184	2,738
Teacher and staff expenses		647	476	1,123	-	-	-
Educational resources		187	42	229	-	1,188	1,188
Venue hire		300	1,706	2,006	-	-	-
Creche costs		-	974	974	-	-	-
Equipment		-	2,799	2,799	-	3,166	3,166
Administration		926	-	926	-	-	-
Legal and professional fees		278	-	278	-	-	-
Independent examination fees	6	474	-	474	-	-	-
		27,734	10,287	38,021	554	6,538	7,092

5 Staff Costs

	2022 £	2021 £
Salaries	28,474	-
	28,474	-

No employee received emoluments of more than £60,000. The average number of employees during the period was 8 (2021: 0) - all employees were part time.

6 Fees to independent examiner's organisation

	2022 £
Fee for independent examination	474

There were no other fees paid to the independent examiner's organisation.

7 Trustees and key management remuneration, benefits and expenses

Two trustees were employed by the charity in the year - see below. No other trustees were paid or received any other benefits from employment with the charity in the year. (2021: £nil). No trustees were reimbursed expenses during the year (2021: £nil). No trustees received payment for professional or other services supplied to the charity (2021: £nil).

	2022 £
Two trustees were paid employees during the year, and received the following remuneration:	
Katherine Sturdey Chief Operating officer	4,811
Anna Louise Bollinger Chief Executive officer	5,195

Both trustees were remunerated as employees before becoming trustees, which does not require any additional Charity Commission permission, if allowed by the constitution, which is permitted as long as no more than half of the trustees receive financial benefits. K Sturdey stepped down as a trustee while clarification was sought from the Charity Commission regarding this matter.

The key management personnel of the charity comprise the trustees (including the Chief Executive Officer and the Chief operating officer). The total employee benefits of the key management personnel of the charity were £10,006.

8 Debtors

	2022 £	2021 £
Trade debtors	14	1,120
Other debtors	768	244
	782	1,364

Hope ESOL CIO
Notes to the Accounts - continued
For the year ended 31 August 2022

9 Creditors: amounts falling due within one year

	Note	2022 £	2021 £
Accruals		474	-
Taxes and social security		768	-
Income received in advance	10	-	5,560
		<u>1,242</u>	<u>5,560</u>

10 Income received in advance

	2022 £	2021 £
Brought forward	5,560	-
Released in the year	(5,560)	-
Deferred in the year	-	5,560
	<u>-</u>	<u>5,560</u>

11 Restricted funds

	Balance at 01-Sep-21 £	Income £	Expenditure £	Transfers £	Balance at 31-Aug-22 £
The James Neill Trust Fund	500	-	(237)	-	263
Open Gate Trust	770	-	-	-	770
The Foyle Foundation	232	-	(232)	-	-
National Lottery Community Fund	8,000	-	(6,641)	-	1,359
JG Graves Charitable Trust	-	1,500	(1,500)	-	-
Sheffield City Council Device Scheme	-	5,500	-	-	5,500
Sheffield Grammar School Grant	-	2,640	-	-	2,640
Together For Sheffield	-	2,000	(1,311)	-	689
Sheffield Town Trust	-	2,200	(366)	-	1,834
Digital appeal	-	48	-	-	48
	<u>9,502</u>	<u>13,888</u>	<u>(10,287)</u>	<u>-</u>	<u>13,103</u>

The James Neill Trust Fund	IT ESOL Pilot
Open Gate Trust	Resource packs and teacher support
The Foyle Foundation	IT ESOL Pilot
National Lottery Community Fund	IT ESOL Classes
JG Graves Charitable Trust	12 week digital skills training programme
Sheffield City Council Device Scheme	Device loan scheme
Sheffield Grammar School Grant	New Arrivals course
Together For Sheffield	Digital skills course

Prior year comparison

	Balance at 05-Mar-20 £	Income £	Expenditure £	Transfers £	Balance at 31-Aug-21 £
James Neill Trust	-	500	-	-	500
Open Gate Trust	-	1,540	(770)	-	770
The Foyle Foundation	-	6,000	(5,768)	-	232
National Lottery Community Fund	-	8,000	-	-	8,000
	<u>-</u>	<u>16,040</u>	<u>(6,538)</u>	<u>-</u>	<u>9,502</u>

Hope ESOL CIO
Notes to the Accounts - continued
For the year ended 31 August 2022

12 Net assets by fund

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Tangible assets	-	-	-	-	-	-
Current assets	16,233	13,103	29,336	19,997	9,502	29,499
Creditors due within one year	(1,242)	-	(1,242)	(5,560)	-	(5,560)
	14,991	13,103	28,094	14,437	9,502	23,939

13 Related party transactions

There have been no other related party transactions during the year other than those in note 7.