

Skills & Training Network



Skills & Training Network

Change your life for the better



Annual Report 2015-2016



our learners are celebrating their achievements.

Skills & Training Network

General Information

Company number: 7839780 (England and Wales)

Charity number: 1161029

Directors and Trustees Committee members

Tasneem Zeenat Pervaiz (Chair)

Maha Galaleldin (Treasurer)

Halaleh Taheri (Trustee)

Soad (Sue) Halawa (Secretary)

Registered office:

483 Green Lanes

Green Lanes

London

N13 4BS

Delivery addresses

- Unit4, 32 Knight Chambers, London N9 0TL
- Community House, 311 Fore Street, Edmonton, London, N9 0PZ
- Durham Road Resource Centre, 86 Durham Road, London N7 7DT

Bankers: Unity Trust bank and The Cooperative Bank

Governing document

Skills & Training Network is governed by its Memorandum and Articles of Association

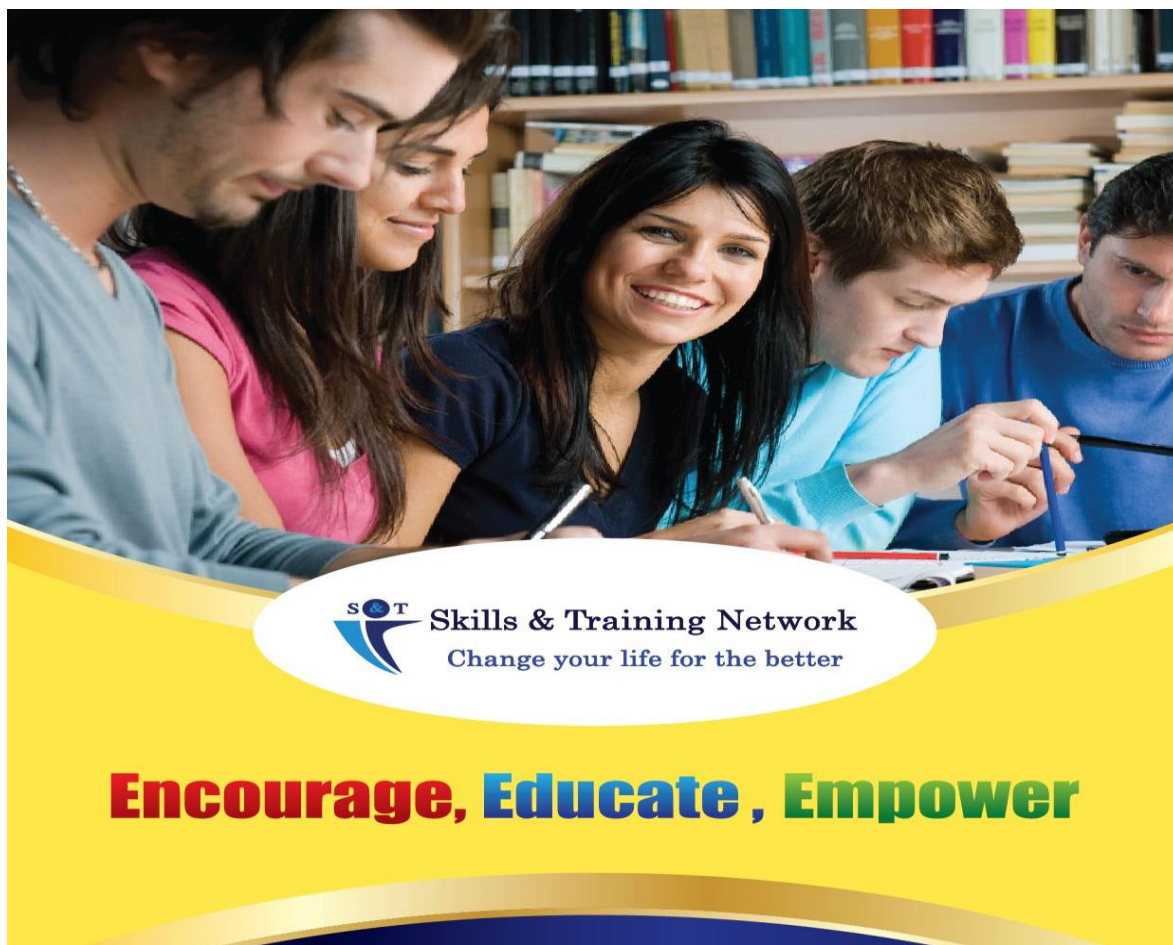
Accountant

TACTS Accountant

81 Rayleigh Road, Palmers Green,

London, N13 5QW

Skills & Training Network



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Skills & Training Network

TRUSTEES' REPORT

Skills & Training Network's Directors and Trustees are pleased to present their annual report and independently examined financial statements for the year ended 31st October 2016. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2005) (Accounting Standards Charities Act 2011).

Small company special provisions

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Statement of Directors' and Trustees' Responsibilities

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company. Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases. Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Reserves policy

The Board has assessed the charity's requirements for reserves in the light of the main risks to the organisation. As a result, the Board has approved a policy whereby the unrestricted funds not committed, should be held in reserve and maintained at a level which ensures that Skills and Training Network core activity could continue during a period of unforeseen difficulty. The target reserve amount represents at least 6 months' (26 weeks) expenditure and will be reviewed annually.

Special Thanks

We would like to thank all the staff, the trustees, partners, the beneficiaries, the volunteers, the supporters those are connected with STN at different levels, and the academics who work with or at Skills and Training Network Centre, without their support and hard work, we wouldn't able to continue providing high standard and expertise in education, career advice, support services and other services.

I would like to express my gratitude to our funders especially Awards for All, Evening Standards Dispossessed Fund, and Cripplegate Foundations, Job Centre Plus also both statutory and voluntary trusts, as well as foundations for their trust in our work and for their generous support which continues to make our work possible. We have done so much this year, training, mentoring, counselling, partnerships with other organisation,

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I would like to thank our team by providing invaluable support, consultation, organisational monitoring, regular evaluations of the service and education training programmes we provide and good governance, ensuring the compliance to our organisational constitutions and charitable regulations.

I would particularly like to welcome Halaleh Taheri who brings with her great expertise and energy that will serve the charity well in the years to come.

STN pleased to report on another successful year for STN and all our projects have been extremely successful and exceeded the targets and expectations.

STN is incredibly proud of the strong rapport and excellent relationship we have built with our beneficiaries, partners, businesses and the wider community. Our wealth of experience and deep understanding of the community is one of the keys to our continued success.

We would like to thank Sakeel Toraub (Community Accountant) for all his invaluable and ongoing support to our charity and EVA team.

I would like to thank Yvette Ellis and IVA team and Calley Clay and others.

At STN; we believe we have a responsibility to invest in the communities we serve.



100 Hours Volunteers Celebrations run by Enfield council and the Mayoress

Background

Skills and Training Network(STN) is a growing charity and established in 2011 to address the needs of hard to reach marginalised and disadvantaged groups mainly women from BAMER background (Black, Asian, Minority Ethnic and Refugee).

Skills and Training Network(STN) is based in London Borough of Enfield mainly in Edmonton Green, however, we still deliver projects in Islington (Finsbury Park) and also cater for Haringey and Barnet boroughs.

STN provides blend of formal and informal education, training, events, seminars, advice, support and information within a culturally sensitive, confidential and non-judgemental framework.

STN's charitable objectives, outlined in the governing document are as follows;

"1) To act as a resource for young and adult people living in London by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

(a) advancing in life and helping young and adult people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

(b) Advancing education;

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(c) Relieving unemployment;

(d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

"2) To promote for the benefit of the inhabitants of North London without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants.



To lead in the provision of support services for Black, Asian, Minority, Ethnic and Refugee women/ families and their children by creating a safe, vibrant space where isolated and disadvantaged groups to develop social/interpersonal skills, learn new skills, gain qualifications, overcome barriers and integrate with local community.

OUR PRINCIPLE AIMS ARE TO:

- create a hub in the local community as a one-stop shop providing comprehensive training and support services to help every customer in every way.
- apply innovative teaching methods while striving to continually improve our service.
- provide a safe, healthy and friendly learning environment for our clients and employees, based on equality, respect and understanding of different cultures in a diverse community.
- welcome anyone who is willing to learn, develop social and interpersonal skills and is keen to achieve their full potential regardless of social, economic or personal circumstances. We provide training to cater for every learner while resources permit.
- listen to and respect the views of our learners and promote increasing involvement and participation in all our programmes.
- strengthen our commitment to equality, inclusivity and wider learning for all; to serve a diverse and culturally rich local community and ensure that these values are embedded in everything we do.

Safeguarding

STN guarantee that every individual on the training programs is safe and protected from all forms of harm.

In order to honour this commitment STN ensures that:

- All our staff are fully trained in safeguarding customers including young people and vulnerable adults
- All visitors and staff from other organisations are appropriately monitored during visits to STN premises
- All employers and work placement providers offer a safe working environment to our clients.

Join our campaign

Domestic Abuse, Forced Marriage and other forms of Honour Based Violence



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STN is not only an educational training charity, we also set up to provide several services: pastoral-emotional support, counselling, mentoring and other services to support marginalised and displaced women with complex needs who face; domestic abuse, forced marriage, socially and culturally excluded, inability to communicate their perspective due language and other cultural barriers. We help women who suffer from anxiety, diminishing self-esteem, self-doubt, loneliness, worthlessness, poverty, unemployment, low skillsets, limited social contacts and disengaged with the society. Over the last six years, we witnessed an increasing number of women on our programmes that are experiencing domestic abuse in Edmonton. National statistics stated 1 in 4 women face domestic abuse. From our collaborative work and research with professionals, social workers, police, domestic violence team, community leaders and participants, we found all are in agreement that more needs to be done to bring the diverse communities together to raise awareness and encourage discussion on social issues and cultural isolation impacting the residents.

STN provides a specialist Domestic Violence support service for Arab and Turkish and other minority women at risk of abuse from a partner or family member. The service ran in partnership with Middle Eastern Women and Society Organisation and offered professional counselling, emotional practical support, including risk assessment and safety planning, legal assistance and referral to appropriate external agencies. We helped over 30 clients this year.

Join us to stop Violence against women and girls.



STN is run by trusted BAMER members of the local community who are qualified teachers/ trainers, assessors, internal verifiers, experienced and professional counsellors, support advisors and befrienders. Our committee management comprises of 3 formal trustees-directors and one secretary. We have three full time paid staff, eight sessional staff, ten regular volunteers. The teachers, advisors, counsellors employed at Skills & Training Network are fully qualified in their chosen fields. We cover a wide range of academic and social subjects with a depth of experience that allows us to cater for every learner's needs and aspirations. We believe it is vital to tailor our courses to the learner's needs in order to provide a complete and holistic learning experience.

We are proud to announce that more professional women have joined our organisation in various capacities such as advice, teaching English, counselling, supervisory for counsellors, accounting and book-keeping. STN prides itself of opening doors to volunteering, it is an asset, helping us expand our services to those in needs. STN has already a pool of volunteer workers from local community from diverse backgrounds with invaluable skills and expertise in variety of fields. We have lots of success stories of our volunteers and beneficiaries who managed to move to sustainable employment after excellent volunteering/training experience with STN.

We value the contribution of volunteers in many areas of our work, including bi-lingual support work, administration, IT and mentoring. The partnerships work enables us to provide wider choices of further training to our learners, creates opportunities for our clients, facilitate cross referrals, sharing resources, identifying volunteering and work placements opportunities. Our staff are also speaking different community languages: Arabic, French, Bengali, Urdu, Turkish, Farsi, Kurdish and African languages. Mentors also assist adults with developing English language skills, using computers or studying for the citizenship exam.

Networking and Partnership

We have strong relationships with local colleges, community/charity organisation, and charity organisations employers, school, various recruitment agencies and others. We provide training programmes to enable participants to acquire useful skills and gain sustainable employment.

STN is keen to work jointly with others where relevant and have already strong links with other community organisation such as TimeBank, London Community college LLC, New Challenge, Middle Eastern Women & Society Organisation-MEWSO, Seetec, Urban Futures, FRF (Faith Regen Foundation), City Islington college and others. We are also well connected with Voluntary Action Islington and Enfield, the Red Cross, Shelter, solicitors, Citizen Advice Bureau and other statutory, voluntary community organisations.

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Partnership and network play a vital part in our business; the success of our work is facilitated by working with a diversity of partners and local providers in the community. The partnerships work enables us to provide wider choices of further training to our learners, creates opportunities for our clients, facilitate cross referrals, sharing resources, identifying volunteering and work placements opportunities. We collaborate and work closely with a variety of other providers to help BAMER groups.

OUR COURSES

STN provides range of various accredited and non-accredited courses:

- ESOL different level from beginner to advance levels.
- Various Computer Training Courses (beginner to advance) MS Word, EXCEL, PowerPoint, Publisher.....others
- Functional Skills in English, Maths and ICT different levels.
- Gatehouse Award Food and Hygiene certificates level 1 and I2
- Award /Certificate in Education & Training L3 /L4 (AET) for Teachers Previously known as PTTLs.
- TAQA Assessor Course (previously A1)
- IQA Internal Verifier (V1) Quality Assurance
- NVQs Advanced Diploma Level 3 in Health and Social Care; Childcare; Business Administration and others.
- OCN Health and Social Care Level 2, Child care Level 2
- Ofsted Childcare Registration Services
- OCN Childcare qualifications such as Childminding, Common Core Skills for Nannies, Maternity Nursing, Paediatric First Aid, safeguarding,
- Bite-size short courses: First Aid at Work, & non-accredited workshops; motivation and Confidence Building, Assertiveness, Confidence Building, Child Protection & Safeguarding, Health and Safety in the Workplace, Problem-solving & Teambuilding.

Our Services

STN provides the following services for free

- Free career Advice, Employability workshops and one to one sessions.
- Consultancy Services to local colleges and training providers.
- Confidence building programs
- Raising awareness sessions about FGM/ domestic violence against women and girls.
- Peer Mentoring, Mentoring, Befriending, Counselling and Advocacy.
- Business workshops
- Health and wellbeing workshops.
- Debit management awareness session.

Accreditations

STN is an official UK Training Provider (UKPRN), an approved U we received a Gatehouse Award (previously Known as EMD), are an Open College Network (OCN) accredited centre and are an affiliate member of Virtual College, and accredited centre by Pro Training. As well as possessing PQASSO Level 1 we are working towards achieving Cache, Trinity, OCR, Ofsted and British Councils accreditations. These awarding



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recognitions help our learners to gain and achieve valued and nationally recognised qualifications which valued by employers.



BENEFICIARIES

Our beneficiaries are mainly underprivileged, NEET and displaced women with complex needs who face; domestic abuse, forced marriage, socially and culturally excluded, inability to communicate due language barriers. They also suffer from anxiety, diminishing self-esteem, self-doubt, loneliness, worthlessness, poverty, unemployment, low skillsets, limit social contacts and disengaged with the society.

Majority of the women and their families are from Middle East, North Africa, Turkey, Somalia, Bangladesh and other countries who are new migrant, asylum seekers, lone parent, carers, over 50, people with disabilities.

We work with families who also have multiple 'unmet' needs. Unlike other providers we provide a really personal service, our philosophy is that 'every learner counts' and our objective is 'making a difference'.

Bonds of trust are formed between clients and mentors, which help people to feel at home and to have a safe space in which to discuss issues to do with adapting to the new social and cultural environment.



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Monitoring & Evaluation

As part of ongoing monitoring and evaluation, we also measure clients' progress using reports /feedback from clients, interviews, focus groups, and feedback questionnaire forms. Our clients are invited to give feedback on their experience of the quality of services provided and whether the service received is appropriate to their needs. Our beneficiaries are also asked to give suggestions and comments for service improvement. Results of this process are analysed in a strictly confidential manner by the staff and mentors. The results are shared and discussed with the managers and staff members concerned (lessons learned – what has been successful and what are the challenges to overcome) and where possible the planning and implementation process is modified according to the feedback received.

In terms of the monitoring and evaluation associated with change in beneficiaries we are serving we identify the following:

*Participants have achieved accredited certificates in English, Food hygiene in catering L2

*Increased confidence and self-esteem * Improved concentration and attention * Making of new friends and integration * Reduction in feelings of anxiety and loneliness * Increase in positive hopes and aspirations for the future *Increased ability to use English in daily life * Learning how to access statutory and mainstream services * Engagement with education, training and employment, paid and voluntary * Reduction in feelings of isolation, marginalisation or anger due to possible perceived prejudice and racism.

We gather the evidence of the effects of our programs and services through beneficiaries' improvement, with the majority reporting either no, or significantly reduced, symptoms of depression, anxiety, post-traumatic stress as well as reduction in other stress such as psychosocial stress such as social exclusion, unemployment, homelessness, immigration matters, lack of English language and cultural alienations that are preventing people to work, settle and integrate in their new community.

For over five years, we have helped people to:

- Gained nationally recognised certificates; Food Hygiene L2, Childminder certificate, Childcare, Health and social Care, Paediatric First Aid, ESOL, Functional Skills and others.
- Feel empowered to reconsider, understand and work through their training and work placement experiences.
- Rediscover their abilities and rebuild their confidence so as to ease the process of integration
 - Break the loneliness and social isolation.
- Help ease the demanding and intricate processes of transition and integration.
- Become integrated, economically strong and productive members of society.

Many of our learners become true friends and return as peer mentors, trustee, counsellors or volunteers, reinforcing our positive presence in the local community.

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Our Achievements

Achievements and performance

In summary of identifying activities undertaken to further our charitable purposes for the public benefit from 1 November 2015 to 31 October 2016, we have provided primarily five services: Education/ Training(group and one to one sessions provided; ESOL classes, Computer Training, Career/welfare advice, Health and social care L2 and L3, Childcare L2, Childminding, First Aid, Functional skills, citizenship, and others.

Volunteering and work placements to our beneficiaries to enable them to gain work skills and make them more job ready. Consultancies Services, Career/ welfare advice services.

We have offered more than 2500 sessions to 1000 beneficiaries from 48 countries. Of these 80% were female and 20% male. We had the capacity to offer services in seven languages, including: English, Arabic, French, Turkish, Farsi, Bengali, Urdu.

Enjoying While Achieving Health and Wellbeing.



Photos of our learners during the sessions.

This year we run a series of confidence building sessions pilot programme for women who face domestic violence in attempt to make them recover from painful experiences and also sharing experiences and skills among each other people in the course. We made BAMER isolated women to engage and make positive contribution and they shared lots of skills among them; flower making, yoga, making jewellery, sewing and designing clothing. The pilot was very successful and productive and boost the women's self-confidence and the demand increasing after our

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success. The project helped to link up marginalised groups with those in power to create change together. Beneficiaries always receive constant tutorial and pastoral support. They will know their points of progress and what they need to do next. However, these sessions were very successful and rewarding and there is a huge demand on these sessions but we had to stop it due to lack of resources and finance support.

OUR ACHIEVEMENTS AND PERFORMANCE

We have built good rapport with our clients; they praised our high-quality teaching and inspiring learning experience.



Photos of our learners celebrating their achievement after successful programs.



Our Beneficiaries' feedback and testimony

- ❖ "Computer and ESOL courses and career services provided are great but is very short. I enjoyed socialising with other people from different backgrounds. I have gained new IT/language skills for future work. The learning is fun and inspiring and the staff knowledgeable."
- ❖ "Skills and Training Network provides high quality teaching. I liked making friends in a multi-cultural setting."
- ❖ "The course increased my self-confidence a lot; I will always join another STN course next time."
- ❖ "The Computer & Employability courses definitely met my expectations, the classes are excellent, the tutors are very helpful and supportive. I strongly recommend Skills & Training Network."

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- ❖ “My English language has improved a lot. Every lesson I learned new words, developed my speaking and conversation, and I liked the grammar exercise very much.”
- ❖ “I have learnt more here than at my last college”
- ❖ “This course encouraged me to return to education. Since I finished the course, I spend alot of time reading and my confidence is better than before. The level of the course was suitable to me, now I am able to speak English easily and confidently. The tutor is very helpful, professional and very friendly.”
- ❖ “The whole course structure is excellent; I learned lots of literacy and computer new skills.”
- ❖ “I like the active interaction, caring, support, good learning and the way the teacher explains the lessons. The teacher took time to listen to my problems and supported me when I had problems. Thanks, and God bless you.”
- ❖ “From Computer course, I learnt about new educational websites to aid my children’s educations, also I developed lots of computer skills after long time struggle to use computer.”
- ❖ “The courses are always informative, enjoyable and friendly atmosphere.”
- ❖ “career advice and employability sessions were great; I have professional CV and cover Letter and I know how to search for jobs online”
- ❖ “After employability sessions, I learnt a lot about self-employment and I have been helped to set up my own business and sign off job centres, thanks to STN.”

We have received lots of very positive feedback and there is no space to write about all of them.

CASE STUDIES

Jameela’s Story

I’m years old, I came to the UK from Somalia 6 months ago, I have been a volunteer at Skills and Training Network for the last two months. I was attending ESOL classes to improve my English, and was so impressed with what they were doing I decided to volunteer. My main function at this time is to provide translations for pre-beginner Somali women in the ESOL classes. I also helped with office administration. I learnt a lot of office skills I didn’t know before, I’m happy that I knew these skills now, I’m lucky. I have been inspired by supportive environment hardworking and experienced staff; they’ve taught me a lot and given me hope for my and my family’s future in this country. From the training and volunteering programme helped me to develop new CV, move to further education to complete my GCSE in English and Maths.

Craig

I have been a teacher in the private sector for 25 years. I am a specialist trainer in English and Mathematics. My work has included training in; functional skills, administration, ICT and customer services. I had been out of work with medical issues, off and on for several years. When a trainer’s position at Skills and Training Network became available I applied and was accepted as a volunteer in January 2016. I saw this as an opportunity to gain experience with the ESOL program, to embrace new teaching subjects and update my CV. I am currently working with STN’s ESOL/Computer courses at the Edmonton Green Shopping Centre. I have found volunteering good for me on two major points: it opens doors to career opportunities which would not normally be available to someone my age; it also gets you back into the rhythm of everyday work, while meeting many interesting and helpful people on both sides of the room.

Ian’s Testimonial:

I’ve been a volunteer at Skills and Training Network for four months. I heard about the charity and its good work through my jobcentre advisor. It sounded like an opportunity to utilise my office admin skills, advance my supervisory talents and get back on the grid after a term of unemployment. I currently hold an accounts data-entry position in the office but help in other areas as and when needed. I used to work for Trading Standards where I would liaise with the police, government agencies and members of the public. Using this experience, I have been able to bring my personnel and organisational skills to STN; dealing with volunteers, talking to beneficiaries and contacting funders and local body education

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departments. Working at STN has given me confidence and a positive mindset; when unemployed, even for a short time, you lose touch with the commercial environment and office interactions. I really like my fellow workers and meeting people from different backgrounds and cultures. I am now studying full time Computer science at Canterbury Christ Church University.

Rayian Anwar's Testimonial and commented on his working experience with STN,

"I have worked for Skills and Training Network as an ESOL teacher and greatly enjoyed working alongside Sue Halawa. This was my first time working in this field and Sue's support was truly invaluable. She doesn't only teach the students, she also teaches the teachers. She gave me the platform to develop myself professionally and as an individual. Working at STN never seemed like work, it was like visiting the family. From the staff to the students, Sue ensured that there was always a level of easiness and openness in the class. This helped maintain a great atmosphere in every lesson, encouraging bonding and interaction. It was truly affirmative to watch Sue deal with the students, helping them with 'nitty gritty' aspects of their personal and social lives. Sue's caring attitude offers more than skills and training, it provides love and livelihood!"

Case Study 1

SB (28) is from Bangladesh, she was living in a woman's refuge to escape domestic violence, she has a 6 years old daughter and she wanted to gain skills in English and computer to help her find a job. When she approached us for help, she has been given one to one careers and advice sessions to identify her skills and needs. S. really needed a lot of emotional support to help her overcome her difficult issues and her low self-esteem and confidence. She enrolled on our computer, employability and English classes. By end of the programs, she managed to express herself using good level of English; developed her computer skills; gained CV, covering letter, email address and work placement with Mind Charity in Edmonton. Also she has made new friends during the course. S. now found a part time cleaning job in local school.

Case Study 2

FA (34) is a single parent of three children, her basic skills and language skills are lacking and her confidence and self-esteem were very low. She was given a one-to-one consultation sessions, basic computer training, help to create CV and email address, help to search for work on-line, filling in on-line job application and interview techniques. She enrolled for ESOL English and IT training. She secured a job in local nursery for 21 hours a week and she is very happy.

Case Study 1

ZK Iraqi asylum seeker (39) got married in the UK, she faced domestic violence and abuse, she lost her confidence, she needed emotional support and she had severe language barrier. She was enrolled on ESOL course, given advice and guidance and she was allocated a bilingual volunteer to take her to a solicitor and interpret for her and provides her ongoing emotional support.

Case Study 2

W.A is a Syrian refugee (43) has 5 children; she fled from war in Syria to UK with 2 children and left her husband and other 3 children in Syria, only way to communicate with children through computer, she had no IT skills at all. She also needed to improve her language, get citizenship and to bring her family to the UK. She enrolled for ESOL and ICT courses; she was given one to one support to improve her English and computer skills, shown how to communicate with children in Syria via social media. ICT skills also enabled her to help her children in the UK with schooling and homework.

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Independent examiner's report to the trustees of Skills & Training Network.

I report on the accounts of the company for the year ended 31st October 2016, which are set out on pages 16 to 21.

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 the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10 (1)(a) to (c) of The Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountant.

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 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 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:

(1) 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 section 44(1)(a) of the 2005 Act; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations; and
 - which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- 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.

Date: 30.11.2016

Chartered Certified Accountant

TACTS Accountant, 81 Rayleigh Road, Palmers Green, London N13 5QW

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR END 31ST OCTOBER 2016

	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
				2016	2015
<u>INCOMING RESOURCES:-</u>		£	£	£	£
Incoming resources from generated funds					
Voluntary income		1,186		1,186	
Investment income		5		5	
Services and Contracts	(12)	12,840		12,840	4,335
Incoming resources from charitable activities					
Grants to provide charitable activities	(11)		34,995	34,995	16,818
TOTAL INCOMING RESOURCES		14,031	34,995	49,026	21,153
<u>RESOURCES EXPENDED</u>					
Charitable Expenses	(13)	8,872	28,309	37,181	23,761
Management and Other support costs	(14)	3,094	2,686	5,780	5,964
TOTAL RESOURCES EXPENDED		11,966	30,995	42,961	29,724
Net Incomings and (outgoings) resources		2,065	4,000	6,065	(8,571)
Balances Brought Forward		8,548		8,548	17,119
Balances Carried Forward		10,613	4,000	14,613	8,548

There were no recognised gains or losses for the above period other than those shown in the statement of financial activities for the above financial year. All incoming resources and resources expended are derived from continuing activities.

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BALANCE SHEET AS AT 31ST OCTOBER 2016

	Notes	£ <u>2016</u>	£ <u>2015</u>
Fixed Assets			
Equipment	(10)	466	931
Current Assets:			
Cash at Bank and In Hand		16,147	11,797
Current Liability:			
Accruals			480
Creditors	(9)	2,000	3,700
 Net Assets		14,613	8,548
As Represented By:			
Unrestricted Fund		10,613	8,548
Restricted Fund	(8)	4,000	0
Total Funds		14,613	8,548

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

The accounts were approved by the Directors on 30th November 2016 and signed on their behalf by:-

Director and Chairperson

Tasneem Pervaiz

Secretary

Soad Halawa

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Year ending 31st October 2016

Accounting Policies

1. Accounting Basis

These accounts are prepared under the historical cost convention. The financial statements have also been prepared and modified to include the revaluation of certain fixed assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008). The statements have also been prepared in accordance with the Statement of Recommended Practice (SORP) - Accounting and Reporting by Charities SORP 2005 issued in March 2005

2. Incoming resources

All incoming resources are included in the Income and Expenditure when the organisation is legally entitled to the income and the amount can be quantified with reasonable accuracy.

3. Resource Expendable

All expenditure is accounted for on an accrual basis and has been included under expenses categories that aggregate all costs for allocation to activities.

4. Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided to write off the cost, of all fixed assets over their expected useful life as follows:-

Equipment and Machinery - 33.33 % straight line

5. Status

The company is a registered charity and limited by guarantee and does not issue shares and governed by its memorandum and Articles of Association.

6. Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the organisation is small.

7. Staff Costs

The total Salary Costs for the year was £15,015 including Tax and NIC.

None of the employees received emoluments in excess of £60,000 in the year or the previous year.

Trustees are not remunerated.

8. Debtors

The organisation has no debtors

Skills & Training Network

Year ending 31st October 2016

8. Analysis of Restricted Fund

	Balance at 1st November 2015	Incoming resources	Outgoing resources	Balance at 31st October 2016
	£	£	£	£
Awards For All	0	9,999	9,999	0
London Community Foundation	0	19,996	19,996	0
Cripplegate Foundation	0	5,000	1,000	4,000
	0	34,995	30,995	4,000

9. Creditors

	2016	2015
	£	£
Accruals		480
Other Creditors	2,000	3,700
Total	2,000	4,180

10. Fixed Assets

	Machinery	Total
At Cost	1,397	1,397
	1,397	1,397
Depreciation		
Brought Forward	466	466
Charge for the year	466	466
Carried Forward	932	932
Net Book Value		
At October 2016	466	466
At October 2015	931	931

Skills & Training Network

Year ending 31st October 2016

11. Grant receivable breakdown

Funder	Purpose	2016, £	2015, £
Awards For All	ESOL and career advice	9,999	
London Com. Foundation	ICT Training, Confidence building & IAG	19,996	
London B of Enfield	Education and Training		4,856
London Council	Computer Training		4,962
School for Social	Capacity Building		2,000
Millennium Award	Mum's to work project		5,000
Cripple gate Foundation	Counselling and Welfare services	5,000	
		34,995	16,818

12. Services and Contract

Services and Contract	Purpose	2016, £	2015, £
Time Bank	Consultancy in Education	7,970	
London Community College	Health and Social care	3,300	
Other	General Consultancy	1,570	4,335
		12,840	4,335

Skills & Training Network

Year ending 31st October 2016

13. Charitable Expenses

	Unrestricted Funds	Restricted Funds	Funds 2016	Funds 2015
Charitable Expenses				
Salary and Sessional worker		15,015	15,015	16,080
Volunteer	1,558	902	2,460	680
Premises and Room Hire	2,202	7,472	9,674	5,419
Training and Event	108	600	708	75
Refreshment	1,892	299	2,191	463
Accreditation and Subscriptions		1,686	1,686	0
Equipment	1,616	1,431	3,047	443
Learning Materials		420	420	320
Publicity and Printing	1,129	385	1,514	280
Staff travel	367	99	466	
Total Charitable Expenses	8,872	28,309	37,181	23,761

14. Management and Support Costs

Website Design and Internet		1,037	1,037	560
Professional fees		420	420	1,091
Depreciation	466		466	466
General Running Expenses	2,628	1,229	3,857	3,846
Total Management and Support Costs	3,094	2,686	5,780	5,964