

OPEN DOORS INTERNATIONAL LANGUAGE SCHOOL LIMITED

Report and Accounts

31 October 2002



A35
COMPANIES HOUSE

WATASCHAD

0776
02/07/03

Open Doors International Language School Limited

Charity Registered No: 1092728
Company Registered No : 4301430

TRUSTEES

Andrew Leonard Morrall
John Robert Peel
Jason Charles James Reid
Russell David Roberts

SECRETARY

Caron Roberts

ACCOUNTANTS

Plymouth Community Partnership Limited
Old Treasury Building
Catherine Street
Plymouth
PL1 2AD

BANKERS

Lloyds TSB Bank plc
8 Royal Parade
Plymouth
Devon
PL1 1DS

REGISTERED OFFICE

14-15 Gilwell Street
Plymouth
Devon
PL4 8BU

Open Doors International Language School Limited

TRUSTEES' REPORT

The Trustees, who are also directors of the Open Door International Language School Limited ("ODILSL") for the purposes of the Companies Act, present their annual report and the financial statements for the 12 month period since incorporation on 9 October 2001 to 31 October 2002. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of ODILSL.

OBJECTIVES OF OPEN DOORS INTERNATIONAL LANGUAGE SCHOOL, PRINCIPAL ACTIVITIES AND ORGANISATION OF OUR WORK

ODILSL is a registered charity, number 1092728, and is a company limited by guarantee having no share capital. The liability is limited, in the event of the company being wound up, to a maximum of £10 per Trustee. The company was formed on 9 October 2001, company registration number 4301430.

ODILSL's charitable objects include:

- the advancement of education to those who are disadvantaged, marginalised and isolated by language or culture;
- the advancement of the Christian faith in accordance with the statement of beliefs appearing in the schedule.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

During this past year ODILSL has initiated and delivered courses especially in teaching of the English language and culture in Plymouth. It has undergone an evaluation of its services, which has enabled positive steps to be taken towards securing future funding to ensure ongoing success and a sustainable future.

Despite some settling difficulties, the Trustees, the management and the staff have been proactive in securing new funding to finance various activities.

ODILSL is now successfully teaching 96 students from a variety of backgrounds, Asylum seekers, Refugees, women with children under five, women married to British nationals who fall outside the eligibility criteria for public funds, Ethnic Minority residents who have never accessed English, professionals i.e. doctors, nurses, teachers who are not able to practice because their language level is too low and those who are illiterate in their own language.

ODILSL works with statutory and non statutory agencies to reach those that are isolated by language and culture and is working with these agencies to create a strategy for ESOL within Plymouth.

ODILSL is also part of a Department of Further Education and Skills ESOL Pathfinder and the Dfes team were interested in the partnership between the voluntary sector and mainstream providers within the South West and they also work with the Basic Skills Agency.

ANNUAL AND FINANCIAL REVIEW

The Statement of Financial Activities shows net income for the year of £5,838, and our reserves stand at £11,123 in total.

The charity has been successful in attracting funding from Lloyds TSB Foundation for England and Wales, Devon Community Foundation Pathfinders project, although most of the funding monies will be applied in the next financial year.

Open Doors International Language School Limited

TRUSTEES' REPORT

The restricted funds represent grants awarded for specific funding purposes

RESERVES

At this stage the charity is unable to set aside reserves funds for contingencies and redundancy. In practical terms potential redundancy liabilities are currently not significant.

DIRECTORS AND TRUSTEES

A Board of Trustees of more than 3 members, who meet bi-monthly. A manager appointed by the Trustees manages the day-to-day operations of the charity.

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

RISK MANAGEMENT

The trustees actively review the major risks that the charity faces on a regular basis. They have examined the operational and business risk faced by the charity and confirm that they have established systems to mitigate significant risks.

Open Doors International Language School Limited

TRUSTEES' REPORT

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to incorporated charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of the financial activities of the charity and of its financial position at the end of that year.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. They 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.

INDEPENDENT EXAMINERS

A resolution to re-appoint Plymouth Community Partnership Limited as independent examiners of the charity will be put to the Annual General Meeting.

By order of the Board

Trustee

Date:





Open Doors International Language School Limited

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OPEN DOORS INTERNATIONAL LANGUAGE SCHOOL LIMITED

I report on the accounts for the year ended 31 October 2002, which are set out on pages 5-11 below.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. They 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. It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- 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.

A P Jopson

9/6/03

A P Jopson, FCA

Date

(Fellow of the Institute of Chartered Accountants in England & Wales)

Plymouth Community Partnership, Old Treasury Building, Catherine Street, Plymouth, PL1 2AD

Open Doors International Language School Limited

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 October 2002

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<i>Unrestricted funds Note</i>	<i>Restricted funds 2002</i>	<i>Total 2002</i>
	£	£	£
INCOMING RESOURCES			
Donations and gifts	1,315	6,350	7,665
Grant income	4,370	870	5,240
Rental income	6,953	0	6,953
Income from students	2,109	0	2,109
Other income	72	0	72
TOTAL INCOMING RESOURCES	14,819	7,220	22,039
RESOURCES EXPENDED			
Direct charitable expenditure:			
Rent	8,301	539	8,840
Rates	693	0	693
Electricity	142	586	728
Insurance	245	0	245
Consumable nursery equipment	37	622	659
Premises expenses	190	0	190
Professional fees	776	194	970
Stationery & postage	765	308	1,073
Motor & travelling expenses	50	0	50
Telephone & fax	476	746	1,222
Training costs	100	0	100
Other expenses	191	56	247
Depreciation	142	1,042	1,184
TOTAL RESOURCES EXPENDED	12,108	4,093	16,201
NET MOVEMENT IN FUNDS RESOURCES	2,711	3,127	5,838
BALANCES BROUGHT FORWARD AS AT 1 NOVEMBER 2001	0	0	0
BALANCES CARRIED FORWARD AS AT 31 OCTOBER 2002	2,711	3,127	5,838

Open Doors International Language School Limited

BALANCE SHEET

at 31 October 2002

	Note	2002 £
FIXED ASSETS		
Tangible fixed assets	2	3,552
CURRENT ASSETS		
Stock		13
Cash at bank		7,924
Cash in hand		52
		7,989
LIABILITIES		
Amounts falling due within one year	3	418
NET CURRENT ASSETS		7,571
NET ASSETS		11,123
FUNDS		
Unrestricted funds		11,123
TOTAL FUNDS		11,123

These accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the Board of Directors and Trustees on 8th May 05 and signed on its behalf.

Trustee



Open Doors International language School Limited

NOTES TO THE ACCOUNTS

at 31 October 2002

1 ACCOUNTING POLICIES

Basis of preparation of accounts

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2000) issued in October 2000, and the Financial Reporting Standards for Small Entities (effective June 2002), and the Companies Act 1985.

Incoming resources

Voluntary income and donations are included in incoming resources when they are received, except when the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred.

Resources expended

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

Taxation

Based on its status as a registered charity and the use of funds for charitable purposes, Open Doors International Language School is exempt from corporation tax.

Fixed assets and depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of tangible fixed assets over their useful lives, on the following basis:

Computers and other equipment	-	25% reducing balance
Fixtures and fittings	-	25% reducing balance

Designated and restricted funds

Open Doors International Language School currently has no restricted funds.

2 TANGIBLE FIXED ASSETS

	<i>Computers and other Equipment</i>	<i>Fixtures and Fittings</i>	<i>Total</i>
	£	£	£
Cost at 1 November 2001	0	0	0
Additions	3,787	949	4,736
At 31 October 2002	3,787	949	4,736
Accumulated depreciation at 1 November 2001	0	0	0
Charge for year	947	237	1,184
At 31 October 2002	947	237	1,184
Net book values: At 31 October 2002	2,840	712	3,552

Open Doors International language School Limited

NOTES TO THE ACCOUNTS

at 31 October 2002

There were no capital commitments at the year end.

3 LIABILITIES: Amounts falling due within one year

	2002
	£
Creditors	418
	<u>418</u>

4 FUNDS

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds are analysed as follows:

Income	Home Office	Servite Sister	Devon Community Foundation	PCC	Total
	£	£	£	£	£
Donations	4,850	1,500	0	0	6,350
Grants	<u>0</u>	<u>0</u>	<u>250</u>	<u>620</u>	<u>870</u>
Total	<u>4,850</u>	<u>1,500</u>	<u>250</u>	<u>620</u>	<u>7,220</u>

Spent as follows:

Computer equipment	3,308	0	0	0	3,308
Telephone	747	0	0	0	747
Stationery	209	99	0	0	308
Electricity	586	0	0	0	586
Nursery equipment	0	622	0	0	622
Fixtures & fittings	0	239	0	620	859
Rent	0	540	0	0	540
Professional fees	0	0	194	0	194
Sundry consumables	<u>0</u>	<u>0</u>	<u>56</u>	<u>0</u>	<u>56</u>
Total	<u>4,850</u>	<u>1,500</u>	<u>250</u>	<u>620</u>	<u>7,220</u>

Note, the expenditure on computer and nursery equipment has been capitalised and the appropriate depreciation has been charged in the expenditure account.

Open Doors International language School Limited

NOTES TO THE ACCOUNTS

at 31 October 2002

5 TRANSACTIONS WITH TRUSTEES

There were no transactions with the Trustees in the year.