



OPEN DOORS INTERNATIONAL LANGUAGE SCHOOL

(A company limited by guarantee)

Company Registered No 4301430
Charity Registered No 1092728

Report and Accounts
For the year ended 31 July 2011



A31 *A170NXM8* #303
17/04/2012
COMPANIES HOUSE

Open Doors International Language School
(A company limited by guarantee)

Contents

	Page
Legal and administrative information	1
Trustees' report	2 - 9
Independent examiners' report	10
Statement of financial activities	11
Balance sheet	12 - 13
Notes to the financial statements	14 - 22

Open Doors International Language School
(A company limited by guarantee)

Legal and administrative information

Charity number 1092728

Company registration number 4301430

**Registered office and
Business address** 28 Woodland Terrace Lane
Greenbank
Plymouth
Devon
PL4 8QL

Secretary Andrew Wooldridge Appointed 19 October 2010

Trustees Grant Van Schalkwyk Chairman Appointed 20
October 2010
Christopher Hayter
Prof John Pointon
Carol Eva Peel Appointed 19 October 2010
Russell Roberts Resigned 20 October 2010

Accountants Wills Accountants Ltd
10 The Crescent
Plymouth
Devon
PL1 3AB

Bankers CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

The trustees present their report and the financial statements for the year ended 31 July 2011. The trustees, who are also directors of Open Doors International Language School for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Governing Document

Open Doors International Language School (ODILS) is a charitable company limited by guarantee, incorporated on 9 October 2001 and registered as a charity on 1 July 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustee Board

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles. Under the requirements of the Memorandum and Articles of Association the members of the Trustee Board are not elected.

The language school seeks to help Asylum Seekers, Refugees and Migrant Workers primarily, through the teaching of ESOL (English for Speakers of Other Languages). The Trustee Board seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body. The Trustee Board represents members with experience in cross-cultural social outreach, healthcare, academic management and charity governance.

Trustee Induction and Training

Trustees are familiar with the practical work of the charity. New trustees are invited and encouraged to attend ESOL training sessions to familiarise themselves with the charity and the cross-cultural context in which the charity operates.

A meeting with new Trustees led by the Chairman of the Trustee Board and the Chief Executive Officer of the charity is held and covers:

- The obligations of Trustee Board members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

The Charity Commission's guide "the Essential Trustee" is given to the new Trustee along with the Memorandum and Articles and the latest financial statements.

Risk Management

The Trustee Board conducts regular reviews of the major risks to which the charity is exposed. A "Risk Mitigation Log" has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic business plan that will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

Organisational Structure

ODILS currently has a Trustee Board who meet at least quarterly and are responsible for the strategic direction and policy of the charity. At present the Board has four members from a variety of professional backgrounds relevant to the work of the charity. Additional professional advice is sought from qualified experts in their field who attend Board meetings from time to time.

The Company Secretary and Chief Executive Officer also attend all Trustee Board Meetings but have no voting rights.

The day to day responsibility for the provision of services is delegated to the Chief Executive Officer along with the Centre Manager. The Chief Executive Officer (CEO) is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The CEO and Centre Manager have responsibility for the day to day operational management of the School at Plymouth, the individual supervision of the staff team and also ensuring that the team continues to develop their skills and working practices in line with good practice.

Stakeholder Environment

In so far as it is complimentary to the charity's objects, the charity is guided by both local and National policy. At a National level the provision of ESOL is key to community integration for Refugees, Asylum Seekers and Migrant Workers and whilst this is recognised by the Government, it is still a battle to ensure that it stays as part of the Basic Skills Agenda within the wider education policies. In April 2011 the Government announced an overall cut within the Adult Education Budget of 12% and also a reduction of the programme weighting factor for ESOL and Literacy from 1.4 to 1 from September 2011. A pressure group called Action for ESOL has been formed by providers as vulnerable people will be the most affected by this action. Whilst it doesn't affect this year's performance, it will have a detrimental effect as we go into 2011/2012.

At a local level ODILS is an active member of various educational networks including being a member of the South West Centre of Excellence for Teacher Training, Devon and Cornwall Training Partnership and the Plymouth Neighbourhood Learning Consortium. Invariably ODILS is the only organisation representing those with English as a second language. We are often called on by both statutory and voluntary community organisations for advice about educational needs, employment issues and social cohesion matters related to Black and Minority Ethnic (BME) groups. ODILS is a member of the Asylum Seeker and Refugee Support Group made up of a diverse group of charities, agencies, statutory bodies and businesses that seek to support the Asylum Seeker and Refugee community in Plymouth. Over the last year ODILS has been asked by the Social Inclusion Unit at Plymouth City Council to support them as they move their inclusion agenda forward, offering support and advice to both Churches, Islamic Centres and other Faiths in ways to engage with the council.

Public Benefit

The Trustees have referred to the guidance given by the Charity Commission's with regard to public benefit and have used this guidance when reviewing our aims and objectives and in applying our future activities.

Open Doors International Language School (ODILS) was specifically set up for Public Benefit. It is a Christian Charity set up by members of Waterfront Church in Plymouth in 2001 in response to the economic, social and integration needs of newly arrived Refugees and Asylum Seekers. Also the social cohesion issues that arose as a consequence of these newly arrived communities moving into an area where less than 0.01% were from a BME background.

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

ODILS aims to enable those that are vulnerable through language and culture to integrate and participate in their communities through education. Particularly inspiring them to engage with learning, giving them confidence to access employment, participate within the community, give the confidence to support their children by empowering through language and other courses and enabling them to use the skills they entered the UK with, adding to the economic prosperity of the community. ODILS aims to be a bridge between the newly arrived communities which now include migrant workers and the local community thus helping with social cohesion.

Objectives and activities

Objectives and Activities

The company's objects and principal activities are

- To advance education including, but not by way of limitation, the teaching of the English Language to those who are disadvantaged, marginalised and isolated by language or culture in Plymouth and in such other parts of the UK and the world,
- To advance the Christian faith in accordance with the Statement of Beliefs and other such purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of ODILS

Achievements and performance

Learners and Skills Funding Agency Funding

As in other cities across the UK, there is constant change in the demographics of Plymouth in relation to the number of new arrivals into the city. The city has a large university population, is still a 'hot spot' for asylum seekers, houses many of the migrant workers that work throughout Devon and Cornwall and has a growing BME community. This has led to some tensions within the city between the new arrivals. Consequently, the work of ODILS and other Voluntary Community Organisations continues to be of vital importance to both the social and economic growth of Plymouth.

As asylum seekers gain refugee status, we are seeing more women coming into the charity. In the year 2010/11 despite being in just one building we enrolled 476 learners of which 52% were women from hard to reach backgrounds. Many are from the Middle East and Asia. Most of the Learners are between 19yrs and 45yrs, 22% of the total number were unemployed which is an increase from the previous year and 22% not able to work because of status. Over 64% are deemed disadvantaged as per the Skills Funding Agency eligibility criteria.

In recognition of the changing needs within the community of ESOL learners ODILS has already developed new courses to equip learners to gain employment, improve their standard of literacy and numeracy and helped women in particular take part in courses that will enable them to live more confidently within their community.

Sustainable Future

Building on the changes to the organisational structure a year ago, ODILS now operates out of one building and has been able to build up reserves with a little surplus that can be re-invested for the future. The number of External Partnerships has grown and at one point ODILS did not have enough classroom space for the work it had generated and so was working with other community organisations to share space. Thank you Plymouth MIND for your generosity and cooperation.

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

With the close of the Learning and Skills council and creation of the Skills Funding Agency, this has been a very challenging year as radical cuts in the SFA have meant cuts in the overall budgets to providers. Unfortunately, as we went into September 2010, our main lead provider Learning Plus announced an increase (not a decrease as per the SFA guidance) in its contract administration fee from 19.1% to 25%. This arrived in September when we had already started classes and would mean an overall reduction of funding of £22,066. Due to the cost of running this particular contract at this fee, in January ODILS were offered a very small contract with Plymouth Adult and Community Learning (PACLS) at 16%. This was seen as a way of spreading the risk by engaging with two providers and also linking ODILS services more into the work carried out by Plymouth City Council. As PACLS also provide courses, it offers the learners routes of progression. It has also opened up other networks for ODILS and linked us to other charities that serve the vulnerable.

ODILS continues to be a member of the South West Centre of Excellence for Teacher Training. This has been very beneficial as we are able to continue to develop the standard of our teaching and also through our Preparing to Teach in the Lifelong Learning Sector (PTLLS) course and the certificate in Teaching English to Speakers of Other Languages (CertTESOL), pass this knowledge onto the trainee teachers who will be working within the voluntary community sector. We try to reduce the costs of these courses to make sure the smaller Voluntary Community Providers will encourage their staff and volunteers to come on the courses. This in the long term will have a direct positive benefit on the clients within those organisations as the standard of support they will receive will be higher.

ODILS is also still an active member of the Mutley Greenbank Network which works in a high area of deprivation in the City. Through this group ODILS is able to ensure that learners have access to the right services. It also ensures that others in the locality who are isolated and not accessing English do hear about the services.

Social Support and Integration

Asylum Seekers in the UK for less than 6 months - ODILS has been able to continue to support by working with another project called Time Together run by Plymouth Churches. ODILS has been able to refer learners on to a lunch time club and find ways to help these people use their time meaningfully. Over the year ODILS has supported all learners who were eligible for funding by keeping the fees that providers now have to charge as low as possible.

This has been a life line for some who would not be able to afford to attend classes. Once again through our "charity" provision, we have supported approximately 5% of our learners who have not been able to pay any fees because of their circumstances. Many have gone on to gain jobs, for some it was a place to come to every day, to bring order into their daily lives and for many it helped reduce isolation and depression. Some could have been funded through the Skills Funding Agency, but because the funding is on targets and exams and not outcomes, we couldn't put them through as funded learners. We try to encourage learners who receive support to offer their skills through translation and interpreting, helping in classrooms and acting as mentors for new learners.

Helping Hands Toddler Group and Impact Youth Group

Helping Hands Toddler Group and Impact Youth Group run by Waterfront Church has been a real boost for the learners. The Toddler Group draws parents from the local area which offers learners with small children the opportunity to make friends, practice their English and gain social support. Many do not have family in Plymouth and can be isolated with a new baby or small children. Impact Youth Group again draws children from the locality and several children from the Polish community have taken part, one of whom went away with the group and Christian youth camp in July.

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

Volunteers

ODILS continues to take and train volunteers and numbers have remained similar to previous years. However, with the changes in safeguarding and CRB policies etc there will be a complete review of volunteers and their roles within the next financial year. ODILS needs and values all the volunteers on site. They add much to the learning experience of those studying at ODILS and help the tutors enormously.

We were also able to serve people in Cornwall from April to July. At the beginning of the academic year learners started to travel from Callington in East Cornwall to our classes in Plymouth. As the numbers grew we felt that there could be an opportunity to support some families. We linked with the local Catholic Church, who provided space, and started classes. From Callington we were asked by the local Police to try and support some families living in Bugle. We worked with the local primary school to offer parents some language support. This project is in its infancy and we hope to develop it further over the next year.

Learner satisfaction comments taken from the Student Forum report (June 2011) again expresses the need for a service such as ODILS, where the learners can feel safe but also enabled to participate fully into our community. ODILS takes feedback from learners, staff and external agencies and partners very seriously. This feedback helps ODILS to balance the requirements of the Government and the needs of the local people as they are sometimes at odds with each other. In order to maintain the heart of the aims of the Charity it is important we achieve a balance. Overall the feedback from learners was once again very good. The standard of the delivery is rated good, the learners feel very safe and respected, they are able to make friends easily and feel supported if they have problems.

Nonetheless, in spite of all the events of the last year including a change of Government, cuts to the Adult education Budget, changes within the Skills Funding Agency and their role, we can only praise God that ODILS is able to continue to support the most vulnerable and marginalised in our society. We have been able to build relationships with other faith groups and continue to work towards a community that offers opportunity for everyone. Praise God that we are supported by a dedicated and committed Trustee Board, Management Team, hard working and visionary staff and praise God for another year that we have been able to support over 400 people plus their families.

Once again we have been able to attract funding for specific projects leading to greater social cohesion and offering wider support for those accessing this provision.

Financial review

Restricted Funds

Plymouth Community Safety Partnership £2850

This money was given to us under the Prevent Programme because of our long standing working relationship with a local Islamic Centre. We have worked with the North Road East Islamic Centre for several years, enabling their congregation with English and ICT. As a group, the Centre has not had the confidence to engage with the Council and other Statutory bodies. Through this programme, the Centre Committee worked with one of our community development staff to provide an Eid Celebration, improve communication between the main statutory organisations and also internally with their congregation, provide workshops for the women and children and empower them to run their own Eid festival the following year. This was an amazing success, Plymouth City Council have now made real contacts with this group of people, the Committee were far more confident to engage with the Council and the local congregation had opportunities to meet with the local Police and Fire Service and the community ran their Eid festival by themselves.

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

Advanced E Guides Total Fund £900

We ran a three day training course as part of the project for all tutors 2001/10 We have already used some of the work as a marketing tool All the tutors received a supplementary hour's tutorial as part of the project One of our team was not able to attend the training course and we were able to take part in a second project which looked at delivering this training online This was successful and we are hoping to add online training into our strategic plan to help the Voluntary Community Sector

Faith In Action, CDF £6000

This fund was given to run community engagement courses for women with children under five We were able to engage other local faith based charities to host these in their premises This worked well as it gave these organisations the opportunity to serve the wider community, encourage the women to attend local events and clubs that run in their area Many of the women were not able to access any language provision because there are no crèches available for the children The women couldn't afford to pay for a private nursery On the success of the project we were able to gain money through the NHS Wellbeing Small Grants Several women from the Faith in Action course came onto the Wellbeing course, two as volunteers The Faith in Action money enabled us to help overcome some of the barriers to social cohesion within the highest BME populated area It gave the women relationships, the confidence to go out and take part in the local toddler groups offered in the area and introduced free things that they could do in Plymouth with their children which in turn reduced the isolation of the children and helped with their social interaction and also improved their language

Well Being Small Grants, NHS £4000

This grant enabled us to build on the course developed through Faith in Action by introducing it into another area of Plymouth and to run two in the Mutley Greenabnk area The Keyham/Stonehouse area does not have as many BME families however because the community are more spread out, the women find it difficult to meet each other and also make friends locally Working through the Sure Start Centres we were able to start to engage the BME women who have ESOL needs The courses in Mutley Greenbank built on the relationships we have grown over the year and by the end of the course the ladies had all taken a Speaking and Listening qualification

Neighbourhood Learning Consortium (NLC) - Neighbourhood Learning for Disadvantaged Communities Fund £10,000

As a member of the NLC we were able to deliver some courses aimed at engaging non traditional learners From the success of the Well Being Fund in Keyham we were able to run a second course and the ladies all gained a Speaking and Listening qualification This empowered the women who then enrolled onto courses for September Through this work we were able to build with Oasis based in Stonehouse and introduce the women to the messy play events Also local schools have since referred women to us, where they were concerned at the level of isolation We were also able to build relationships with the Sure Start Centres as we have a growing number of BME families being housed in Stonehouse

We ran the PTLLS qualification which is the initial teacher training qualification needed to teach in the Adult Lifelong Learning Sector The trainees were all working within the voluntary community sector, many had not taken a qualification since leaving school and were very under-confident of their abilities and skills that they could pass on to those they were working with As a result of attending the course one member went onto further education

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

Future Jobs Fund £700

We were invited to take part in a Government initiative which was trying to gain training and skills for long term unemployed people living in the most deprived area of Plymouth who were 25+. We were offered a grant of £700 towards the training of the person we took on under the scheme. The person was brilliant, during his year with us he helped us to redesign our logo, helped produce marketing leaflets for the local statutory organisations and he worked as a classroom assistant. He also attended our CertTESOL Teacher Training Course. He was partially deaf and helped us design some materials to use with deaf students. He was with us for 9 months and at the end of the work placement he was able to gain a job with Plymouth City Council as a Graphic Artist within their marketing department.

NCYVS Progress Training £5000

This is a National Youth Training Project. We were invited to take part because of the standard of the delivery, the knowledge of the exam systems and our connection within the faith based communities in Plymouth.

The delivery for this project will take place in the 2011/12 academic year, training 10 Youth Workers working as volunteers within a faith based youth project in Plymouth. The training aimed at up-skilling the volunteer youth work force. This is because there is a recognition that 75% of all youth work projects are run by volunteer, community and faith based organisations but 85% of all funding for training has been aimed at statutory youth projects. Because of the cuts to youth budgets it is increasingly important to try and ensure that other youth work provision is delivered at a high standard.

Lloyds TSB Foundation - £24,000 (£19,910 deferred to the forthcoming year)

Following the student forum in 2010, the work carried out through the Prevent Fund and the needs of women with children under 5, Lloyds TSB Foundation have funded a Project Worker to continue to develop more of the outreach provision, to find new accommodation to set up a community cafe, possibly along the lines of an internet cafe. This project will run from April 2011 - March 2012. Activities between April and July were mainly based around the exploration of building, business plan to set up the cafe etc. The final report with activities will be available in March 2012.

Transition Fund £60,000 (£51,626 deferred to the forthcoming year)

This is a year project and ends in March 2012. The money was given to high quality frontline organisations who were at the greatest risk due to the funding cuts to help them 'transition' away from just one stream of funding. Between April and July, we explored the possibility of moving building, working together with other charities to share building space, identify the main core of the business and also potential new funding streams including full cost recovery courses. We were able to take on the work from PACLS and develop that relationship and were able to put some courses into Cornwall in response to local needs. This project will be finished by April 2012 when a full report will be available.

Reserves Policy

At 31 July 2011 the balance on the Unrestricted Fund reduced to £137,480 (2010 £196,135) following the deficit of £58,655 (2010 surplus £47,374) generated during the year. Of the total unrestricted reserves at year-end, £90,000 (2010 £90,000) had been retained in the designated reserves fund, with £nil (2010 £60,000) retained in the designated projects fund. Restricted Funds retained a balance of £nil (2010 £nil). The current designated reserves of £90,000 are viewed by the Trustees as sufficient for current requirements.

The Trustees consider that a level of free reserves equal to 3 months expenditure would be adequate to enable ODILS to continue the current activities of the charity in the event of a significant drop in funding. This sets a level in the region of £90,000 to be held in free reserves and designated as a contingency fund.

Open Doors International Language School
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 July 2011

Statement of trustees' responsibilities

The trustees (who are also directors of Open Doors International Language School for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

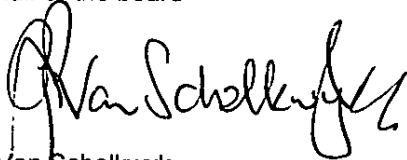
- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board



Grant Van Schalkwyk
Chairman

Dated 13 April 2012

Open Doors International Language School
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Open Doors International Language School.

I report on the accounts of Open Doors International Language School for the year ended 31 July 2011 set out on pages 2 to 22

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for 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 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended, 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 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

- (i) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep proper 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 Charitieshave not been met, or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Wills Accountants Ltd

Mr P W Soutter

FCCA ATT

Independent examiner

For and on behalf of

Wills Accountants Ltd

Chartered Certified Accountants

Dated 13 April 2012

10 The Crescent

Plymouth

PL1 3AB

Open Doors International Language School
(A company limited by guarantee)

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

For the year ended 31 July 2011

	Notes	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Incoming resources					
Incoming resources from generating funds					
Voluntary income	2	3,851	-	3,851	11,555
Activities for generating funds	3	10,588	-	10,588	8,280
Investment income	4	294	-	294	271
Incoming resources from charitable activities	5	332,487	47,647	380,134	396,216
Total incoming resources		<u>347,220</u>	<u>47,647</u>	<u>394,867</u>	<u>416,322</u>
Resources expended					
Charitable activities	6	404,692	47,647	452,339	366,200
Governance costs	7	1,183	-	1,183	2,748
Total resources expended		<u>405,875</u>	<u>47,647</u>	<u>453,522</u>	<u>368,948</u>
Net income/(expenditure) for the year		(58,655)	-	(58,655)	47,374
Total funds brought forward		<u>196,135</u>	-	<u>196,135</u>	<u>148,761</u>
Total funds carried forward		<u>137,480</u>	-	<u>137,480</u>	<u>196,135</u>

The notes on pages 14 to 22 form an integral part of these financial statements.

Open Doors International Language School
(A company limited by guarantee)

Balance sheet
as at 31 July 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	11		10,624		21,078
Current assets					
Debtors	12	23,596		71,144	
Cash at bank and in hand		238,824		147,238	
		<u>262,420</u>		<u>218,382</u>	
Creditors: amounts falling due within one year	13	(49,369)		(22,533)	
Net current assets			<u>213,051</u>		<u>195,849</u>
Total assets less current liabilities			223,675		216,927
Deferred income	14		(86,195)		(20,792)
Net assets			<u>137,480</u>		<u>196,135</u>
Funds	15				
Unrestricted income funds			137,480		196,135
Total funds			<u>137,480</u>		<u>196,135</u>

The Balance Sheet continues on the following page

The notes on pages 14 to 22 form an integral part of these financial statements.

Open Doors International Language School
(A company limited by guarantee)

Balance sheet (continued)

Trustees statements required by the Companies Act 2006
for the year ended 31 July 2011

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ,

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 July 2011

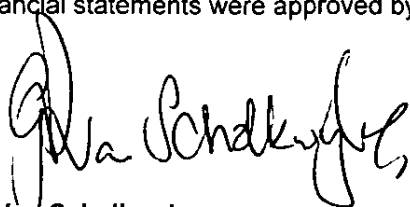
(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements 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 year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on 13 April 2012 and signed on its behalf by



Grant Van Schalkwyk
Chairman

The notes on pages 14 to 22 form an integral part of these financial statements.

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

1.2. Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

- Designated funds are unrestricted funds earmarked by the Trustee Board for particular purposes.

- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Payments for ESOL or other tuition are stated as such.

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with the delivery and management of ESOL from our building.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 6.
- Charitable giving. As a charity ODILS are proud that, when funds allow, they bless other charities. Such donations are shown under "Charitable Giving" within these accounts.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Leasehold improvements	-	Straight line over the life of the lease
Office equipment	-	4 years straight line
Fixtures and fittings	-	4 years straight line
ICT equipment	-	3 years straight line

1.6. Grants and Deferred Income

Grants are accounted for as follows:

- i) Revenue grants are released to the statement of financial affairs on an accruals basis.
- ii) Capital grants are held as deferred income in the balance sheet and are amortised over the same period that the related asset is being depreciated.

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

2. Voluntary income

	Unrestricted funds £	2011 Total £	2010 Total £
Donations	3,851	3,851	6,200
NLDC - Devon and Cornwall	-	-	2,021
Church Urban Fund	-	-	3,334
	<u>3,851</u>	<u>3,851</u>	<u>11,555</u>

3. Activities for generating funds

	Unrestricted funds £	2011 Total £	2010 Total £
Rental Income	10,588	10,588	8,280
	<u>10,588</u>	<u>10,588</u>	<u>8,280</u>

4. Investment income

	Unrestricted funds £	2011 Total £	2010 Total £
Bank interest receivable	294	294	271
	<u>294</u>	<u>294</u>	<u>271</u>

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

5 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Learning Plus - SFA contract	262,477	-	262,477	308,886
Student fees	28,285	-	28,285	17,702
Plymouth University - CETT income	-	-	-	15,000
Private student income	5,002	-	5,002	4,720
Other fee paying courses	1,440	-	1,440	18,398
Learning and Skills Council	-	96	96	576
LSC - NVQ Childcare setup	-	428	428	513
PTLLS course fees	12,522	-	12,522	6,600
Transformation fund	-	-	-	6,202
Transition fund	-	8,374	8,374	-
LSIS	-	-	-	2,000
Prevent funding	-	2,850	2,850	1,500
E Guides funding	-	1,650	1,650	1,950
Camel 2 Fund	-	9,759	9,759	10,481
Wellbeing small grants fund	-	4,000	4,000	-
Faith in Action	-	6,000	6,000	-
Keyham Community Partnership	-	9,600	9,600	-
NCVYS Progress training	1,000	100	1,100	-
PACLS - SFA contract	18,620	-	18,620	-
Lloyds TSB Foundation fund	-	4,090	4,090	-
Miscellaneous income	3,141	700	3,841	1,688
	<u>332,487</u>	<u>47,647</u>	<u>380,134</u>	<u>396,216</u>

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

6. Costs of charitable activities - by activity

	Admin & Support costs £	ESOL costs	Management costs £	Restricted costs £	2011 Total £	2010 Total £
Staff costs	26,107	210,184	53,009	-	289,300	255,162
Direct teaching costs	-	21,885	-	7,047	28,932	18,093
Travel & subsistence	214	1,425	418	-	2,057	2,069
Conference & entertainment	-	7	2,901	-	2,908	539
Training	-	1,260	240	-	1,500	2,385
Equipment costs	22	2,346	1,093	-	3,461	237
Professional fees	-	4,829	2,860	10,596	18,285	6,850
Bad debts	-	9,477	-	-	9,477	330
Develop Cornwall	-	-	-	6,684	6,684	-
Marketing	-	-	-	6,330	6,330	-

Support costs allocated to activities

Premises costs	-	34,421	10,211	-	44,632	46,396
Office costs	6,045	8,150	7,206	-	21,401	18,848
Depreciation	382	-	-	10,990	11,372	13,764
Charitable giving	-	-	-	6,000	6,000	1,400
Bank charges	-	-	-	-	-	8
Loss on disposal of fixed assets	-	-	-	-	-	119
	<u>32,770</u>	<u>293,984</u>	<u>77,938</u>	<u>47,647</u>	<u>452,339</u>	<u>366,200</u>

7. Governance costs

	Unrestricted funds £	2011 Total £	2010 Total £
Accountancy fees	1,183	1,183	800
Corporate administration	-	-	1,948
	<u>1,183</u>	<u>1,183</u>	<u>2,748</u>

8. Net (outgoing)/incoming resources for the year

	2011 £	2010 £
Net (outgoing)/incoming resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	<u>11,372</u>	<u>13,764</u>

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

9. Employees

Employment costs	2011 £	2010 £
Wages and salaries	268,356	255,162
Social security costs	20,944	-
	<u>289,300</u>	<u>255,162</u>

No employee received emoluments of more than £60,000 (2010 None)

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2011 Number	2010 Number
ESOL Teaching	13.3	10.0
Teacher Training	1.0	1.0
Administration and support staff	3.7	2.5
Management	2.0	1.5
	<u>20.0</u>	<u>15.0</u>

10. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

11. Tangible fixed assets	Leasehold improvements	Office equipment	Fixtures & fittings	ICT equipment	Total
	£	£	£	£	£
Cost					
At 1 August 2010	73,581	26,969	1,360	30,778	132,688
Additions	-	918	-	-	918
At 31 July 2011	<u>73,581</u>	<u>27,887</u>	<u>1,360</u>	<u>30,778</u>	<u>133,606</u>
Depreciation					
At 1 August 2010	73,581	26,160	1,360	10,509	111,610
Charge for the year	-	862	-	10,510	11,372
At 31 July 2011	<u>73,581</u>	<u>27,022</u>	<u>1,360</u>	<u>21,019</u>	<u>122,982</u>
Net book values					
At 31 July 2011	<u>-</u>	<u>865</u>	<u>-</u>	<u>9,759</u>	<u>10,624</u>
At 31 July 2010	<u>-</u>	<u>809</u>	<u>-</u>	<u>20,269</u>	<u>21,078</u>

12. Debtors	2011	2010
	£	£
Trade debtors	1,960	3,433
Other debtors	147	1,500
Prepayments and accrued income	21,489	66,211
	<u>23,596</u>	<u>71,144</u>

13. Creditors: amounts falling due within one year	2011	2010
	£	£
Trade creditors	40,180	3,224
Other taxes and social security	5,477	6,043
Other creditors	677	3,867
Accruals	3,035	9,399
	<u>49,369</u>	<u>22,533</u>

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

14. Deferred income	2011	2010
	£	£
Government grants		
At 1 August 2010	20,792	2,632
Increase in year	-	31,500
	<u>20,792</u>	<u>34,132</u>
Released in year	11,033	13,340
At 31 July 2011	<u>9,759</u>	<u>20,792</u>
Deferred income		
Increase in year	76,436	20,792
At 31 July 2011	<u>76,436</u>	<u>20,792</u>
 Total deferred income	 <u>86,195</u>	 <u>20,792</u>

15. Analysis of net assets between funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fund balances at 31 July 2011 as represented by			
Tangible fixed assets	690	9,934	10,624
Current assets	185,984	76,436	262,420
Current liabilities	(49,194)	(86,370)	(135,564)
	<u>137,480</u>	<u>-</u>	<u>137,480</u>

16. Unrestricted funds	At 1 August 2010	Incoming resources	Outgoing resources	Transfers	At 31 July 2011
	£	£	£	£	£
General unrestricted funds	46,135	347,220	(367,151)	21,276	47,480
Designated funds Reserves	90,000	-	-	-	90,000
Designated funds Repairs and renewals	60,000	-	(38,724)	(21,276)	-
	<u>196,135</u>	<u>347,220</u>	<u>(405,875)</u>	<u>-</u>	<u>137,480</u>

Open Doors International Language School
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 July 2011

17. Restricted funds

	At 1 August 2010 £	Incoming resources £	Outgoing resources £	At 31 July 2011 £
Transition fund	-	8,374	(8,374)	-
LloydsTSB fund	-	4,090	(4,090)	-
Wellbeing Small Grants Fund	-	4,000	(4,000)	-
Faith in Action	-	6,000	(6,000)	-
Keyham Community Partnership	-	9,600	(9,600)	-
Prevent fund (PCSP)	-	2,850	(2,850)	-
NCVYS Progress training	-	5,000	(5,000)	-
Other restricted funds	-	7,733	(7,733)	-
	-	47,647	(47,647)	-

18. Related party transactions

During the year to 31 July 2011, the following transactions were undertaken with related parties of certain directors. Each transaction had been approved in advance by the Board, in the absence of the relevant director.

1) The wife of Russell Roberts, a Trustee of the charity until 20 October 2010, was employed throughout the period as Chief Executive Officer of the Charity, at an annual salary of £35,106. The total cost to the charity was £38,973 (2010 £35,582).

2) The wife of Chris Hayter, a Trustee of the charity, was employed as Finance & Administration Manager for the Charity on a part time basis until 14 August 2009. The total cost to the charity was £nil (2010 £614). Since August 2009 she has continued to work on a self employed basis for the charity, supporting the academic administration initially and maintaining all bookkeeping/accounting requirements until July 2010. The cost to the charity was £750 (2010 £2,815).

19. Company limited by guarantee

Open Doors International Language School is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.