

Open Doors International Language School

Report and Accounts

For The Year Ended

31 July 2017

Registered Charity Number
1092728

Registered Company Number
04301430



Open Doors International Language School
Report and accounts
Contents

	Page
Charity and Company information	1
Trustees' Report	2
Statement of Directors'/Trustees' Responsibilities	8
Independent Examiner's report	9
Statement of Financial Activities	10
Statement of total recognised gains and losses	12
Balance sheet	13
Notes to the accounts	15
Detailed Statement of Financial Activities	21

Open Doors International Language School Company Information

Charity number
1092728

Company registration number
04301430

Registered office
28 Woodland Terrace Lane
Greenbank
Plymouth
Devon
PL4 8QL

Directors
Mr G Van Schalkwyk
Mr R Dawson
Mrs C Roberts
Mr I Smart
Mr I Buchanan
Mr T Cheste
Mrs L Uwimana

Chairman
Resigned 20 March 2018

Appointed 21 November 2017
Appointed 30 January 2018

Secretary
Mrs C Roberts

Resigned 21 November 2017

Accountants
Wills Accountants Ltd
2 Endeavour House
Parkway Court
Longbridge Road
Plymouth
PL6 8LR

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

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

Introduction

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 July 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are set out on page 1.

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.

Through education therefore, 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.

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.

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

- 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.

Organisational Structure

ODILS currently has a Trustee Board which meets quarterly and is responsible for the strategic direction and policy of the charity. At present the Board is taken 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 Chief Executive Officer who is also a Trustee has voting rights except where there is conflict of interest.

The day to day responsibility for the provision of services is delegated to the Chief Executive Officer along with the core Academic Team. 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 the core academic team 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 needs 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 adult education agenda within the wider education policies. In the last 4 years the Government has reduced the Adult Learning Budget by 1 billion pound, however, with the new Administration since the Brexit vote, there has been a recognition that Adult Learning works, contributes to the economic prosperity of the UK and so there has been an assurance that for at least two years the budget will remain the same. A new threat or opportunity will be the devolution of funding to local commissioners. This has therefore raised a more immediate need to ensure that local commissioners nationally are aware of the social value of Adult Learning and ensure they build Adult Learning into their skills and employability plans.

At a local level, neither adult learning to the wider population nor ESOL specifically is seen or recognised as essential to the economic growth of the area. However, ODILS is an active member of various local, regional and national educational networks. ODILS is a member of the South West Centre of Excellence for Teacher Training, the Peninsula Community Learning Trust and the Third Sector National Learning Alliance. ODILS has also sat on the steering group to raise the awareness of the need for a National ESOL Strategy for England. ODILS was present when it was first proposed to Westminster in December 2016 and has been part of the steering group contributing to the overall strategy.

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

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 Plymouth City Council 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.

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 Redeemer Church (previously known as Waterfront Church) in Plymouth in 2001 in response to the economic, social and integration needs of newly arrived Refugees and Asylum Seekers. Whilst the percentage of people with a BME background is rising it is still a small number compared to the wider population. The City still has one of the highest incidents of race crime outside London. To facilitate as many people as possible gaining the language skills necessary to integrate, where fees are expected to be paid, ODILS has kept them 80% below market value, and the charity supports the 50% of fees expected from Asylum Seekers. We also support unfunded Asylum Seekers enrolled during the year, through a joint initiative with the Red Cross and members of the Refugee and Asylum Network language sub group.

Achievements and performance

I would like to start this report with a BIG, BIG thank you to all our - FUNDERS and In Kind supporters: Plymouth City Council, V Learning Net, Lloyds Foundation, Creative English, University of St Mark and St John (MARJONS), Open Hearts Open Borders, Plymouth Insolvency Department and the many churches including Emmanuel Church, St Marks and Redeemer Church.

STAFF and VOLUNTEERS: We have had 30 regular Volunteers from the local community and the student body, along with people from Insolvency Department and MARJONS, Saif at Integr8, PATH, REC, START and our wonderful TRUSTEES

At the beginning of the year (January 2017) I was given a word via a passage of scripture in the Book of Jeremiah 17 verse 7 & 8.

'Blessed is the man who trusts in the Lord, whose trust is the Lord. He is like a tree planted by water, that sends out its roots by the stream, and does not fear when the drought comes, for its leaves remain green and is not anxious in the year of drought, for it does not cease to bear fruit'.

We have gone through the year with confusion and insecurity that has been created because of the SFA tender process. I frequently reflected on that word and I want to praise God that He once again has sustained me and ODILS during this time. I personally want to thank you all for your patience and faith that all will be well and support you have given us.

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

There have been times this year when it has felt like there has been a drought with the various political interruptions but despite all that has been going on externally, we have been able to support the following people:

- We have seen people from 56 different nations.
- We have enrolled a total of 440 learners attending SFA classes.
 1. 57% came with no prior qualifications including an increasing number who are illiterate in their own language.
 2. 51% were women
 3. 84% were economically not active which includes those unemployed, asylum seekers who are not allowed to work and women with children under the age 7.
 4. 52% were from the highest areas of deprivation according to postcodes.
 5. 94% achieved their academic goals and went onto further studies. One of the highest in England.
- We have served a total of 40 women and 40 children through the Afghani and Syrian VPR Schemes.
- We have welcomed and funded 27 people through the RED CROSS Welcome Project for Asylum Seekers
- We have enabled another 9 people to access ESOL by directly funding them through the charity
- We have helped at least 35 people through the Job Club. Some have gone into work, many volunteering in organisations in the City.
- We now have 17 regular volunteers, some of whom are from our Student body. We actually had 30 volunteers across last year as a whole, along with 7 people from Insolvency Service and 5 Marjon's work experience placements
- We taught 8 nurses based at Derriford Hospital and trained 13 teachers of English to speakers of other languages.

Without God's continued blessing and all of you, this wouldn't have been possible!

Sustainable Future

Public Contracts

We still hold two sub contracts through V Learning Net and Plymouth City Council. Both of these contracts are stable in so much as we provide a specialist service and we are achieving outstanding results. However, we are still not in a position to project further than one year ahead because of the constantly changing goal posts that the government sets within Adult Education. The numbers of students funded through the Skills Funding Agency (SFA) contracts has increased despite the reduction in SFA contract value. We are still continuing to re timetable course lengths and hours to reach as many people as possible.

We carried out an organisation restructure in 2015 which enabled us to reduce the costs related to the SFA to a break even. This meant that we were able to redeploy a member of staff to work on the newly created Refugee Integration Service, a Plymouth City Council contract which was commissioned for an initial 2 years from June 2017. A consortium of 4 VCS organisations, (Plymouth Access to Housing PATH, Students and Refugees Together (START), Plymouth and District Race Equality Council PDREC and ODILS were successful in winning the bid. This will generate an extra £232,000 for ESOL over the next two years.

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

Other Funding Opportunities

Full Cost Recovery Courses

ODILS has also been able to increase the number of full cost recovery courses and is now working to develop partnerships with local Higher Education institutions to deliver specialist English Language Courses. This increase in full cost recovery business has meant that our turnover has remained steady despite the government funding cuts. Two Higher Education Institutions have signed memorandum of understanding (MOU) with ODILS to provide English language support for their overseas students.

Grant funding from Lloyds Bank Foundation has enabled us to re design our web page and on-line learning platform as well as strengthen our HR processes and develop further our volunteer programme which now includes volunteers from University of St Mark and St John, University of Plymouth and potentially Plymouth College of Art.

Over the last 14 years we have worked closely with several charities who are delivering teacher training to different communities. International Training Network finally merged with ODILS on July 31st 2016. This means that ODILS now has the basis for more on line learning courses as well as face to face delivery predominantly to churches who are supporting Asylum Seekers and Refugees. Over the next 18 months the plan is to further develop the courses which are currently attracting learners worldwide.

Social Support and Integration

Asylum Seekers in the UK for less than 6 months

ODILS has been able to continue to support Asylum Seekers who are not eligible for funding by working with the British Red Cross Welcome Project offering language classes and ICT. ODILS has also networked with smaller faith based projects e.g. Time Together run by Plymouth Churches and Devon and Cornwall Refugee Support Council. ODILS has been able to refer learners on to a lunch time club and find ways to help these people use their time meaningfully.

Subsidised fees

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. The total number of clients who have been unfunded through any other means, but have been able to access ODILS provision was 36, a slight drop from the previous year.

Helping Hands Toddler Group and Impact Youth Group

Helping Hands Toddler Group and Impact Youth Group run by Redeemer 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. Redeemer 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 a Christian youth camp in July. The numbers of students accessing both services has grown by 13%.

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

Other organisations who we have worked with during the year offering support in various ways:

All Stars – a Disability Drama Group, Inegrat8 – a Refugee Led empowerment organisation, POP + - VCS Plymouth VCS Infrastructure Organisation, TSNLA, Hope Football – another Refugee led organisation and TR2 – Plymouth Theatre Royal.

Conclusion

ODILS will continue to serve those most vulnerable in the community, looking for innovative ways to fund those that need it most, whilst re shaping our organisation to reflect the changes in the economic landscape. Building more full cost recovery courses, developing programmes that will enable and empower people to live in, participate in and contribute to the community.

Nonetheless, 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, hardworking and visionary staff and praise God for another year that we have been able to support nearly 400 people plus their families.

We celebrated our 15th year with a wonderful party, a cake and a trip for down memory lane. Over the last 15 years we have helped over 3,000 people make their lives in Plymouth and the UK.

It takes everyone working together to make ODILS the charity it is.

Thank you to everyone involved in this amazing work, for superb teaching, for laughter and fun, for loving the people that come into ODILS. Showing them that they are welcomed, respected, are seen as real people. Encouraging them to work towards their hopes and dreams and aspirations. All of the above and many other unseen acts of love and support have shown that we are still bearing fruit!

Financial Review

ODILS received a total of £475,608 (2016: £431,235) in incoming resources and investment income of £72 (2016: £212). The trustees are pleased to report a surplus this year of £24,573 compared to a surplus of £11,888 last year.

The Trustees have established policies whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by ODILS are held for certain purposes. Thus these Designated Funds stand at £140,000 (2016: £120,000) and Unrestricted General funds at £23,339 (2016: £12,332).

Restricted funds stand at £15,971 (2016: £22,405).

Restricted Funds

Trust and Foundations:

Lloyds Bank Foundation for England and Wales #smallbutvital - £15,000.

Funding was given to make the necessary internal organisational changes to enable ODILS to continue to build its delivery and to help sustainability. The money so far has enabled us to develop our volunteer programme, improve HR processes and carry out an internal restructure, capacity build management with training and to review job roles and responsibilities. Create a new website and moodle to help further the full cost recovery for online learning provision and release the CEO to continue to develop new avenues of funding and collaborative opportunities.

Open Doors International Language School

The report of the trustees for the year ended 31 July 2017

Creative Education Funding

Creative Education funding was a fund given through the Education and Training Foundation to develop new resources and innovative ways to support Level 1 and 2 students who were struggling with literacy.

ODILS led a project to develop a literacy App for level 1 and 2 students who were more likely to pick up their phone than a book. We trialled the app with ODILS English as a second language students and native English students from two mainstream colleges.

The result of this development will be taken further by the Education and Training Foundation contributing to the research being carried on the pedagogical discourse of digital learning.

Policies on reserves

The trustees have set a target level for the designated contingency fund as the equivalent of 3 months' operational expenditure, approximately £90,000, which is considered adequate to enable ODILS to continue its current activities in the event of a significant drop in funding. In light of the current funding instability, the Trustees have also set aside £50,000 (2016: £20,000) of surplus to be held for HR and redundancy. The current designated reserve is slightly less than the target level and will be regularly monitored.

Statement of Directors' and Trustees' Responsibilities

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

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

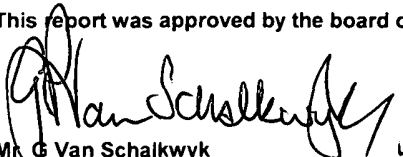
The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 21 March 2018.



Mr. G. Van Schalkwyk
Director and Trustee

Open Doors International Language School
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiner to the trustees
on the accounts of the Charity for the year ended 31 July 2017

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 July 2017 which are set out on pages 10 to 25.

Respective responsibilities of trustees and examiner

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Wills Accountants Ltd

Mr P W Soutter FCCA
for and on behalf of
Wills Accountants Ltd
Chartered Certified Accountants
2 Endeavour House
Parkway Court
Longbridge Road
Plymouth
PL6 8LR

The date upon which my opinion is expressed is :-
21 March 2018

Open Doors International Language School
Statement of Financial Activities
for the year ended 31 July 2017

		Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	Notes	2017 £	2017 £	2017 £	2016 £
Income and endowments from:					
Donations and legacies		960	-	960	35,970
Other trading activities		12,640	-	12,640	11,710
Investment Income	3	72	-	72	212
Charitable activities		450,870	11,138	462,008	383,555
Total income and endowments		464,542	11,138	475,680	431,447
Expenditure on					
Costs of charitable activities		432,059	17,572	449,631	418,419
Other costs		1,476	-	1,476	1,140
Total expenditure		433,535	17,572	451,107	419,559
Net Income before transfers between funds		31,007	(6,434)	24,573	11,888
Net income before Other recognised gains and losses		31,007	(6,434)	24,573	11,888
Other recognised gains and losses					
Net movement in funds		31,007	(6,434)	24,573	11,888
Reconciliation of funds					
Total funds brought forward	12	132,332	22,405	154,737	142,849
Total Funds carried forward	12	163,339	15,971	179,310	154,737

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice (The SORP) and is reconciled to the total funds as shown in the Balance Sheet on page 13 as required by the SORP.

All activities derive from continuing operations

The notes on pages 15 to 20 form an integral part of these accounts.

Open Doors International Language School
Statement of Financial Activities
for the year ended 31 July 2017

Income and Expenditure Account as required by the Companies Act
for the year ended 31 July 2017

	Notes	2017 £	2016 £
Turnover		475,608	431,235
Direct costs of turnover		449,631	418,419
Gross surplus		<u>25,977</u>	<u>12,816</u>
Governance costs		1,476	1,140
Operating surplus		<u>24,501</u>	<u>11,676</u>
Interest receivable	3	72	212
Surplus on ordinary activities before tax		<u>24,573</u>	<u>11,888</u>
Surplus for the financial year		<u>24,573</u>	<u>11,888</u>
Gift Aid Payments		-	-
Retained surplus for the financial year		<u>24,573</u>	<u>11,888</u>

All activities derive from continuing operations

The notes on pages 15 to 20 form an integral part of these accounts.

Open Doors International Language School
Statement of Financial Activities
for the year ended 31 July 2017

Statement of Total Recognised Gains and Losses
for the year ended 31 July 2017

	2017	2016
Excess of Expenditure over income before realisation of assets	24,573	11,888
Profit per Profit and Loss account	24,573	11,888
Grants for the acquisition of fixed assets	-	-
Net Movement in funds before taxation	24,573	11,888

Movements in revenue and capital funds
for the year ended 31 July 2017

Revenue accumulated funds	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Last year Total Funds 2016 £
Accumulated funds brought forward	12,332	22,405	34,737	22,849
Recognised gains and losses before transfers	31,007	(6,434)	24,573	11,888
	43,339	15,971	59,310	34,737
Transfers (to)/from designated funds	(20,000)	-	(20,000)	-
Closing revenue accumulated funds	23,339	15,971	39,310	34,737

Designated revenue funds	Total Funds 2017 £	Last year Total Funds 2016 £
At 1 August	120,000	120,000
Transfer (to)/from revenue accumulated funds	20,000	-
Transfers (to)/from revaluation reserve	-	-
Transfer (to)/from designated fixed asset funds	-	-
At 31 July	140,000	120,000

The purposes for which the designated funds have been established are described in the notes to the accounts

Summary of funds	Designated Funds 2017	Unrestricted Funds 2017	Restricted Funds 2017	Total Funds 2017	Last Year Total Funds 2016
Revenue accumulated funds	-	23,339	15,971	39,310	34,737
Revenue designated funds	140,000	-	-	140,000	120,000
Total funds	140,000	23,339	15,971	179,310	154,737

The notes on pages 15 to 20 form an integral part of these accounts.

Open Doors International Language School
Company Number 04301430
Balance Sheet
as at 31 July 2017

		2017 £	2017 £	2016 £	2016 £
Fixed assets					
Intangible assets			-		-
Tangible assets	8		16,519		19,236
Total fixed assets			16,519		19,236
Current assets					
Debtors	9	109,546		76,374	
Cash at bank and in hand		74,602		77,654	
Total current assets		184,148		154,028	
Creditors:-					
amounts due within one year	10	(21,357)		(18,527)	
Net current assets			162,791		135,501
Total assets less current liabilities			179,310		154,737
Creditors:-					
amounts due after more than one year			-		-
Provisions for liabilities and charges			-		-
Net assets excluding pension asset / liability			179,310		154,737
Net assets including pension asset / liability			179,310		154,737
The funds of the charity :					
Unrestricted income funds					
Unrestricted revenue accumulated funds	12	23,339		12,332	
Designated revenue funds	12	140,000		120,000	
Unrestricted capital funds					
Designated fixed asset funds		-		-	
Total unrestricted funds			163,339		132,332
Restricted revenue funds					
Restricted revenue accumulated funds	12	15,971		22,405	
Restricted fixed asset funds					
Total restricted funds			15,971		22,405
Total charity funds			179,310		154,737

The directors are satisfied that for the year ended on 31 July 2017 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

Open Doors International Language School

Company Number

04301430

Balance Sheet

as at 31 July 2017

- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.



Mr G Van Schaikwyk

Trustee

Approved by the board of trustees on 21 March 2018

The notes on pages 15 to 20 form an integral part of these accounts.

Open Doors International Language School
Notes to the Accounts
for the year ended 31 July 2017

1 Accounting policies

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

Basis of preparation of the accounts

Open Doors International Language School is a company limited by guarantee in England / Wales . In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102 Section 1A) in the current year. The transition to SORP (FRS 102) has not affected the reported financial position and performance.

Incoming Resources

Incoming resources are accounted for on a receivable basis deferred as described below where appropriate.

Except as described under the 'Deferred Income' accounting policy all grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Investment Income

Income from investments is included in the year in which it is receivable.

Deferred income

In accordance with the SORP grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

Open Doors International Language School
Notes to the Accounts
for the year ended 31 July 2017

Resources Expended

Expenditure is recognised on an accruals 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 two buildings.
- 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.
- 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.

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
ICT equipment	– 3 years straight line
Office Equipment	– 4 years straight line

Taxation

As a registered charity, the company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

- 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.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Open Doors International Language School
Notes to the Accounts
for the year ended 31 July 2017

2 Surplus for the financial year	2017	2016		
	£	£		
This is stated after crediting :-				
Depreciation of owned fixed assets	7,161	4,920		
Pension costs	2,065	1,200		
Independent Examiner's Fees	1,176	1,140		
3 Investment Income	2017	2016		
	£	£		
Bank deposit interest received	72	212		
	<u>72</u>	<u>212</u>		
4 Deferred Incoming Resources & Reserves - Designated funds				
	Opening	Released	Received	Deferred
	Deferrals	from prior	less released	at year end
		years	in year	
	£	£	£	£
Fees paid in advance	4,731	4,731	3,300	3,300
Total	<u>4,731</u>	<u>4,731</u>	<u>3,300</u>	<u>3,300</u>
			2017	2016
			£	£
These deferrals are included in creditors			<u>3,300</u>	<u>4,731</u>
5 Deferred Incoming Resources & Reserves- Restricted funds				
	Opening	Released	Received	Deferred
	Deferrals	from prior	less released	at year end
		years	in year	
	£	£	£	£
Lloyds Foundation	-	-	-	-
Trusts and Foundations	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
			2017	2016
			£	£
These deferrals are included in creditors			<u>-</u>	<u>-</u>
6 Staff Costs and Emoluments	2017	2016		
	£	£		
Gross Salaries	278,725	261,528		
Employer's National Insurance	14,461	14,189		
Pension Contributions	2,065	1,200		
	<u>295,251</u>	<u>276,917</u>		

Open Doors International Language School
Notes to the Accounts
for the year ended 31 July 2017

Numbers of full time employees or full time equivalents	2017	2016
ESOL Teaching	19.0	15.0
Teacher Training	1.5	1.5
Administration & support staff	3.5	2.5
Management	3.0	2.0
	<u>27</u>	<u>21</u>

There were no employees with emoluments in excess of £60,000 per annum

7 Remuneration of trustees and persons connected with trustees

	2017 £	2016 £
<i>Remuneration payable to trustees or connected persons</i>		
Mrs C Roberts	37,595	34,415
Total remuneration	<u>37,595</u>	<u>34,415</u>
<i>Employer's National Insurance contributions on above remuneration</i>		
	<u>2,363</u>	<u>3,630</u>

Trustees' expenses reimbursed in the year £300 (2016: £952).

8 Tangible functional fixed assets

	ICT Equipment £	Leasehold Improvement £	Office Equipment £	Total £
Asset cost, valuation or revalued amount				
At 1 August 2016	30,703	69,171	51,721	151,595
Additions	-	-	4,444	4,444
Disposals	-	-	-	-
Surplus on revaluation	-	-	-	-
At 31 July 2017	<u>30,703</u>	<u>69,171</u>	<u>56,165</u>	<u>156,039</u>
Accumulated depreciation and impairment provisions				
At 1 August 2016	30,703	69,171	32,485	132,359
Eliminated on disposals	-	-	-	-
Depreciation on revaluation	-	-	-	-
Charge for the year	-	-	7,161	7,161
At 31 July 2017	<u>30,703</u>	<u>69,171</u>	<u>39,646</u>	<u>139,520</u>
Net book value				
At 31 July 2017	<u>-</u>	<u>-</u>	<u>16,519</u>	<u>16,519</u>
At 31 July 2016	<u>-</u>	<u>-</u>	<u>19,236</u>	<u>19,236</u>

9 Debtors	2017 £	2016 £
Trade debtors	24,612	6,191
Prepaid expenses	5,335	5,252
Accrued income	79,599	64,931
	<u>109,546</u>	<u>76,374</u>

Open Doors International Language School
Notes to the Accounts
for the year ended 31 July 2017

10 Creditors: amounts falling due within one year	2017	2016
	£	£
Trade creditors	6,099	6,173
Accrued expenses	7,160	1,140
PAYE and NI	4,798	6,483
Deferred income and grants in advance (see note 4)	3,300	4,731
	<u>21,357</u>	<u>18,527</u>

11 Analysis of the Net Movement in Funds	2017	2016
	£	£
Net movement in funds from Statement of Financial Activities	24,573	11,888
Net resources applied on functional fixed assets	(4,444)	(21,918)
Net movement in funds available for future activities	<u>20,129</u>	<u>(10,030)</u>

12 Particulars of Individual Funds and analysis of assets and liabilities representing funds

At 31 July 2017	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	16,519	-	-	16,519
Current Assets	28,177	140,000	15,971	184,148
Current Liabilities	(21,357)	-	-	(21,357)
	<u>23,339</u>	<u>140,000</u>	<u>15,971</u>	<u>179,310</u>

At 1 August 2016	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	19,236	-	-	19,236
Current Assets	11,623	120,000	22,405	154,028
Current Liabilities	(18,527)	-	-	(18,527)
	<u>12,332</u>	<u>120,000</u>	<u>22,405</u>	<u>154,737</u>

The individual funds included above are :-

	Funds at 2016	Movements in Funds as below	Transfers Between funds	Funds at 2017
	£	£	£	£
General Unrestricted	12,332	31,007	(20,000)	23,339
Designated Reserves	120,000	-	20,000	140,000
Restricted funds	-	2,593	-	2,593
Trusts and Foundations	16,532	(3,164)	-	13,368
Lloyds Foundation	5,873	(5,863)	-	10
	<u>154,737</u>	<u>24,573</u>	<u>-</u>	<u>179,310</u>

Open Doors International Language School
Notes to the Accounts
for the year ended 31 July 2017

Analysis of movements in funds as shown in the table above

	Incoming Resources £	Outgoing Resources £	Gains & Losses £	Movement in funds £
General Unrestricted	464,541	(433,534)	-	31,007
Designated Reserves	-	-	-	-
Restricted funds	10,999	(8,406)	-	2,593
Trusts and Foundations	-	(3,164)	-	(3,164)
Lloyds Foundation	139	(6,002)	-	(5,863)
	<u>475,680</u>	<u>(451,107)</u>	<u>-</u>	<u>24,573</u>

Open Doors International Language School
Schedule to the Statement of Financial Activities
for the year ended 31 July 2017
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Prior Period Total Funds 2016 £
Incoming Resources				
Income from Donations and Legacies				
Donations	960	-	960	25,270
Donated goods	-	-	-	10,700
Total	960	-	960	35,970
Total Donations & Legacies Received	960	-	960	35,970
Rental Income	12,640	-	12,640	11,710
Total of Other Trading Activities	12,640	-	12,640	11,710
Investment Income				
Bank deposit interest received	72	-	72	212
Total Investment Income	72	-	72	212
Income from charitable activities				
V Learning - SFA contract	147,184		147,184	137,965
Student fees	15,973		15,973	36,904
On Course - SFA contract	147,520		147,520	131,496
Lloyds TSB Foundation fund			-	15,000
Full cost recovery CertTESOL	8,550		8,550	17,500
Full cost recovery DipTESOL	1,492		1,492	7,586
Full cost recovery Evenings	10,791		10,791	-
Full cost recovery IELTS	1,110		1,110	2,230
Full cost recovery Interpreters	150		150	4,362
Full cost recovery China Guangxi arts			-	2,000
Full cost recovery Other	1,098		1,098	-
Plymouth City Council - Syria	59,001		59,001	
Plymouth City Council - Ladies Afgani group	11,500		11,500	
PATH	16,347		16,347	
Strategic Co-operative Commission	12,116		12,116	
Devon County Council	5,000		5,000	
Other small grants received	1,699		1,699	
Trusts & Foundations		10,999	10,999	24,693
Miscellaneous income	11,339	139	11,478	3,819
Total Incoming resources from charitable activities	450,870	11,138	462,008	383,555
Total Income	464,542	11,138	475,680	431,447

Open Doors International Language School
Schedule to the Statement of Financial Activities
for the year ended 31 July 2017
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Period Total Funds
	2017	2017	2017	2016
	£	£	£	£
Charitable expenditure				
<i>Support costs of charitable activities</i>				
<i>Direct support costs</i>				
Gross wages and salaries - charitable activities	261,660	17,065	278,725	261,528
Employers' NI - Charitable activities	14,461	-	14,461	14,189
Pension contributions charitable employees	2,065	-	2,065	1,200
Travel and Subsistence - Charitable Activities	3,058	138	3,196	1,978
Marketing of services	-	-	-	-
	281,244	17,203	298,447	278,895
<i>Management and administration costs in support of charitable activities</i>				
<i>Indirect employee costs</i>				
Training and welfare	1,084	-	1,084	724
Entertaining	220	-	220	774
	1,304	-	1,304	1,498
<i>Premises Costs</i>				
Rent payable	23,200	-	23,200	23,200
Rates, water and service charges	3,687	-	3,687	3,746
Insurance	1,993	-	1,993	1,810
Room Hire	5,760	-	5,760	2,610
Light and heat	5,562	-	5,562	5,678
Cleaning	18,001	-	18,001	13,771
Premises repairs and renewals	4,077	-	4,077	5,232
Refreshments	1,659	-	1,659	1,107
Alarm maintainance	198	-	198	210
	64,137	-	64,137	57,364

Open Doors International Language School
Schedule to the Statement of Financial Activities
for the year ended 31 July 2017
Status of this schedule to the Statement of Financial Activities

This schedule is an intrinsic part of the accounts required to comply with the 2008 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008. However, it is not a part of the statutory accounts required under the provisions of the Companies Act 2006 in relation to incorporated charities.

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Prior Period Total Funds 2016 £
General administrative expenses:				
Telephone and fax	3,595	-	3,595	4,620
Postage	132	-	132	187
Stationery and printing	10,245	-	10,245	11,574
Subscriptions	1,884	-	1,884	962
Hire of equipment	1,279	-	1,279	20
Software	4,626	-	4,626	10,081
Bad debts	150	-	150	138
Health and safety costs	-	-	-	173
Anniversary celebrations	4,166	-	4,166	-
Advertising and PR	2,300	-	2,300	-
Bank charges	406	-	406	366
Sundry expenses	569	-	569	2,126
	29,352	-	29,352	30,247
Professional fees in support of charitable activities				
Professional fees	10,336	-	10,336	10,087
Bookkeeping fees	14,048	-	14,048	13,085
	24,384	-	24,384	23,172
Other support costs				
Depreciation of assets	7,161	-	7,161	4,920
External contractors	8,246	-	8,246	4,034
Direct teaching costs	16,231	369	16,600	17,145
Conference expenditure	-	-	-	1,144
	31,638	369	32,007	27,243
Total costs	432,059	17,572	449,631	418,419
Total Expended on Charitable Activities	432,059	17,572	449,631	418,419
Other costs				
Trustees' expenses	300	-	300	-
Independent Examiner's Fees	1,176	-	1,176	1,140
Total Other costs	1,476	-	1,476	1,140

Open Doors International Language School

Appendices to the Statement of Financial Activities for the year ended 31 July 2017

The following appendices are attached to detail the activity analysis required by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, revised June 2008.

- 1. Analysis of Total Incoming & Outgoing Resources by Activity**
- 2. Analysis of Total Support Costs by Activity**
- 3. Analysis of charitable expenditure by activity**

Open Doors International Language School

Appendix 1

Analysis of Total Incoming & Outgoing Resources by Activity for the year ended 31 July 2017

	Admin & Support £	Full Cost Recovery £	SFA On Course £	SFA V Learning £	Trusts & Foundations £	Refugee Integration £	2017 Total £	2016 Total £
<i>Income and endowments from:</i>								
Donations and legacies	960	-	-	-	-	-	960	35,970
Other trading activities	12,640	-	-	-	-	-	12,640	11,710
Investment Income	72	-	-	-	-	-	72	212
Charitable activities	40,238	18,329	153,083	157,894	-	92,464	462,008	383,555
Total Income	53,910	18,329	153,083	157,894	-	92,464	475,680	431,447
<i>Expenditure on:</i>								
Charitable activities	74,157	35,218	121,018	155,498	9,166	54,574	449,631	418,419
Other	37	184	520	735	-	-	1,476	1,140
Total resources expended	74,194	35,402	121,538	156,233	9,166	54,574	451,107	419,559
Net Incoming Resources by activity	(20,284)	(17,073)	31,545	1,661	(9,166)	37,890	24,573	11,888

Open Doors International Language School

Appendix 2

Analysis of Total Support Costs by Activity for the year ended 31 July 2017

	Admin & Support £	Full Cost Recovery £	SFA On Course £	SFA V Learning £	Trusts & Foundations £	Refugee Integration £	2017 Total £	2016 Total £
Nature of support costs								
Staff costs	52,590	17,766	76,894	94,443	9,013	45,402	296,108	276,917
Direct teaching costs	5,214	3,687	5,535	7,205	131	8,834	30,606	20,404
Travel & subsistence	1,508	637	320	468	22	176	3,131	1,978
Conference & entertaining	-	-	-	-	-	-	-	-
Training	207	106	299	399	-	75	1,086	724
Equipment costs	1,552	52	267	230	-	-	2,101	10,841
Professional fees	964	2,891	9,523	12,892	-	-	26,270	24,134
Bad debts	-	150	-	-	-	-	150	138
Marketing	1,111	152	430	608	-	-	2,301	1,501
Premises costs	2,191	6,570	18,582	26,287	-	-	53,630	55,666
Office costs	1,642	3,158	9,027	12,767	-	87	26,681	21,196
Depreciation	7,161	-	-	-	-	-	7,161	4,920
Bank charges	17	49	141	199	-	-	406	-
Total support costs analysed by activity	74,157	35,218	121,018	155,498	9,166	54,574	449,631	418,419

	2017 £	2016 £
The above amounts are shown in the accounts as		
Support costs for charitable activities	449,631	418,419
	449,631	418,419

The basis of allocation of costs and the methods used are described in note 1 to the accounts

Open Doors International Language School

Appendix 3

Analysis of charitable expenditure by activity for the year ended 31 July 2017

	Admin & Support £	Full Cost Recovery £	SFA On Course £	SFA V Learning £	Trusts & Foundations £	Refugee Integration £	2017 Total £	2016 Total £
Nature of charitable expenditure								
Activities undertaken directly	63,146	25,441	93,268	116,245	9,166	54,487	361,753	351,837
Support costs of charitable activities	11,011	9,777	27,750	39,253	-	87	87,878	66,582
Total charitable expenditure analysed by activity	74,157	35,218	121,018	155,498	9,166	54,574	449,631	418,419

An explanation of the main features of charitable expenditure is given in note 1 to the accounts