

OPEN DOOR ADULT LEARNING CENTRE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST JULY 2016

The trustees present their report and financial statements for the year ended 31st July 2015.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 12th April 2008 and registered as a charity on 11th May 2008. 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 £1 each.

Recruitment and Appointment of Management Board

Anyone over the age of 18 can become a member of ODALC and there are currently 12 board members.

Trustee Induction and Training

New board members undergo an orientation to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles, the board and decision making processes, the business plan and recent financial performance of the charity. During the induction process they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role. During 2014/15 four new trustees were elected to the Management Board.

Risk Management

The trustees have a risk management strategy which comprises:

- An annual review of the risks that the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan; and
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This work has identified only a few minor new risks but has resulted in better emergency procedures and contingency plans and has given the impetus for better planning. Particular attention has focussed on non-financial risks arising from fire, health and safety of clients attending the Centre. A key element in the management of financial risk is the setting of a reserves policy and its regular review by trustees.

Organisational Structure

The board, which can have up to 12 members, administers the charity. The board meets on average four to six times per year (unless adverse weather conditions preclude this) and there is a sub-committee covering finance which convenes more regularly. A Centre coordinator is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations the Centre coordinator, Terry McHale, has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and artistic performance related activity.

OBJECTIVES AND ACTIVITIES

The objects of the charity are:

To promote and provide education and vocational training to the inhabitants residing in the South East

of Sheffield and neighbouring districts within the Yorkshire region, and surrounding areas (“the area of benefit”).

To advance education and to provide facilities in the interests of social welfare for recreation and other leisure-time occupations with the object of improving the conditions of life for the said inhabitants.

The charity has the general aim of contributing to the quality of life of the people of Birley (political ward) and wider area by expanding their horizons through the provision of exciting, challenging and accessible professional learning, and community events. The main objectives for the year continue to be the promotion and fostering of learning and the appreciation of the provision of facilities for the education of the public in the fields of art, craft, IT and Skills for Life.

3.

OPEN DOOR ADULT LEARNING CENTRE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST JULY 2016 - continued

OBJECTIVES AND ACTIVITIES - continued

The strategies employed to achieve the charity's objectives are to:

- Offer opportunities for a broad range of people to get involved in arts activity exploring their own creative powers;
- Provide facilities for everyone attending taught sessions to develop. Subsidised rates are available for client on low income, and clients in receipt of means-tested benefits are awarded full free remission;
- Celebrate the diversity of cultures in our society by programming presentations by, and with, an annual presentation on-site to celebrate our client's achievements.

How our activities deliver public benefit

The trustees of Open Door Adult Learning Centre take their responsibilities seriously and are confident that the activities of the organisation meet the public benefit guidance of the Charity Commission.

Open Door Adult Learning Centre activities this year continued to meet the aim of promoting the care, welfare, education and advancement of our members. Our main activities are the provision of weekly social/leisure and educational activities and occasional social/educational meetings.

Volunteer support is always available for those who request it. Our activities are an effective way of supporting people who have either a physical or sensory disability who are often marginalised by society and many spend much of their time isolated due to lack of accessible transport and social opportunities.

The beneficiaries are adults who live in the South East of Sheffield area, primarily, but do include clients from across the Yorkshire area and neighbouring counties, and include those people with either a physical or sensory disability. Our facilities are fully accessible and we work hard to ensure that the most marginalised members of the community can attend. Our driving ethos is that everybody is welcome at Open Door Adult Learning Centre.

ACHIEVEMENTS AND PERFORMANCE

We held a series of annual celebration events, during December, to recognise the qualifications and achievements of its clients, and will continue this theme again, this year. These events are held during the day, and in the evening, at its site in Open Door Adult Learning Centre, to accommodate the clients that have daytime commitments. The reduction in the number of enrolments during 2015/16 reflects our re-structuring of our timetable such that we do not open the business on Friday, for

training delivery. Overall we can demonstrate yet another successful year for our registered charity, and despite major financial challenges we continue to operate a professional training delivery service. We continue to deliver the Matrix standard, recognition of our drive towards providing a professional initial advice and guidance service.

FINANCIAL REVIEW

Principal Funding Sources

The uncertainty of the contracting position with our primary funder the SFA (Skills Funding Agency), still exists, and this requires everyone to continually monitor our performance, to constantly monitor the performance of our sub-contractors, and to recognise that our current contract for services is perilously close to a minimum threshold. Notwithstanding this, our contract value for 2016/17 has been remained the same as the previous year, despite modestly over-achieving in the previous academic year. Should we, or our sub-contractors, under perform our contract for services, then we may possibly lose our contract with the SFA.

4.

OPEN DOOR ADULT LEARNING CENTRE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST JULY 2016 – continued

Investment Policy

The charitable company does not have much in reserves. The management committee has decided to invest the small amounts which it has available in bank deposit accounts earning interest at the most appropriate rate as these funds may be called upon to be spent in the short term. If and when funds increase to a more significant level then an investment policy for that increase will be considered at the appropriate time.

Reserves Policy

It is the policy of Open Door Adult Learning Centre to hold in reserves the equivalent of three months general running costs to include salary costs. It is also our policy to hold an amount for likely building works at the next annual inspection. This policy will be reviewed every twelve months.

PLANS FOR FUTURE PERIODS

The major financial concern for the charitable company is to be able to increase its current contract value, from its primary stakeholder, the Skills Funding Agency. We intend to continue to strengthen our links with the community, our patrons and customers by contributing to strong developing partnership projects, in the south east of the city. We will be looking to our MIS to assist us in developing more effective outcome based performance. Further development work will be carried out, aiming to consider new areas of business delivery, and targeting new clients groups, to improve the business aspect.

RESPONSIBILITIES OF THE MANAGEMENT BOARD

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the charitable company's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and;

- (a) Select suitable accounting policies and apply them consistently.
- (b) Make judgements and estimates that are reasonable and prudent.

- (c) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping 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.