

The East of England Faiths Agency C.I.C.

ANNUAL REPORT AND ACCOUNTS FOR 2013 – 2014



Community Interest Company Registration Number 6046834 - Registered in England and Wales
Registered Office and Postal Address The Inter-Faith Centre, The West Building,
University Campus Suffolk, Waterfront Building, Neptune Quay, Ipswich IP4 1QJ
Phone 01379 678615 Web site www.eefa.net Email office@eefa.net

The East of England Faiths Agency C. I. C.

ANNUAL REPORT FOR 2013 – 2014

REPORT OF THE BOARD OF DIRECTORS FOR 2013 - 2014

The Board of The East of England Faiths Agency C. I. C. (EEFA) is pleased to present its Report and Financial Statement for the year ending 31st March 2014

Reference and Administrative Details of the Community Interest Company, its Directors and Advisers

The Company is an Incorporated Private Limited Company (Company No 6046834) registered on 10th January 2007. The registered address of the Company is The Inter-Faith Centre, The West Building, University Campus Suffolk, Waterfront Building, Neptune Quay, Ipswich, IP4 1QJ.

The Company has office accommodation which is provided by University Campus Suffolk and which it shares with Suffolk Inter-Faith Resource. It is furnished with fittings provided by the Suffolk New College and / or donated by other supportive groups.

The Honorary Officers of the Board for 2013 - 2014 are

Prudence Jones	Chairman
William David Capey	Company Secretary and Treasurer
Cynthia Margaret Capey	Managing Director

Members of the Board for 2013 - 2014

Judith Anne Bruni	(Appointed 6 th November 2007)
Cynthia Margaret Capey	(Appointed 10 th January 2007)
Dr William David Capey	(Appointed 10 th January 2007)
Prudence Heather Jones	(Appointed 6 th November 2007)
Jaswinder Singh Nagra	(Appointed 6 th November 2007)
Shelagh Georgina Phillips	(Appointed 6 th November 2007 Resigned 19 th December 2013)
Dr John Anthony Ronal Greaves Rudge	(Appointed 7 th December 2007)
Martin Spettigue	(Appointed 18 th October 2010)
Bhartiben Tailor	(Appointed 6 th November 2007)
Richard Togher	(Appointed 18 th October 2010)

The Company's Bankers are

The National Westminster Bank plc Ipswich Tavern Street Branch

The Independent Examiner is

Mr Clive Mees, Retired Lecturer (formerly in Business Studies, Suffolk New College, Ipswich)

Structure, Governance and Management

The company is constituted as a limited company and is governed by its memorandum and articles of association.

The Board of EEFA

The Board of The East of England Faiths Agency C. I. C. comprises up to 10 members. The Officers of the Board are appointed by the Board. The Board maintains electronic communication throughout the year.

EEFA Staff

EEFA has two full time (voluntary) staff and a team of occasional tutors. Its regular staff are

Hon Executive Officer (Voluntary)	David Capey
Hon Education and Training Officer (Voluntary)	Cynthia Capey

EEFA's staff have been involved in supporting the North East Essex Faiths Forum and have facilitated meetings of the Pan-Essex Faiths Forum. Through involvement with the National Council for Faiths and Beliefs in Further Education, EEFA has continued to support the developing multi-faith chaplaincies in FE colleges.)

Board Responsibilities in Respect of the Financial Statements

Company law requires the Board Members of EEFA to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the year-end and of the net incoming/outgoing resources of the company for the year then ending. In preparing these financial statements, the Board Members are required to

- ☐ Select suitable accounting policies
- ☐ Make judgements and estimates that are reasonable and prudent
- ☐ State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- ☐ Prepare financial statements on a going concern basis unless it is inappropriate to assume that the company will continue on that basis

The Board Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 1985. 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.

External Examiner

In accordance with the requirements of the Companies Act 1985 a resolution proposing that Clive Mees be reappointed as external examiner of the Company will be put to the Annual General Meeting.

Objectives, Activities and Achievements

The Company's object is to carry on activities which benefit the community and in particular (without limitation) to advance public knowledge and understanding of the teachings, beliefs, traditions and practices of the different religions and philosophies (including their distinctive features and common ground) of communities in Britain and in particular communities in the East of England Region.

Powers

The Company has the power to do anything which is incidental or conducive to the furtherance of its object.

Limited Liability

The liability of the Members is limited.

Guarantee

Every Member of the Company undertakes to contribute a sum not exceeding £1 to the assets of the Company if it is wound up during his, her or its membership or within one year afterwards:

- a) for payment of the debts and liabilities of the Company contracted before he, she or it ceased to be a Member,
- b) for the costs, charges and expenses of winding up, and
- c) for the adjustment of the rights of the contributories among themselves.

In furtherance of these objectives, the following activities have taken place during the year -

EEFA has a responsive strategy and in the last year it has provided teaching and training service to schools in Suffolk, Norfolk, Cambridge and Essex as well as providing Diversity Training for statutory bodies and HE institutions

Through involvement with the National Council for Faiths and Beliefs in Further Education, EEFA has supported the developing multi-faith chaplaincies in FE colleges

Financial Review

Since April 1st 2011, EEFA has been responsible for the teaching / training activities previously provided by Suffolk Inter-Faith Resource. EEFA's financial record for the year 2013-2014 was unspectacular but stable. Its income was almost exclusively drawn from its provision of teaching and training activities which are always self financing and which produce a small excess of income to cover administrative costs.

EEFA has been registered as a Centre to deliver Open College Network Courses but has not run one course in the year

EEFA's General Account which is used for company running costs and Directors' expenses started the year with a balance of £5877. Net income in the year from teaching and training exceeded expenditure on running cost and after transfers had been made to remove deficits in the restricted funds for staff salaries and the SCC SLA events, the end of year balance in the unrestricted fund was £6901

Over all, the year started with a balance of £6041 and finished the year with a balance of £7065

As last year, income generated in the year has been somewhat disappointing but overall, the account remains small but stable

The Future

Due to the financial plight of the country, the prospects of generating significant money from teaching / training remains bleak but as previously reported, EEFA's overheads are minimal and it is able to ride out the effect of the recession as long as this does not continue for too long. It still hopes to attract more teaching and training work. Its success in attracting further funding to support its research programme is doubtful and this remains on hold for the present time. The Regional groups it previously worked with such as the Regional Voluntary Infrastructure Consortium and the Regional Equalities Group for the voluntary sector have ceased operation. It is contributing to the deliberations of the Regional Health and Faith Group. It strives to support the North East Essex Faiths Forum and has facilitated meetings of the Pan-Essex Faiths Forum. Through involvement with the National Council for Faiths and Beliefs in Further Education, EEFA has continued to support the developing multi-faith chaplaincies in FE colleges in the Region.



Dr W David Capey (Hon Company Secretary)

11th December 2014

INDEPENDENT EXAMINER'S REPORT

To the Directors of The East of England Faiths Agency C.I.C.

I report on the accounts of the company for the year ended 31 March 2014, which are set out on the following pages

Respective responsibilities of trustees and examiner

Basis of independent examiner's report

An examination includes a review of the accounting records kept by the company 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 directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records; and
 - to prepare accounts which accord with the accounting records

have not been met, or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name



30 08 14

Clive Mees

Relevant professional qualification or body DMS Cert Ed

Address

Plumstead, Westhorpe, Stowmarket, Suffolk, IP14 4SU

Date

**The East of England Faiths Agency C.I.C.
Statement of Financial Activities (including Income and Expenditure Account)
For the period from 1st April 2013 to 31st March 2014**

INCOMING RESOURCES	Note	Unrestricted Funds	Restricted Fund (SIFRE Staff Salaries and Expenses)	Restricted Fund (NEEFF)	Total Funds 2013/2014	Total Funds 2012/2013
		£ p	£ p		£ p	£ p
Donations, grants and similar income		3,958 71	6,177 60		10,136 31	16,071 72
Income generated by Teaching and Training Related Activities		11,010 33			11,010 33	10,802 52
NOCN Courses		0 00			0 00	1,000 00
Sale of SIFRE Resources					0 00	1,913 55
Suffolk County Council SIFRE/SLA Income		0 00			0 00	500 00
Waveney District Council SLA Income		0 00			0 00	1,300 00
NEEFF Funds		0 00		0 00	0 00	0 00
Sundry Income		150 00			150 00	243 80
Bank Interest		1 13			1 13	1 42
TOTAL INCOMING RESOURCES		15 120 17	6,177 60	0 00	21,297 77	31,833 00
RESOURCES EXPENDED						
Centre and Office Related Expenditure		2,574 64			2,574 64	2,091 90
Other Expenditure		877 53			877 53	2,188 54
Teaching Related Fees and Expenses		7,153 35			7,153 35	6,056 23
Fees transferred to SIFRE		1,229 74			1,229 74	815 26
Sales Income transferred to SIFRE		0 00			0 00	1,555 15
Suffolk County Council SIFRE/SLA Expenses		0 00			0 00	500 00
Waveney District Council SLA Expenses		0 00			0 00	1,445 12
Teaching and Sales Discounts Given		191 20			191 20	574 40
NOCN Training Courses		495 00			495 00	1,076 96
NEEFF Expenditure		0 00		0 00	0 00	42 36
Board Members' costs and expenses		463 51			463 51	0 00
Staff Salaries		1,260 24	6,177 60		7,437 84	13,556 84
Staff Expenses		50 84			60 84	164 36
TOTAL RESOURCES EXPENDED		14,098 05	6,177 60	0 00	20,273 65	30,667 12
NET INCOMING RESOURCES		1,024 12	0 00	0 00	1,024 12	1,165 89
NET MOVEMENT IN FUNDS		1,024 12	0 00	0 00	1,024 12	1,165 89
TOTAL FUNDS AT 1st APRIL 2013		5,877 37	0 00	163 52	6,040 89	4,875 00
TRANSFERS BETWEEN FUNDS			0 00	0 00	0 00	0 00
TOTAL FUNDS AT 31st MARCH 2014		6,901 49	0 00	163 52	7,065 01	6,040 89

W.L.D. Cyman
11/12/14

Finance EEFA
The East of England Faiths Agency C I C
BALANCE SHEET
For the period from 1st April 2013 to 31st March 2014

	Note	2013/2014	2012/2013
		£ p	£ p
Current assets			
Debtors and Prepayments	15	2,073 83	4,188 23
Cash at bank		7 366 42	6,201 79
		<u>9 440 25</u>	<u>10 400 02</u>
Creditors amount falling due within one year	17	2,375 24	4,359 13
		<u>2,375 24</u>	<u>4 359 13</u>
Net assets		<u><u>7,065 01</u></u>	<u><u>6,040 89</u></u>
Unrestricted funds		6,901 49	5 877 37
Restricted Funds			
Restricted Fund (NEEFF)		<u>163 52</u>	<u>163 52</u>
Total funds		<u><u>7,065 01</u></u>	<u><u>6,040 89</u></u>

For the year ending 31st March 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006

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

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

These Financial Statements were approved by the East of England Faiths Agency C I C and signed on their behalf by

W: L D. Capen

William David Capen - Treasurer

11/12/14

Notes forming part of the financial statements for the year 1st April 2013 to 31st March 2014

- 1
 - a The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice issued in October 2000 (revised 2005)
 - b Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by occasional volunteers has not been included
 - c Grants are recognised in full in the Statement of Financial Activities in the year in which they are received
 - d Incoming resources from sales of books and the Diversity Game and from investments is included when receivable
 - e Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered
 - f Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is subsumed as office costs
 - g Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceed £500
 - h Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds
 - i Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support

2 Donations, grants and similar income

	£	p	£	p	£	p	£	p
Donations (General)	-		-		-		-	
Tutors' fees/ expenses transferred to EEFA funds	277	20			839	44		
Income - fbfe reimbursements	101	95			138	00		
Employee costs recovered	389	38			112	56		
Staff earnings transferred to EEFA Staff Salaries	853	00			530	00		
Previous year's fees not claimed	107	44			27	56		
Previous years payments cancelled	-				253	70		
Tutors' fees/ expenses to be transferred to SIFRE	1 229	74			815	26		
			2,958	71			2,716	52

3 Intangible income

The EEFA Office is housed in the West Building of University Campus Suffolk
University Campus Suffolk provides heating, lighting, water and cleaning
The accommodation cost quoted is an estimate of the sum of these provisions based on knowledge of the local situation

	£	p	£	p	£	p	£	p
Accommodation	1 000	00			1 000	00		
			1,000	00			1,000	00
Donations, grants and similar income			3,958	71			3,716	52

4 Grant for Staff Salaries and Expenses

	£	p	£	p	£	p	£	p
Income - fbfe reimbursements	101	95			138	00		
Employee costs recovered	389	38			112	56		
Staff earnings transferred to EEFA Staff Salaries	853	00			530	00		
			1,344	33			780	56

Funding for SIFRE Staff salaries

SIFRE Salaries	6,177	60			12,355	20		
			6,177	60			12,355	20

5 Income generated by Teaching and Training Related Activities

	£	p	£	p	£	p	£	p
Teaching Fees (Adult)	3 778	90			4 639	58		
Teaching Fees (Schools)	3,877	50			2,330	00		
Teaching Fees (Charities)	165	00			410	00		
Cost of room hire and lunches	942	50			506	23		
IHS Salaries	397	53			1,648	19		
SIFRE / IHS Service Charge	150	00			143	77		
Resources supplied	503	55			45	00		
Tutors' Expenses	1 195	35			1,079	75		
			11,010	33			10,802	52

6 NOCN Courses				
Income - Fees for NOCN Courses	-	-	1,000 00	
				1,000 00
7 Sale of SIFRE Resources				
	£ p	£ p	£ p	£ p
Income - Sale of SIFRE Handbook	-	-	261 80	
Handbooks supplied	-	-	124 95	
Income - sale of SIFRE Diversity Game	-	-	660 00	
Income - Sale of SIFRE Diversity Game Mat	-	-	605 00	
Income - Sale of SIFRE Faith Cards	-	-	261 80	
		-		1,913 55
Income generated by sale of goods and services		11,010 33		13,716 07
8 Suffolk County Council SIFRE/SLA Income	£ p	£ p	£ p	£ p
SCC SLA Staff and Tutors' Fees	-	-	500 00	
		-		500 00
9 Waveney District Council SLA Income				
Income - WDC SLA Events - Grant	-	-	1 300 00	
		-		1,300 00
10 NEEFF Funds				
Income - Grants for NEEFF	-	-	-	
		-		-
11 Sundry Income	£ p	£ p	£ p	£ p
Sundry - Postage and Packaging	-	-	100 03	
SIFRE / IHS Service Charge	150 00	-	143 77	
		150 00		243 80
12 Bank Interest	£ p	£ p	£ p	£ p
Income - Interest on funds in Reserve Account	1 13	-	1 42	
		1 13		1 42
=====				
EXPENDITURE				
13 Centre and Office Related Expenditure	£ p	£ p	£ p	£ p
Membership Fees / Subscriptions	75 00	-	75 00	
Company Insurance	355 52	-	355 52	
Office Costs - Consumables	420 50	-	411 39	
Office Costs - Equipment	69 98	-	-	
Office Costs - Photocopying	-	-	51 36	
Office Costs - Postage	213 35	-	245 00	
Office Costs - Publishing	-	-	95 68	
Office Costs - Stationery	226 17	-	125 55	
Office Costs - Internet Services	214 12	-	332 40	
		1,574 64		1,691 90
14 Intangible expenses	£ p	£ p	£ p	£ p
Accommodation	1,000 00	-	1 000 00	
		1,000 00		1,000 00
Depreciation of tangible assets	£ p	£ p	£ p	£ p
IT equipment	-	-	-	
		-		-
Centre and Office Related Expenditure		2,674 64		2,691 90
15 Other Expenditure	£ p	£ p	£ p	£ p
fbfe Hospitality	48 00	-	138 00	
IHS Staff Salaries	397 53	-	1,648 19	
Previous Years' Income Written Off (Invoices)	60 00	-	250 00	
Previous Years' Income Written Off (Training)	-	-	137 35	
Sundry Items	172 00	-	15 00	
		677 53		2,188 54
16 Fees transferred to SIFRE				
Fees for services of SIFRE Staff	1 229 74	-	815 26	
		1,229 74		815 26

17 Sales Income transferred to SIFRE				
Handbooks supplied	-		-	
Resources sold by EEFA on behalf of SIFRE	-		1 555 15	
		-		1,555 15
18 Teaching Related Fees and Expenses	£ p	£ p	£ p	£ . p
Tutors' Expenses	1 344 35		1 034 23	
Tutors' Fees - (Adult)	2,208 00		2 347 00	
Tutors' Fees (Schools)	2,338 50		1,840 00	
Tutors' Fees (Charity Groups)	40 00		185 00	
Teaching related expenses	130 00		-	
Cost of room hire and lunches	1,092 50		650 00	
		7,153 35		6,066 23
19 Suffolk County Council SIFRE/SLA Expenses	£ p	£ p	£ p	£ p
SCC SLA Fees	-		500.00	
		-		500 00
20 Waveney District Council SLA Expenses				
WDC SLA Fees	-		1 002 26	
WDC SLA travel expenses	-		253 80	
WDC SLA Expense	-		189 06	
		-		1,445 12
21 NOCN Training Courses				
NOCN Expenditure	-		612 96	
Tutors' Fees (OCN Courses)	495 00		320 00	
Other NOCN Payments	-		144 00	
		495 00		1,076 96
22 Teaching and Sales Discounts Given				
If EEFA's clients / customers are unable to pay for our services we negotiate an acceptable cost				
	£ p	£ p	£ p	£ p
Discounts on Sales	-		358 40	
Pro Bono work	191 20		216 00	
		191 20		574 40
23 Staff Salaries	£ p	£ p	£ p	£ p
EEFA NICs	321 78		671 64	
Historic IHS NICs earned forward from 2010-2011	85 46			
EEFA Staff Salaries	853 00		530 00	
		1,260 24		1,201 64
24 Staff Expenses				
Pay Adjustments	-		47 16	
Expenses - Staff	50 84		117 20	
		50 84		164 36
25 SIFRE Staff Salaries and Expenses				
SIFRE Staff Salaries	6 177 60		12 355 20	
		6,177 60		12,355 20
26 Board Members' costs and expenses				
Expenses - Board Members	463 51		-	
		463 51		-
27 NEEFF Expenditure				
NEEFF Expenditure	-		42 36	
		-		42 36
28 Income outstanding (Debtors and Prepayments)	£ p	£ p	£ p	£ p
Previous Years' Income Outstanding (Invoices)	35 00		490 45	
This Year's Income Outstanding (Invoices)	-		969 00	
Previous Years' Income Outstanding (Training)	305 33		-	
This Year's Income Outstanding (Training)	1,733 50		2 738 78	
Debtors and Prepayments		2,073 83		4,198 23

22 Expenditure committed	£ p	£ p	£ p	£ p
Income Tax & NICs Outstanding	0 01		0 01	
Previous years payments outstanding	8 05		-	
Payments Outstanding	1,424 74		3,233 39	
Previous year's fees outstanding	28 31		107 51	
This year's fees outstanding	914 13		1 103 68	
Historic IHS NICs carried forward from 2010-2011			- 85 46	
		2,375 24		4,359.13

23 Income Tax & NICs Outstanding	£ p	£ p	£ p	£ p
Due				
Employee NI Payment to HMIT	276 18		569 64	
EEFA NICs	321 78		671 64	
Tax Payment to HMIT	770 40		1,633 23	
Less SSP reclaimed	-		-	
		1,368 36		2,874 51
Paid	£ p	£ p	£ p	£ p
Last year's overpayment	- 0 01		80 93	
HMRC credits and interest			-	
Payments - HMIT Income Tax and NI	1,368 36		2 793 57	
		1,368 35		2,874 50
Outstanding		0 01		0 01

24 Movement of Funds	As at 1st April 2013	Incoming Resources	Outgoing Resources	Transfers	As at 31st March 2014
	£ p	£ p	£ p	£ p	£ p
Restricted Funds					
Restricted Fund (SIFRE Staff Salaries and Expenses)	-	6,177 60	6,177 60	-	0 00
Restricted Fund (NEEFF)	163 52	-	-	-	163 52
Unrestricted funds					
Unrestricted Funds	5,877 37	15,120 17	14,096 05	-	6,901 49
Total Funds	6,040 89	21,297 77	20,273 65	-	7,065 01

Will Capen
11/12/14

000673/15

CIC 34

Community Interest Company Report

For official use
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*Please
complete in
typescript, or
in bold black
capitals.*

**Company Name in
full**

The East of England Faiths Agency C I C

Company Number

6046834

Year Ending

31st March 2014

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

The Company's object is to carry on activities which benefit the community and in particular (without limitation) to advance public knowledge and understanding of the teachings, beliefs, traditions and practices of the different religions and philosophies (including their distinctive features and common ground) of communities in Britain and in particular communities in the East of England Region.

EEFA has continued to provide teaching and training service to schools in Cambridge, Essex, Norfolk and Suffolk and has responded to requests for Diversity Training of staff of Statutory Bodies. It has provided speakers for WEA Saturday Schools.

It strives to support the North East Essex Faiths Forum and has facilitated meetings of the Pan-Essex Faiths Forum. Through involvement with the National Council for Faiths and Beliefs in Further Education, EEFA has continued to support the developing multi-faith chaplaincies in FE colleges.

(If applicable, please just state "A social audit report covering these points is attached")

(Please continue on separate continuation sheet if necessary)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are, how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear

EEFA's stakeholders include members of faith communities and inter-faith groups in the East of England Region together with staff of the Region's statutory authorities, schools, housing associations etc together with their clients and with school and FE students. EEFA's teaching and training are always provided after discussion to ascertain the needs of its clients and it sees repeat booking as an affirmation of the appreciation of its work by its clientele. All institutions are provided with a delivery assessment form on which they are requested to comment on the quality of the tutor delivering the service. Those that have been returned continue to report good to excellent delivery.

(If applicable, please just state "A social audit report covering these points is attached")

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below

No remuneration was received

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below

No transfer of assets other than for full consideration has been made

(Please continue on separate continuation sheet if necessary)

(N.B. Please enclose a cheque for £15 payable to Companies House)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

WILL D Capey.

Date

11/12/2014

Office held (tick as appropriate) ☐ Director ☒ Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Dr William D Capey

The East of England Faiths Agency CIC
The Inter-Faith Centre, The West Building, UCS
Waterfront Building, Neptune Quay, Ipswich, Suffolk

IP4 1QJ

Telephone 01379 678615

DX Number

DX Exchange

When you have completed and signed the form, please send it to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG