



Lusofonias – Oficinas de Português

Annual Report and Financial Statements from the 1 August 2016 to the 31 July 2017

Scottish Charity no - SC046096

The charity has an income below £250,000 and as such is eligible to prepare its accounts on a Receipts and Payments Basis. The governing document does not require the charity to prepare fully accrued accounts and neither does it require an audit.

Trustees' Annual Report

For the economic year August 2016-July 2017 the trustees have pleasure in presenting their report together with the financial statements.

Reference and Administrative Information

Charity name Lusofonias – Oficinas de Português

Charity no SC046096

Address 35 Hillside Crescent, EH7 5EF, Edinburgh

Current Trustees

1. Eugénia Rodrigues - Director
2. Joana Ferrão - Marketing
3. Alexandra Moreira- Treasurer/ Accountant
4. Janina Costa - Secretary
5. Goretti Correa – Events Coordinator
6. Laíz Ferguson - Academic Coordinator

Trustees up to July 2017

1. Joana Ferrão - Director
2. Célia Igreja - Treasurer/ Accountant
3. Sílvia Sabino - Secretary
4. Eugénia Rodrigues - Communications Coordinator
5. Goretti Correa – Events Coordinator

Structure, Governance and Management, Constitution and Mission Statement

Mission statement

To promote the Portuguese language and Lusophone culture to those of Lusophone background and other interested people in Scotland.

Lusofonias – Oficinas de Português is a registered Scottish charity based in Edinburgh, Scotland which advocates bilingualism. In particular we endeavour to promote the Portuguese language and the culture of Lusophone countries. We do this by organising and delivering weekly Portuguese classes to bilingual children and, in the longer term, to children wanting to learn Portuguese.

Lusofonias – Oficinas de Português is funded by Camões – Instituto da Cooperação e da Língua, I.P. (henceforth Camões, I.P) a public institute integrated in the indirect administration of the Portuguese State, with administrative and financial autonomy and its own assets, pursuing duties of the Ministry of Foreign Affairs under its supervision. Camões, I.P's. mission is to propose and implement the Portuguese cooperation policy and to coordinate activities undertaken by other public entities involved in implementing that policy. Its mission is also to propose and implement Portugal's educational policy, to disseminate the Portuguese language and culture in foreign universities, and to manage the foreign Portuguese teaching network at primary and secondary levels.

Lusofonias - Oficinas de Português has also worked occasionally with Bilingualism Matters (<http://www.bilingualism-matters.ppls.ed.ac.uk/>). Bilingualism Matters is a Research and Knowledge Exchange Centre at the University of Edinburgh, founded by Prof Antonella Sorace. They study bilingualism and language learning, and communicate what they know to enable people to make informed decisions based on scientific evidence. Bilingualism Matters has partner branches around Europe and the US run by international teams of researchers. Bilingualism Matters believes that everyone can enjoy the benefits of having more than one language.

Lusofonias - Oficinas de Português has partnered also with Native Scientist (<https://www.nativescientist.com>), a non-profit, scientific outreach organisation aiming at promoting and developing cultural and linguistic diversity in STEM (science, technology, engineering and maths).

Lusofonias – Oficinas de Português up until June 2017 provided three Portuguese classes every Saturday morning, from 11am to 1pm at the Old School House (Free Church of Scotland) 140 Morningside Road, EH10 4PX Edinburgh.

Lusofonias – Oficinas de Português is managed by a group of trustees and employed three teachers up to the year ended 31 July 2017.

Future Plans

2017/2018

Renew funding from Camões, I.P.

Extend the number of classes to 4.

Recruit another teacher.

Carry on supporting the playgroup.

Move to new premises (Leith Academy).

Extend partnerships and occasional collaborations with local organisations in order to promote the Lusophone language and culture.

2018/2019

Renew funding from Camões, I.P.

Apply for additional sources of funding with a view to reducing the cost of the fees paid for the classes.

Extend the number of classes to 5 and possibly open a class for adults.

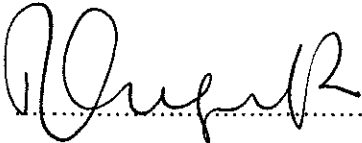
Extend partnerships and occasional collaborations with local organisations in order to promote the Lusophone language and culture.

Independent Examiner

Accountancy Assured Limited carried out the Independent Examination for the year ended 31 July 2017.

This report was approved by the Trustees on 17 April 2018 and signed on their behalf by

Eugénia Rodrigues

A handwritten signature in black ink, appearing to read 'Eugénia Rodrigues', written over a horizontal dotted line.

Trustee - Director

Statement of Receipts and Payments for the year ended 31 July 2017

Receipts

Funding	
Camões, I.P.	£3,042.81
School Fees	£4,263.00
Total Receipts:	£ 7,305.81

Payments

Administrative Overheads	
3 teachers subcontract with the trust	£4,902.50
Rent	£1,737.50
Materials	£649.51
Expenses	
Disclosures	£18.00
Events (Christmas and end of year party)	£349.37
Insurance	£109.50
Website	£100.08
Others	£92.00
Total Payments:	£7,958.46
Total for the year	£-652.65

Statement of Balances for the year ended 31 July 2017

Opening Cash and cash in hand (31 July 2016)	£1,861.98
Closing cash balance (31 July 2017):	£ 1,209.33

Notes to accounts for the year ended 31 July 2017

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations.

2 Details of any deficit

The deficit of funds for the activities between the 1st August 2016 and 31st July 2017 is due to the fact that the rent from January 2016 till June 2016 (£ 652.50) was invoiced and paid in October 2016.

This situation will not reoccur; the rent is now paid on a monthly basis, upon receipt of the invoice for the preceding month.

3 Related party transactions

No remuneration was paid to the trustees or any connected persons during the year.

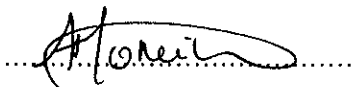
4 Activities

Lusofonias – Oficinas de Português promoted the Portuguese language and Lusophone culture to those of Lusophone background and to other interested people in Scotland through language classes and events.

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

Approved by the board of Trustees on 17 April 2018 and signed on their behalf by

Alexandra Moreira

A handwritten signature in black ink, appearing to read 'A. Moreira', is written over a horizontal dotted line. The signature is fluid and cursive.

Trustee - Treasurer

LUSOFONIAS – OFICINAS DE PORTUGUÊS
INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31 JULY 2017

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LUSOFONIAS – OFICINAS DE PORTUGUÊS

I report on the accounts for the year ended 31/07/17 showing a Total deficit of £652.65 and a Cash Balance of £1209.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed. The charity's gross income does not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of Association Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- State whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commission. And examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS 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
 - To prepare accounts which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities

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.



Date: 3rd May 2018

Vanessa M Bennett FCCA CTA FCPA **ACCOUNTANCY ASSURED LTD**
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