



Lusofonias – Oficinas de Português

Annual Report and Financial Statements from 1 August 2018 to 31 July 2019

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.

Lusofonias – Oficinas de Português

Trustees' Annual Report

For the financial year to 31 July 2019, the trustees have the pleasure of 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, Edinburgh, EH7 5EF

Structure, Governance and Management

Lusofonias – Oficinas de Português (Lusofonias-OP) is a registered Scottish charity based in Edinburgh, Scotland, which advocates bilingualism. We endeavour to promote the Portuguese language and the culture of Lusophone countries.

Lusofonias-OP is a SCIO (Scottish Charitable Incorporated Organisation) and is governed by its Constitution, as established on the 1st March 2015. Lusofonias-OP's constitution defines its aims, objectives and the rules by which its trustees must operate.

Lusofonias-OP is regulated by Camões – Instituto da Cooperação e da Língua, I.P., Portugal (henceforth Camões, I.P.) in terms of its educational and pedagogical project. Camões, I.P. is our main external funder. Camões, I.P. is 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.

The Trustees who served during the year (2018-2019) were:

1. Joana Ferrão – Chair (from August 2019)
2. Eugénia Rodrigues - Chair (till August 2019)
3. Alexandra Moreira - Treasurer/ Accountant
4. Janina Costa - Secretary
5. Goretti Corrêa – Events Coordinator
6. Laiz Ferguson - Academic Coordinator
7. Sílvia Sabino-Hunt– Academic Coordinator (appointed August 2018)

New trustees are recruited and appointed, by invitation, from the community that attends our language classes or from elsewhere according to their expertise. Training is provided to them by our existing Trustees.

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Trustees' Annual Report (continued)

Objectives and Activities

To promote the Portuguese language and Lusophone culture to those of Lusophone background and other interested people in Scotland. We do this by organising and delivering weekly Portuguese classes to bilingual children and, in the longer term, to children wanting to learn Portuguese. These high-standard classes are taught by four fully accredited teachers. These activities take place every Saturday morning, from 11am to 1pm, at Leith Academy, 20 Academy Park, Edinburgh EH6 8JQ.

Achievements and performance

Summary of the main achievements of the charity during the financial year

1) School Growth

The school year 2018-19 was a period of consolidation; for the second year Lusofonias-OP carried out its activities at Leith Academy, a secondary school in Edinburgh. Lusofonias-OP rents out 5 classrooms which are used as follows:

- 4 classrooms are used to accommodate more than 40 pupils;
- 1 classroom is used by a playgroup, which is run autonomously by parents with babies and toddlers, who have links with the Lusophone community. Lusofonias-OP supports this group by providing the room where the activities take place.

Class	No. Students
Pre-school	10
A1	14
A2-B1-B2	12
Class PSL	9
Total	45

Table 1: Pupil distribution per classroom 2018/19. A1, A2, B1 and B2, refer to the levels of language proficiency as defined by the Common European Framework of Reference for Languages (CEFR).

The class Portuguese as a Second Language (PSL), created in the academic year 2017/18 evolved to include other teaching levels, maintaining the PSL pupils and including the ones of A1 and A2 levels. This was the natural response to the improvement of the students' level in PSL, and also served to balance the number of students per class.

2) Fundraising

Launched in November 2018, with the support of the board of trustees but steered by a group of parents, the Coffee Morning's primary aim is to raise funds for some of Lusofonias-OP's activities. At the "Coffee Morning", coffee and homemade cakes, baked by the parents, are available in exchange for a donation to the school.

3) Extracurricular, Cultural and Outreach Activities 2018/19

Lusofonias-OP supports and encourages students to participate in extracurricular activities that allow them to deepen and broaden their knowledge of the Portuguese language; and associates itself with other organisations, as a way to promote its work, credibility, and to widen its role of promoting the Portuguese language and Lusophone cultures. Examples of these activities/collaborations are:

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Achievements and performance (continued)

- Launch of the Digital library - this project, started by a parent, aims to solve the constraints created by the lack of a physical space to host the Lusofonias-OP children's library (library books are either purchased or donated). All books were catalogued and the online system was launched in the beginning of the 2018/2019 school year. Lusofonias-OP supports the monthly costs of the software used to run the online library.
- Exchange with Clube dos Portugalinhos (a Portuguese language hub/club located in Bishop's Stortford, England) – this educational exchange directly involved the students who shared varied sociocultural experiences in the letters they wrote to each other. The activities took into account the age and linguistic proficiency of the students.
- Collaboration with Bilingualism Matters – briefing sessions about bilingualism took place in March and June 2019. One of our regular contributors, the University of Edinburgh's Bilingualism Matters centre, collaborated with us on two separate occasions in this school year. A first session for parents and carers (March 9, 2019) addressed bilingualism from a family standpoint, discussing advantages and myths, difficulties and support strategies within the family. The second (June 1, 2019), aimed at our students, was an interactive and practical session designed for this audience in order to foster a taste for the linguistic and cultural diversity that underlies the idea of being bilingual.
- Collaboration with Magestil, Professional School of Lisbon - Legends and Myths of Portugal. From the initial proposal to host the photographic productions of the Magestil Photography students under the theme 'Legends of Portugal', the idea evolved into a collective and collaborative project involving Lusofonias-OP, Magestil and the University of Edinburgh's Portuguese Language Centre. While Magestil's students provided the photos on the theme "Legends and Myths of Portugal", our pupils wrote the interpretative texts. This collaboration culminated in an exhibition of photos and texts, inaugurated on March 29, 2019, at the Portuguese Language Centre of the University of Edinburgh. On March 30, a Lusofonias-OP's school day, Magestil students and teachers met with the Lusofonias-OP community for a collective conversation about the creative process, techniques and ideas that originated through both the photography and the texts.
- Participation in the sixth edition of Iberodocs - Ibero-American Documentary Film Festival in Scotland (11 April – 19 May 2019). Lusofonias-OP participated in the 2019 edition, with the screening of a film and two workshops organised as a Family Day. This year's Iberodocs, and consequently this event, had a focus on Brazilian culture and myths. This partnership started in the school year 2017/18.
- Native Scientist Activities (15 June 2019) - Native Scientist, one of our long-time partners, has once again, carried out a science outreach activity in Portuguese for our students. Coinciding with the end of school-year party, it mobilised 6 volunteer scientists, each responsible for a workstation with different scientific themes/activities. The Native Scientist event is a rich and very productive experience for our students and is already a regular activity of our academic calendar.

In summary, in the 2018/19 school year, Lusofonias-OP took significant steps towards its consolidation by adding one new member to the Board of Trustees in order to strengthen its pedagogical expertise. Furthermore:

1. Eleven students took proficiency tests administered by Camões, I.P. within the Common European Framework of Reference for Languages (CEFR). This year, Lusofonias-OP was solely responsible for administering these national exams.
2. The growing demand for places and the retention of students year upon year is a clear sign of confidence in the classes operated by Lusofonias-OP, as is the continuous involvement of parents in the day-to-day operation of the charity and in fundraising activities.

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Achievements and performance (continued)

3. Lusofonias-OP continues to broaden its activity areas with diversified educational and cultural activities.
4. The school continues to grow despite the less favorable context brought about by Brexit uncertainty.

Future Plans

2019/2020

For the academic year 2019/2020 we intend to:

1. Carry on supporting the playgroup.
2. Develop more partnerships and occasional collaborations with local organisations in order to promote Lusophone language and culture in Scotland.
3. Promote further exchange programmes with similar organisations to Clube dos Portugalinhos, elsewhere in the UK.

2020/2021

For the academic year 2020/2021 we intend to:

1. Apply for additional sources of funding to reduce student fees, extend the number of classes to five and, possibly, open a class for adults.
2. Open a class to prepare students for UK national exams.

Financial review

We are pleased to report a surplus of receipts over payments in the year of £2,999 (2018: surplus of £1,107). This results in cash reserves at the year-end of £5,315 (2018: £2,316).

The increase in the surplus of receipts over payments is due to the increase of school fees from £5 per session in 2017/18 to £6 in 2018/19, a slight increase in the number of pupils registered, and to the fact that for the first time Lusofonias-OP introduced a registration fee of £20 for those who wanted to secure a place in the school for the academic year 19/20. This registration fee does not represent an additional cost since the fee is deducted from the payment of the first regular fee instalment in 2019/20.

The Trustees aim to hold 3 months of 'normal' expenditure in reserves at any time to ensure that the immediate costs of the Charity can be met in the event of a fall in funding. This target was met at the year-end.

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Independent Examiner

Alison Franks of Cornerstone Accounting Limited was appointed as Independent Examiner for the year ended 31 July 2019.

This report was approved by the Trustees on 31st January 2020 and signed on their behalf by:



Joana Ferrão
Chair/Trustee

Lusfonias – Oficinas de Português

Report of the Independent Examiner to the Trustees for the year ended 31 July 2019

I report on the accounts of the Charity for the year ended 31 July 2019, which are set out on pages 7 to 8.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning 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 the course of 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 in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended), and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

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.



Alison Franks CA

Director

18/2/20

Cornerstone Accounting Ltd
Chartered Accountants

3 Portgower Place
Edinburgh
EH4 1HQ

Lusofonias – Oficinas de Português

Receipts and Payments Account for the year ended 31 July 2019

Receipts	2018/19	2017/18
Funding		
Camões, I.P.	£3,230	£3,153
School Fees	£8,391	£5,102
School Fees (Pre-Payment 19/20)	£800	-
Fundraising	£382	£654
Bank compensation for service issue	-	£150
Total Receipts:	£12,803	£9,059
Payments	2018/19	2017/18
Administrative Overheads		
Teachers - subcontract with the SCIO	£6,550	£6,273
Rent	£1,122	£981
Materials	£357	£294
Independent Examiner	£250	-
Expenses		
Disclosures	£59	£18
Events (Christmas and end of year party)	£374	£158
Insurance	£112	£112
Website	£155	£116
Library	£330	-
Branding	£495	-
Total Payments:	£9,804	£7,952
Surplus for the year	£2,999	£1,107

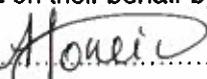
Statement of Balances at 31 July 2019

	2018/19	2017/18
Cash balance at 1 August	£2,316	£1,209
Surplus for the year	£2,999	£1,107
Cash balance at 31 July	£5,315	£2,316

Statement of liabilities

Independent examination fees	£250	£250
Prepaid registration fees	£800	-

The financial statements on pages 7 and 8 were approved by the Board of Trustees on 31 January 2020 and signed on their behalf by:

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Alexandra Moreira
 Trustee/Treasurer

Lusfonias – Oficinas de Português

Notes to the accounts for the year ended 31 July 2019

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 2006 (as amended).

2 Related party transactions

No remuneration or expenses were paid to the trustees or any connected persons during the year, other than for the reimbursement of materials for teaching or events.

3 Final statement

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

