



Lusofonias – Oficinas de Português

Annual Report and Financial Statements from 1 August 2021 to 31 July 2022

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 2022, 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 a Portuguese foreign/heritage language teaching network at primary and secondary levels.

The Trustees who served during the year (2021-22) were:

1. Goretta Corrêa - Chair / Events Coordinator
2. Eugénia Rodrigues - Secretary
3. Alexandra Moreira - Treasurer/ Accountant
4. Joana Ferrão – Communications Officer
5. Laiz Ferguson - Academic Coordinator
6. Sílvia Sabino-Hunt - Academic Coordinator

New trustees are recruited and appointed, by invitation, from the community engaged in 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. These high-standard classes are taught by fully accredited teachers or experienced practitioners as in the case of the pre-school class. During the academic year 2021/22, these activities took place every Saturday morning, from 10am to 1pm, online via Zoom from September to November, and from November onwards from 11am to 1pm, in person, at George Watson's College, 69 Colinton Rd, Edinburgh EH10 5EG.

Achievements and performance

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

1) School Growth/Challenges

The academic year 2021/22 was yet another challenging period for Lusofonias-OP, highlighted by the return to face-to-face teaching, which took place on the 13th November 2021. The return to in-person teaching at George Watson's College, put the organisation under financial strain as demonstrated in our financial report.

This academic year consolidated the growing trend in our number of students, corroborating observations made in previous reports. For instance, in the 2020/21 academic year we had 40 students enrolled, whereas in 2021/22 that number rose to 54, as can be seen in more detail in table 1.

The students were divided into the following learning groups:

Class	No. Students
Pre-school	6
A1	24
A2	11
B1	7
B2	2
C1	4
Total	54

Table 1: Pupil distribution per level 2021/22. A1, A2, B1, B2 and C1 refer to the levels of language proficiency as defined by the Common European Framework of Reference for Languages (CEFR).

2) Fundraising

During the academic year 2021/22 the "Coffee Morning", our main fundraising activity launched in November 2018, remained suspended for a second consecutive year since March 2020. Lusofonias-OP is not confident that this activity will be resumed.

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Trustees' Annual Report (continued)

Achievements and performance (continued)

3) Extracurricular, Cultural and Outreach Activities 2021/22

Lusofonias-OP supports and encourages students to participate in extracurricular activities that allow them to deepen and broaden their knowledge of the Portuguese language. Such activities also serve the purpose of strengthening links with other organisations, promoting our work, increasing our credibility, and widening our role in the community as disseminators of the Portuguese language and Lusophone cultures. Despite the challenges faced during the academic year, we managed to provide our students with the following activities/collaborations:

- Digital library – launched in the academic year 2018/19 our library has now 245 registered titles of both European and Brazilian Portuguese variants. Users make their requests online and collect/return the books at the school following a pre-defined schedule. The Digital Library resumed its normal activities in November 2021 when we returned to face-to-face classes.
- Christmas Party, 11th December 2021 - Lusofonias-OP organised a Christmas party for students and teachers. This year's celebration took place in the classrooms, with students and teachers celebrating within their groups. Lusofonias-OP offered a symbolic gift to all students and teachers.
- Participation in the ninth edition of Iberodocs - Ibero-American Documentary Film Festival in Scotland, April 2021 – a partnership started in the school year 2017/18. This year Lusofonias-OP collaborated by introducing films and moderating post-viewing discussions in situ.
- Visit of the Consul General of Portugal in Manchester, 7th May 2022, as part of the commemoration of the World Portuguese Language Day - The Consul, Mr. Duarte Bué Alves, had the opportunity to meet with the management team and the teachers, and visited our 5 classes to interact with pupils and see the work they prepared to celebrate the World Portuguese Language Day. The visit also included a meeting with parents and guardians to celebrate the occasion, showing once more the important role that our school plays as a catalyst bringing the Lusophone community together in Scotland.

In summary, in the challenging 2021/22 school year, Lusofonias-OP consolidated its capacity to offer remote teaching and managed to return to in-person teaching as soon as it was viable, always mindful of the importance of keeping high teaching standards and having the best interest of the pupils as its main objective.

Future Plans

2022/23

For the academic year 2022/23, Lusofonias-OP intends to:

1. Return to the pre-pandemic norm of hiring rooms in one of the City of Edinburgh Council secondary schools.
2. Recruit a teaching coordinator to assist the board in delivering and enhancing curricular activities.
3. Continue to acquire and provide all textbooks free of charge to pupils. The increase in the number of students, as well as post-Brexit customs tariffs for sending goods from Portugal, all pose difficulties in meeting this objective.
4. Keep the tuition fees as low as possible to give the wider Lusophone community the opportunity for their children to learn Portuguese, regardless of their financial circumstances.

Lusofonias – Oficinas de Português Trustees' Annual Report (continued)

Future Plans (Continued)

5. Continue to support the playgroup for children under 4yo when the appropriate space is found and if parents are willing to volunteer to coordinate it.
6. Organise a workshop on the importance of fostering bilingualism for parents and educators.
7. Celebrate the Centenary of José Saramago: to be organised in collaboration with the Portuguese Centre of the University of Edinburgh (Term 2, Jan-March 2023).
8. Develop partnerships and occasional collaborations with local organisations in order to promote the Portuguese language and Lusophone cultures in Scotland.
9. Promote exchange programmes with similar organisations to ours throughout the UK.
10. Continue to provide exam certification for our students in collaboration with Instituto Camões and the University of Edinburgh Portuguese Language Centre.

2023/24

For the academic year 2023/24 we intend to:

11. Apply for additional sources of funding to reduce student fees, extend the number of classes if the number of students keeps its growing trend, and possibly, open a class for adults.
12. Open a class to prepare students for UK national exams.

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Trustees' Annual Report (continued)

Financial review

For the first time, since its founding in 2015, Lusofonias-OP ended the financial year with an overspend. Our deficit for the year was £2,090 (2021: surplus of £813). This resulted in cash reserves at the year-end of £5,542 (2021: £7,632).

The overspend was due mainly to:

- Hire of classrooms at the George Watson's College, a private school, with a weekly cost of £160 (in 2019, in the public school, the rent was £70 per week).
- The cost of online teaching tools to deliver 1 class virtually.
- Increase of the cost associated with teaching materials and resources.
- Increase in the expenses related with the teachers subcontracted within the SCIO –1 class continued to be taught virtually; recruitment and training of one new teacher.

At present, 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 decline in funding. This target was met at the year-end. For future years, the Trustees have decided to change the aim of holding 'normal' expenditure in reserves at any time to 1 month, due to the increase in costs and to the nature and length of their contractual obligations.

Independent Examiner

Alison Franks of Cornerstone Accounting Limited was appointed as Independent Examiner for the year ended 31 July 2023.

This report was approved by the Trustees on 8 December 2022 and signed on their behalf by:



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Goretti Corrêa
Chair/Trustee

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Report of the Independent Examiner to the Trustees for the year ended 31 July 2022

I report on the accounts of the Charity for the year ended 31 July 2022, 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

8 December 2022

Cornerstone Accounting Ltd
Chartered Accountants
11 Erngath Road
Bo'ness, EH51 9DP

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Receipts and Payments Account for the year ended 31 July 2022

Receipts	2021/22	2020/21
Funding		
Camões, I.P.	£4,235	£3,246
School Fees	£8,319	£6,993
School Fees (Pre-Payment 22/23)	£1,000	£820
Fundraising/Donations	£0	£36
Total Receipts:	£13,554	£11,095
Payments	2021/22	2020/21
Administrative Overheads		
Teachers - subcontract with the SCIO	£8,806	£8,184
Rent	£4,200	0
Materials	£1,084	£610
Independent Examiner	£150	£200
Expenses		
Disclosures	£77	£77
Events (Christmas and end of year party)	£421	£403
Insurance	£96	£112
Website	£172	£203
Library	£47	£46
Branding	0	0
Online Tools	£464	£447
Sundry expenses	£127	
Total Payments:	£15,644	£10,282
Surplus for the year	-£2,090	£813

Statement of Balances at 31 July 2022

	2021/22	2020/21
Cash balance at 1 August	£7,632	£6,819
Surplus for the year	-£2,090	£813
Cash balance at 31 July	£5,542	£7,632

Statement of liabilities

Independent examination fees	£150	£200
Prepaid registration fees	£1,000	£820

The financial statements on pages 7 and 8 were approved by the Board of Trustees on 8 December 2022 and signed on their behalf by:



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Alexandra Moreira
Trustee/Treasurer

Lusofonias – Oficinas de Português

Notes to the accounts for the year ended 31 July 2022

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.