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# Annual Report and Accounts 2019

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# Objectives and Activities

## Why we exist: Our purposes and objectives

The object of the CIO is to provide disabled children and adults in the Oxford area with new social interaction and activities, including sporting and recreational. We seek to close the gap between the variation of social interactions and opportunities available to such children and adults compared to their non-disabled peers.

## What we do: Our activities

KEEN runs a wide range of weekly sessions for participants of all ages, in addition to regular KEEN Plus sessions which give participants other opportunities around Oxford and further afield. These include:

- **AllSorts** consists of our two Saturday sports sessions for young people aged 4-25. Our Allsorts sessions are inclusive and cater for all abilities and disabilities.
- **Zig-Zag** is our creative arts and drama session. It is aimed at younger athletes with each session comprising of a mixture of music, dance, craft and games. Activities follow a different theme every term, covering anything from adaptations of children's books to arts and crafts.
- **KEEN Teens** is our social club for teenagers and young adults. The aim is to provide age appropriate activities, which have included cooking, science experiments, a multitude of games and a murder mystery night.

- **GrEAT Social** provides a range of social and recreational activities for adults.
- **GrEAT Sports** is a weekly sports session for adults with additional needs.
- **INK** is an arts based workshop and social enterprise project for adults
- **KEEN Gardening** is an inclusive project at an Allotment in East Oxford
- **After-School Club** is a weekly term time project ran in partnership with Mabel Prichard School.

## Statement of Public Benefit

In planning the work of the Charity, the Trustees take due regard to the Charity Commission's guidance on Public Benefit, including the guidance "Public benefit: running a charity (PB2)". The Trustees are equally satisfied that the Charity meets that guidance.

Find out more about  
what we do at  
[www.keenoxford.org](http://www.keenoxford.org)

# Achievements and Performance

Our sessions and projects reached

**310**

participants with additional needs, more than ever, and an increase of 100%

Our programme included

**245**

sessions (an increase of 49%) giving a total of

**5431**

hours of contact time to beneficiaries (an increase of 80%)

We worked with

**59**

other organisations

**52%**

of families told us they would definitely not have the kind of opportunities we offer if KEEN did not exist (with an additional 42% telling us that they probably not)

**75%**

of participants surveyed (70) told us that the service we provide is excellent

Our team included

**16**

people with additional needs in positions of leadership at sessions or behind the scenes

In the financial year 2018/19, we reduced our overall expenditure by

**24%**

due to the culmination of lots of hard work improving our administrative and operational systems.

We added

**3**

new projects to our programme: gardening, an arts based social enterprise, and an after-school club in partnership with Mabel Prichard School!

Our community led the development of

**2**

grassroots campaigns, ready to launch in September 2019, and our successful Community Sports Partner Programme pilot worked with

**5**

Sports clubs or groups to boost the provision of inclusive physical activity in Oxford City.

For detailed monitoring and evaluation of our work, see [KEEN: Making a Difference 2018/19](#)

\*All comparative figures relate to 2017-18.



## Chairman's Report

This report includes our financial statements but also emphasises much that is priceless about KEEN; it is not an organisation easily described by a profit and loss account, or balance sheet.

For a fuller account of our impact in the past year, I would recommend [KEEN: Making a Difference 2018/19](#). We are particularly excited by substantial growth of the following assets in the past year:

- An expanding and engaged volunteer base;
- A network of mutually empowering relationships with parallel local organisations and supporters;
- Improved governance, administrative and accounting arrangements suitable to support planned expansion both into new activities and geographically.

I would congratulate all our staff on the results of their hard work, and particularly Rupert da Silva who has been tireless, forward thinking and effective in preparing for and making radical changes for the better at KEEN. I would also thank my fellow trustees for their wisdom and support. It would be impossible adequately to thank the volunteers.

**Jim McMahon**  
Chair of Trustees



## Director's Report

KEEN developed in at least three significant ways in 2018-19. Firstly, delivery of our core programme of sessions and projects significantly expanded, reaching 100% more participants with additional needs, and providing 80% more total contact hours.

Secondly, a successful pilot of our Community Sports Partner Programme has opened up an exciting path towards more inclusive opportunities for physical activity in Oxford, and opened us to working in much deeper partnership than in the past.

Finally, we've taken up the baton as a youth-led movement that is starting to celebrate and promote inclusion more widely than ever.

Behind the scenes, no area of KEEN was untouched as we sought improvements across all areas of our operations and management. KEEN enters what will be an exciting 2019-20 as a resilient, sustainable organisation, still occupying a central place in the community we have now served for 34 years.

**Rupert da Silva**  
Executive Director

# Financial Review

## Reserves Policy

KEEN understands that Charity law requires any income received by a charity to be spent within a reasonable period of receipt and that trustees should be able to justify the holding of income as reserves. As a result, our reserves policy is as follows.

KEEN will maintain sufficient reserves to enable it to meet its short-term financial obligations in the event of an unexpected revenue shortfall and to allow KEEN to be managed efficiently and to provide a buffer that would ensure uninterrupted services.

Our main short term obligations are to our employees and rent; we estimate that we need to retain £35,000 of reserves to meet these liabilities in the event of a shortfall in our income.

While we expect to reduce our costs in response to falling income before we need to consider accessing our reserves, a majority of trustees can agree to release some or all of this reserve against specific circumstances. These might include:

1. To fill a gap in available funds on a defined short term basis against an agreed process to fill the identified funding gap.
2. To meet an unexpected one-off cost.
3. To provide a 'bridging loan' in support of an agreed expansion activity in advance of identified new funds becoming available.
4. As part of the process of running down the charity.

In the case of items 1 to 3 above we expect the money that is released to be replaced within a reasonable period of time.

This policy is reviewed annually.

## Bankers

### CAF Bank Ltd

25 Kings Hill Avenue  
Kings Hill  
West Malling  
ME19 4JQ

# Governance and Administration

KEEN Oxford (commonly known as KEEN) is a constituted as a registered Charitable Incorporated Organisation in the UK (No. 1157084) whose only voting members are its Charity Trustees.

Date of constitution: 15 May 2014

Our principal address is:  
KEEN  
St Clement's Centre  
Cross Street  
Oxford  
OX4 1DA

The trustees in office during this period were:

- **Jim McMahon**, Chair
- **Jo Knowles**, Inclusion and Community
- **Hugh Vinter**, Finances
- **Paul Guest**, Event management
- **Sophie Scharlin-Pettee**, Monitoring and Evaluation (appointed 14th Nov 2018)
- **Martin Bourne**, Legal (appointed 9th Jan 2019)
- **Lucy Wawrzyniak**, Safeguarding and policy (appointed 20th Mar 2019)
- **Jennifer Mackreel**, Internal monitoring (resigned 25th Jan 2019)
- **Laura Tarver** (resigned 15th Nov 2018)
- **Elizabeth Liddiard**, Legal (resigned 16th Nov 2018)

Appointments to the board of trustees are by resolution of a trustee meeting, under 9.5.2 of our CIO constitution.

Our staff team during the period were:

**Rupert da Silva**, Director  
**Sian Allen**, Programme Coordinator

During this financial year our board of Trustees welcomed Sara Rebecchi as an advisor via a Young Trustee Programme

The trustees declare on 11th March 2020 that they have approved the trustees' report herein, as signed on their behalf by:



Jim McMahon  
Chair of Trustees



Hugh Vinter  
Trustee for Finances





“ Participating with KEEN has been one of the most amazing experiences! We’ve loved getting to build friendships with the best and most loving kids ever.  
Cayla and Amanda, Session Coaches



# Independent Examiners Report to the trustees of KEEN Oxford

I report on the accounts of the Trust (Charity Number 1157084) for the year ended 30 June 2019 which are set out on pages 10 and 11.

## Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and,
- to 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. 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 seeking explanations from the 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 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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 Mignanelli

Ganymede  
Wantage Road  
Rowstock, Didcot  
Oxfordshire  
OX11 0JU

**Date: 11/03/2020**

## KEEN Oxford

### Financial statements for the year ended 30th June 2019

#### Statement of Receipts and Payments

	Notes	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	2017/18 to the nearest £
<b>Receipts</b>	<b>2</b>				
Donations		36,855	-	36,855	29,965
Grants	4	2,500	27,082	29,582	26,047
Activities for generating funds		1,276	-	1,276	506
Receipts from KEEN activities		5,082	-	5,082	5,260
Investment Income		2	-	2	9
		<b>45,714</b>	<b>27,082</b>	<b>72,796</b>	<b>61,787</b>
<b>Payments</b>	<b>3</b>				
Expenditure on fundraising activities		319	-	319	368
Charitable activities		39,503	19,705	59,208	78,094
Volunteer refreshments and clothing		1,534	-	1,534	1,505
		<b>41,356</b>	<b>19,705</b>	<b>61,061</b>	<b>79,967</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>4,358</b>	<b>7,377</b>	<b>11,735</b>	<b>(18,180)</b>
Total funds brought forward		48,156	6,607	54,763	72,943
Total funds carried forward		<b>52,515</b>	<b>13,984</b>	<b>66,499</b>	<b>54,763</b>

## KEEN Oxford Financial statements for the year ended 30th June 2019

### Statement of Assets and Liabilities

	2018/19 to the nearest £	2017/18 to the nearest £
<b>CURRENT ASSETS</b>		
Cash funds at bank	66,499	54,763
<b>NET ASSETS</b>	66,499	54,763
<b>FUNDS</b>		
Unrestricted funds	52,515	48,156
Restricted funds	13,984	6,607
<b>TOTAL FUNDS</b>	66,499	54,763

Approved by the trustees on 11th March 2020 and signed on their behalf by:



Jim McMahon  
Chair of Trustees



Hugh Vinter  
Trustee for Finances

### Notes to the Financial Statements

#### 1. Basis of preparing the financial statements

The financial statements of the CIO, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the 'Financial Reporting Standard' applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard' applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared using the Receipts & Payments basis. In preparing these accounts we have identified restricted funds formally in addition to the evidence of expenditure provided to our funders with the effect of bringing forward in our statements £6,607 of restricted funding from 2017/18.



## KEEN Oxford

### Financial statements for the year ended 30th June 2019

#### 2. Analysis of receipts

	2018/19	2017/18
Donations by individuals	25,371	25,044
Donations by companies and other organisations	11,483	5,521
Grants making trusts and foundations	21,707	21,447
City and county council funding	7,875	4,000
Fundraising events	1,276	506
Adult session subscriptions	5,082	4,848
Interest received	2	9
Clothing	-	362
Returned deposit	-	50
	<b>72,796</b>	<b>61,787</b>

## KEEN Oxford

### Financial statements for the year ended 30th June 2019

#### 3. Analysis of payments

	2018/19	2017/18
<b>Expenditure on fundraising activities</b>	319	368
<b>Charitable activities</b>		
Session equipment and supplies	1,512	3,040
Transport	3,876	3,421
Venue	7,851	6,891
Olympics 2019	249	628
Desk licence	5,500	6,580
Salaries	36,355	53,432
Training	119	1,268
Workshops and recruitment events	460	-
Insurance	736	698
Stationary	81	130
Phone	93	156
Printing	213	248
Subscriptions	2,060	546
DBS checks	44	-
Bank Charges	60	65
Post	-	36
Publications	-	230
Fuel	-	194
ICT	-	83
Transport	-	270
Other sundries	-	121
Governance	-	57
<b>Other expenditure</b>		
Clothing	1,286	976
Volunteer refreshments	248	529
	<b>61,061</b>	<b>79,967</b>

## KEEN Oxford

### Financial statements for the year ended 30th June 2019

#### 4. Grants

	Total in 2018/19	of which restricted
Oxford Sports Council	10,000	10,000
Oxford City Council Small Grants Scheme	5,000	5,000
Oxford City Council Youth Ambition	2,875	2,875
MENCAP Round the World Challenge	2,088	2,088
Active Oxfordshire Satellite Clubs Grant	1,500	1,500
David Solomon's Charitable Trust	1,500	1,500
DLM Charitable Trust	2,000	-
Elizabeth Jane Foundation	1,000	1,000
The Grey Court Trust	1,000	1,000
Daytrippers	869	869
Keith Rae Trust	750	750
Doris Field Trust	500	500
The Bartle Trust	500	-
	<b>29,582</b>	<b>27,082</b>

#### 5. Trustees

No Trustee received remuneration during the year (2017/18: nil). No Trustee was reimbursed for expenses incurred on the Trust's behalf in the year (2017/18: none).





## Annual Report and Accounts 2019

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