



# KEEN

## Annual Report and Accounts 2020

# Contents

<b>Objectives and Activities</b>	<b>3</b>
<b>Achievements and Performance</b>	<b>4</b>
<b>Chairman’s Report and Director’s Report</b>	<b>5</b>
<b>Financial Review</b>	<b>7</b>
<b>Financial Reserves Policy</b>	<b>8</b>
<b>Governance and Administration</b>	<b>9</b>
<b>Independent Examiner’s Report</b>	<b>13</b>
<b>Financial Statements</b>	<b>16</b>
<b>Notes to the Financial Statements</b>	<b>18</b>

**Would you like to read this report in a different format?**

If so, we’ll be happy to provide a more accessible format. Please [contact us here](#).

# Objectives and Activities

## Why we exist

People are still excluded by society because of their differences, which is unacceptable. We exist to try and change that. We are the UK's only youth-led movement for the inclusion of disabled people. We believe that changing young people's perceptions of disability and inclusion is key to making future generations more inclusive.

## What we do

We **create** inclusive projects. We **support** community services and places to be more inclusive by helping people and organisations **understand** why inclusion is important and how we can achieve it.

## Find out more!

You can learn more about why we exist, how we work, and what we do at [www.keenuk.org](http://www.keenuk.org).

## 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.

# Achievements and Performance

**Understanding how and why we make a difference is really important to us.**

We also want to make this information as accessible and inclusive as possible.

To provide information in a more accessible format, we have created an **online Impact Hub**.

It is full of up-to-date **stories, videos, photos, project data**, and more. We hope you find it useful!



**[Go to our Impact Hub here!](#)**

# Chairman and Directors' Report

The first half of 2019-20 saw our recent growth and development continue in all directions.

The core KEEN programme of ambitious in-person [Projects](#) continued to expand. Our [Community Sports Partner Programme](#) had a successful first full year, extending our work supporting inclusion within other organisations. New, youth led projects such as [#ShareOneWorld](#) are already demonstrating the huge power and potential that they have to support other young people to change the world around them for the better.

As for all charities in the UK the second half of the year brought the challenge of responding to the impact of the coronavirus pandemic,

with community needs changing and increasing almost overnight.

KEEN responded quickly in three ways which kept us busier than ever. Firstly, with critical and immediate on the ground support by community helpers for families and KEEN participants.

Secondly, with a dynamic, daily programme of [Virtual KEEN](#) and postal activities, the first of which continues to grow quickly.

And finally, with the founding of **Oxfordshire All In**, an award-winning initiative which proved critical in providing an effective central hub for the cross-sector coronavirus response across Oxfordshire.

Our renewed focus on how we can achieve inclusion in all of our work has led to improved project design, and an ever increasing proportion of disabled people involved in leadership positions within KEEN at all levels.

We have also matched our growth with better operational infrastructure, and improved methods of understanding the difference we make.

Internally, a full policy and procedure review was undertaken alongside a board skills audit.

**We end the year immensely thankful to all those who have supported us in this very challenging year, and looking forward to proactively engaging with both the challenges and opportunities that 2020-21 will bring!**



**Jim McMahon**  
Chair of Trustees



**Rupert da Silva**  
Executive Director



# Financial Review

KEEN has no funds materially in deficit, and while the current fundraising environment is both challenging and unpredictable particularly due to the influence of the pandemic, the trustees have no uncertainties about the charity continuing as a going concern.

Our principal sources of funds continue to include grants by trusts and local councils, supporter fundraisers, donations from individuals and companies, subsidies charged for our adult projects, and inclusion workshops/training income.

The principal risks facing us include the aforementioned effect that the pandemic is

having, and unpredictability over brexit and how this will affect charitable giving, particularly from businesses.

We understand that charity law requires any income received 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 presented overleaf as part of this report.

## **Bankers**

### **CAF Bank Ltd**

25 Kings Hill Avenue  
Kings Hill  
West Malling  
ME19 4JQ

# Financial Reserves Policy

KEEN will maintain sufficient reserves needed to meet our short-term financial obligations in the event of an unexpected revenue shortfall, and to allow KEEN to be managed efficiently and provide a buffer to 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, e.g:

- To fill a gap in available funds on a defined short term basis, with an agreed process to remedy the gap.
- To meet an unexpected one-off cost.
- To provide a 'bridging loan' for an agreed activity in advance of identified funds becoming available.
- As part of the process of running down the charity.

In this case, we expect the money that is released to be replaced within a reasonable period of time. This policy is reviewed annually.

# Governance and Administration

KEEN is a constituted as a registered Charitable Incorporated Organisation in the UK (No. 1157084, date of constitution 15 May 2014) whose only voting members are its Charity Trustees. Our principal address is:

## **KEEN**

**St Clements Centre**

**Cross Street**

**Oxford**

**OX4 1DA**

The trustees in office during this period were:

- **Jim McMahon**, Chair
- **Jo Knowles**, Inclusion and Community
- **Martin Bourne**, Legal advice
- **Sophie Scharlin-Pettee**, Monitoring and Evaluation
- **Megan Ellis**, Income (appointment 11th March 2020)
- **Paul Guest** (resigned 3th November 2019)
- **Lucy Wawrzyniak** (resigned 12th March 2020)
- **Hugh Vinter** (resigned 19th June 2020)

We also welcomed **Lydia Salter** to the board as a Young Trustee (appointment 11th March 2020) via the Oxford Hub Young Trustee Programme.

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

All Trustees appointed or reappointed undertake an induction which includes access to training support, access to all relevant board documents and minutes, and a thorough briefing on the present situation of the charity.

All trustees who could be understood to be 'managers' as defined in the Finance Act 2010 have completed declarations that they are 'fit and proper persons' under the terms of the same act.

## **Risk assessment, and key policies and procedures**

The trustees regularly

review and assess the risks faced by their charity in all areas of our work, and plan for the management of those risks.

Our policies and procedures include a practical Health and Safety Policy covering all of our activities, a Safeguarding Policy in respect of children and vulnerable adults, an Equality and Diversity policy, and a Communications and Data Policy compliant with the General Data Protection Regulations.

All policies are reviewed regularly (formally at least once annually), and can be found [here](#).

Our staff team during the period were:

**Sian Allen**, Programme Coordinator (to July 2019)

**Rupert da Silva**, Director

**Dylan Evans**, Community Sports Partner Programme Manager (from Sep 2019)

**Rowan Green**, Programme Manager (from Aug 2019)

The trustees declare on 23rd April 2021 that they have approved the trustees' report herein, as signed on their behalf by:



**Jim McMahon**  
Chair of Trustees



**Jo Knowles**  
Trustee, Inclusion and Community





“

I like KEEN Club on Mondays, I'm going out with my friends in the evening just like my sister. My favourites are cinema, pub quiz and art and cooking. Thanks for all the fun." **Wendy, GrEAT Member**

# Independent Examiners Report to the trustees of KEEN

I report on the accounts of the Trust (Charity Number 1157084) for the year ended 30 June 2020 which are set out on pages 16 to 20.

## **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

# Independent Examiners Report to the trustees of KEEN

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

# Independent Examiners Report to the trustees of KEEN

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

*Alan A. Clements*

Rev'd. Alan. A. Clements.  
**Independent Examiner**

**Fellow of the Association  
of Charity Independent  
Examiners**

15 Carleton Road  
Great Knowley  
Chorley  
Lancs  
PR6 8TQ

**Date:** *26th April 2021*

# Financial statements for the year ended 30th June 2020

All figures in the following statements have been rounded to the nearest £1.

## Statement of Receipts and Payments

	Notes	Unrestricted funds	Restricted funds	Total funds	2018/19
<b>Receipts</b>					
Donations	2	31,745	-	31,745	36,855
Grants	3	500	52,297	52,797	29,582
Activities for generating funds		10,138	-	10,138	1,276
Receipts from KEEN activities		3,753	-	3,753	5,082
Investment Income		2	-	2	2
		<b>46,139</b>	<b>52,297</b>	<b>98,436</b>	<b>72,796</b>
<b>Payments</b>					
Expenditure on fundraising activities	4	475	-	475	319
Charitable activities	2	43,335	52,305	95,640	59,208
Volunteer refreshments and clothing	2	667	-	667	1,534
		<b>44,477</b>	<b>52,305</b>	<b>96,782</b>	<b>61,061</b>
<b>NET INCOME/(EXPENDITURE)</b>		1,662	-8	1,654	11,735
Total funds brought forward		52,515	13,984	66,499	54,763
Total funds carried forward		<b>54,176</b>	<b>13,976</b>	<b>68,152</b>	<b>66,499</b>

## Statement of Assets and Liabilities

	2019/20	2018/19
<b>CURRENT ASSETS</b>		
Cash funds at bank	68,152	66,499
<b>NET ASSETS</b>	68,152	66,499
<b>FUNDS</b>		
Unrestricted funds	54,176	52,515
Restricted funds	13,976	13,984
<b>TOTAL FUNDS</b>	<b>68,152</b>	<b>66,499</b>

Approved by the trustees on the 23rd April 2021 and signed on their behalf by:



**Jim McMahon**  
Chair of Trustees



**Jo Knowles**  
Trustee, Inclusion and Community

# 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. All amounts in the statements have been rounded to the nearest £1.

## 2. Analysis of receipts

	2019/20	2018/19
Donations by individuals	27,616	25,371
Donations by companies and other organisations	4,129	11,483
Grants making trusts and foundations	35,900	21,707
City and county council funding	16,897	7,875
Fundraising events	10,138	1,276
Adult session subscriptions	3,438	5,082
Interest received	2	2
Clothing	103	-
INK Stock Sales	212	-
Deposits	-	-
	<b>98,436</b>	<b>72,796</b>

### 3. Analysis of payments

	<b>2019/20</b>	<b>2018/19</b>
<b>Expenditure on fundraising activities</b>	475	319
<b>Charitable activities</b>		
Session equipment and supplies	7,177	1,512
Transport	2,675	3,876
Venue	8,600	7,851
Olympics 2020 (incl. 2019 costs carried forward)	1,390	249
Oxfordshire All In	5,013	-
Desk licence	5,550	5,500
Salaries	62,968	36,355
Training	290	119
Workshops and recruitment events	342	460
Insurance	752	736
Stationary	35	81
Phone	17	93
Printing	225	213
Subscriptions	350	2,060
DBS checks (subscription not charged this year)	-	44
Bank Charges	60	60
Transport	27	-
Other sundries	170	-
<b>Other expenditure</b>		
Clothing	324	1,286
Volunteer refreshments	343	248
	<b>96,782</b>	<b>61,061</b>

## 4. Grants

	<b>Total in 2019/20</b>	<b>of which restricted</b>
The Tambour Foundation	20,000	20,000
Oxfordshire County Council Innovation Fund	9,947	9,947
Oxfordshire Community Foundation	7,650	7,650
Oxford City Council Youth Ambition Fund	6,950	6,950
St Michael's and All Saints Charities	4,000	4,000
Active Oxfordshire Satellite Clubs Fund	1,500	1,500
Meeting Needs Foundation	1,250	1,250
University of Oxford Community Fund	1,000	1,000
The Bartle Trust	500	-
	<b>52,797</b>	<b>52,297</b>

## 5. Salaries

	<b>2019/20</b>	<b>2018/19</b>
Salaries	62,968	36,355

The rise in expenditure on salary compared to the previous year is a reflection of an increase in the size of our paid staff team, from a full time Director and part-time Programme Coordinator (2018/19) to a full time Director, full time Programme Manager, and full time Community Sports Programme Manager (2019/20).

## 6. Trustees

No Trustee received remuneration during the year (2018/19: nil). No Trustee was reimbursed for expenses incurred on the Trust's behalf in the year (2018/19: none).



**KEEN**

Follow us @LOVEinclusion



[www.keenuk.org](http://www.keenuk.org)  
[info@keenuk.org](mailto:info@keenuk.org)  
07729 286 992