



Releasing potential in the community

St Clement & St James  
Community Development Project  
(A company limited by guarantee and a registered charity)

**REPORT AND FINANCIAL  
STATEMENTS**

For the year ended  
**31 AUGUST 2022**

Company number: 2677427  
Charity number: 1009253

95 Sirdar Road • London • W11 4EQ • 020 7221 8810

**Letter from the Chair**  
**Sophie Lewisohn**

For the first time in my role as Chair of The ClementJames Centre, I am pleased to present the report and accounts for the year ending August 31, 2022. The past twelve months have been full of activity as we returned to face-to-face delivery with our clients following the easing of pandemic restrictions. There has also been change in the organisation as we said farewell to Clare Richards, our CEO of more than 20 years, and welcomed our new CEO, Dami Solebo.

My fellow trustees and I would like to thank Clare Richards for her years of committed service with ClementJames during which the charity expanded its reach within the wider community of Notting Dale and increased its range of services from education to employment support to well-being, advice and guidance. We wish Clare every success in this new stage of her career. In the period before the appointment of a new CEO the charity was ably guided by Hannah Starr who stepped into the role of Interim CEO and was supported Leo Reid as Deputy CEO (Operations) and Esther Pickering as Deputy CEO (Programmes). This management structure underpinned the stable running of the charity during the process of appointing a new CEO. We would like to thank the entire staff of the charity for their help and support in the transition to a new leadership. Our Chair of ten years, Julian Knott, stepped down in early 2022. The charity is grateful to Julian for his time and dedication leading the organisation and for his wisdom, humanity and guidance, particularly in the months and years following the Grenfell Tower Fire.

We are very pleased to welcome Dami Solebo as CEO who joins us with broad experience working with people facing challenging circumstances. Dami was director of Finding Rhythms, a charity delivering creative interventions in prisons and community settings, and previously worked with Voyage Youth, an organisation providing mentoring and education support to young BAME people at risk of social exclusion. He has already made strong contacts with the local community, is building relationships with donors and funders, and has integrated well with our staff team.

We would like to thank our dedicated team of staff and volunteers for continuing to support members of the local community with a range of services. This year, 2021-22, we have supported over 2,500 children, young people and adults in their education and employment goals, wellbeing and advice needs. The community hub welcomed two new managers, Jill Watson (with responsibility for Diversity & Inclusion) and Joss Cullen (with responsibility for Safeguarding). Staff continue with both tried and tested and innovative ways to improve outcomes for our clients. A new strand of our work is our Young People's Advocacy run by Ella Graham with support from the Coram Foundation.

Our work relies on the generosity of a variety of donors, individuals, trusts and foundations and statutory organisations. We are immensely grateful to the valuable support these organisations and individuals give to the charity. The charity was nominated (together with our neighbour charity, Rugby Portobello Trust) by the Mayor of Kensington and Chelsea, Cllr David Lindsay, as his Mayoral Charity for the year to May 2023. We are pleased to be working with the Mayor, particularly on the Future Focus programme. With the support of our funders together with the dedication of our staff, volunteers and trustees, we are committed in our work to improve lives and life goals in the community around the Centre.

Sophia Lewisohn

Chair of Trustees

**REPORT OF THE TRUSTEES**  
**Year ended 31 August 2022**



**CONTENTS**

Report of the Trustees	4-19
Independent Auditor's Report	20-23
Statement of Financial Activities	24
Balance Sheet	25
Notes to the Financial Statements	26-36

The trustees present their report and audited financial statements for the year ended 31 August 2022.

### Reference and Administrative Information

**Charity Name:** St Clement & St James Community Development Project

**Working Name:** The ClementJames Centre (hereafter referred to as 'the charity')

**Governing Document:** The company was established under Memorandum and Articles which established the objects and powers of the charitable company on 30.05.1985, as amended by Special Resolution on 27.09.2005.

**Charity Number:** 1009253

**Company Number:** 2677427

**Registered Office and Operational Address:** 95 Sirdar Road, London W11 4EQ

#### Trustees

Julian Knott	Chair	Resigned as Trustee 25/01/2022
Adekunle Awodele		
Vanessa Casey		
Belinda Davie		
Manuel de Souza Girão		
Joanna Gardner		
Setor Lassey		
Sophia Lewisohn – Chair	Chair	Appointed as Chair 25/01/2022
Richard Ryan		
Katherine Soanes		
Rev'd Gareth Wardell	Vicar of St Clement & St James Parish	

#### Audit and Risk Committee

Setor Lassey (Chair)  
Joanna Gardner  
Richard Ryan

#### Fundraising & Development Committee

Katherine Soanes (Chair)  
Sophie Lewisohn

#### Investment Committee

Manuel de Souza Girão (Chair)  
Richard Ryan

#### Capital Development Committee

Joanna Gardner (Chair)  
Adekunle Awodele  
Manuel de Souza Girão  
Belinda Davie

#### Nominations & Remuneration Committee

Richard Ryan (Chair)  
Sophia Lewisohn  
Katherine Soanes

#### Development Board

Rachael Bradford  
Isobel Carter  
Lady Julia Higgs  
  
Carolyn Johnston  
Suzie Campbell  
Jennie Dalton  
Eva Rice  
Lesley Swain  
Viola Procovio  
and members of the  
Fundraising & Development  
Committee

**Senior Management Team**

Dami Solebo  
(Chief Executive – From  
11/07/20022)  
Leo Reid (Chief Operations  
Officer)  
Esther Pickering (Chief  
Programmes Officer)

**Senior Leadership Team**

Joss Cullen (Hub Manager)  
  
Jill Watson (Hub Manager)  
  
Daniel Sadler (IntoUniversity  
Centre Leader)

**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ  
Barclays Bank, Westmoreland House, Scrubs Lane, London NW10 6AH  
CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ

**Auditor**

Haysmacintyre LLP, 10 Queen Street, London, ECR 1AG

**Structure, Governance and Management**Governing Document

The charity is a company limited by guarantee, incorporated on 14 January 1992 and registered as a charity on 13 March 1992. The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The charity operates under the working name of The ClementJames Centre.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. The trustees who served up to the date of this report are set out on page 4. The Report of the Trustees is the Directors' Report in accordance with s.415 of the Companies Act 2006. The trustees are the only members of the company, and are each liable for a maximum of £1 in the event of the winding up of the charity.

The board of trustees consists of the incumbent of the Parish of St Clement Notting Dale and St James Norland; not more than four persons appointed by the Parochial Church Council; and such other person/s as the trustees may appoint by ordinary resolution. The board aims to be representative of the community as a whole and to ensure that it has available a broad range of skills and expertise amongst its trustees.

The board carries out an annual review of the trustees to ensure a broad range of skills, that members of the local community and users of the charity are represented, and to identify the need for new trustees (due to vacancies or having decided that one or more new trustees with specific skills are needed to help run the charity more effectively). Having agreed the skills and experience needed, the trustees consider the best method of attracting desirable candidates and agree a process for recruitment that complies with the governing document. The Nominations Committee receive CVs, shortlist candidates and conduct interviews. Successful candidates are invited to join the trustees, subject to references, background / DBS checks and approval by the full trustee board.

### Trustee Induction and Training

An information pack about the organisation is sent to new trustees, including their duties and the organisation's expectations of them, and a full induction process is arranged. New trustees meet existing trustees, key members of staff and volunteers and are introduced to the charity's work and programmes. All trustees are offered training to develop their abilities and competence. Staff and trustees (where possible) attend an annual 'Vision Day' to evaluate existing services, set targets for future provision and develop strategic objectives.

### Risk Management

During the year the trustees have reviewed the significant risks to which the charity is exposed and the means by which these risks are either removed, managed or controlled. With Clare Richard (former CEO) stepping down, the trustees increased the frequency of these reviews to ensure that all internal controls were maintained.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks etc.) to external risk (macroeconomic, political, reputational etc.). The trustees are satisfied that all major risks have been identified, that awareness of these risks is the single most effective way to manage them, and that appropriate internal controls are in place to manage the charity's exposure.

Below is a summary of the key categories of risk faced by the charity and the steps taken to mitigate such risks.

RISK/CONSEQUENCE	ACTION
<p><b>Political:</b> The charity receives a significant proportion of its income from the Royal Borough of Kensington and Chelsea. As a result, it is exposed to political risks. For example:</p> <p>Withdrawal of support for our activities. Reduction in provision or need to find alternative funders</p> <p>Change in government or political aims Failure to meet government aims and difficulty securing funding.</p>	<ul style="list-style-type: none"> <li>• Continue to secure best practice accreditations for our service and ensure the local authority is aware of our services through publicity.</li> <li>• Maintain close relationships with key local authority stakeholders</li> <li>• Attend regular steering groups and boards to keep up-to-date with developments in the borough</li> <li>• Invite local authority staff to our centre to meet our beneficiaries and see our projects in action</li> <li>• Utilise the growing national reputation of IntoUniversity(IntoUni) emphasise the importance of the local charity</li> <li>• Remain aware of provision and quality of competitor offerings in the market to ensure we are well placed relative to our peers</li> <li>• Implement a positive marketing strategy to continue to tell story across key stakeholders</li> </ul>
<p><b>Staffing, Volunteers &amp; Governance</b></p>	<ul style="list-style-type: none"> <li>• Rigorous recruitment processes</li> <li>• Detailed onboarding of new leadership</li> <li>• Detailed review of policies and procedures</li> </ul>

<p>Transition in Leadership Gaps amongst key staff due to sickness, departure, parental leave, or holiday</p>	<ul style="list-style-type: none"> <li>• Increased engagement from the trustees to ensure policies and procedures are upheld</li> <li>• Ensure staff are aware of and have access to the staff handbook and procedures</li> <li>• Consider and implement additional steps to assess staff health and wellbeing</li> <li>• Monitor staff absences to ensure that staff are supported and to identify and anticipate operational issues</li> <li>• Continue to provide regular professional staff support</li> <li>• Consider staff cover options and flexibility around delivery should the charity experience significant staff absences</li> <li>• Continue to assess how the charity will respond to an outbreak of Covid-19 on site and have in place the necessary protocols</li> </ul>
<p><b>Legal &amp; Compliance</b> Failure to meet legal and health &amp; safety requirements Failure to meet Child Protection &amp; Safeguarding requirements Failure to meet data protection obligations</p>	<ul style="list-style-type: none"> <li>• Preparation of Site Risk Assessment to identify risks at the centre, and to set out mitigations to address identified risks</li> <li>• Preparation of Personal Risk Assessments to identify risks for individuals or their concerns, and to set out mitigating steps</li> <li>• Ongoing review of government guidance and best practice</li> <li>• Obtain external professional and legal advice as required</li> <li>• Maintain liability insurance</li> <li>• Ensure flexibility in staff arrangements for staff members that are high risk or have personal circumstances which make them higher risk (e.g. caring for vulnerable dependents)</li> <li>• Review regularly.</li> <li>• Maintain up to date Safeguarding policy and review annually</li> <li>• Appoint a Safeguarding Lead, Deputy Designated Safeguarding Leads and a trustee to act as a coordinator on Safeguarding</li> <li>• All staff, volunteers and trustees are regularly updated and trained</li> <li>• On-going monitoring and awareness of risks with reporting of issues / incidents to appropriate persons</li> <li>• Safeguarding to be a standing agenda item at all trustee meetings</li> <li>• Periodic spot checks on the implementation of COVID-19 prevention systems, child protection procedures and data protection systems.</li> <li>• All staff, volunteers and Trustees will be DBS checked</li> <li>• Ensure appropriate governance, oversight and reporting to trustees</li> <li>• Ensure any required reporting to authorities is done</li> </ul>

	<ul style="list-style-type: none"> <li>• Designated Data Protection Lead the charity in place</li> <li>• Annual review of data protection policies to ensure compliance with General Data Protection Regulation (GDPR)</li> <li>• Annual provision of data protection training for all staff</li> <li>• Maintain primary database on European-based server</li> <li>• Ensure policies regarding data protection are adhered to by staff</li> </ul>
<p><b>Financial</b>                  Major capital expenditure required                  Capital building project expenditure required                  Cost of Living Crisis</p>	<ul style="list-style-type: none"> <li>• Ongoing monitoring by SMT and board of fundraising progress</li> <li>• Budget maximises cost efficiencies and includes contingency for unforeseen costs</li> <li>• SMT and trustees to regularly monitor development of cost base and fundraising position</li> <li>• Trustee board to take effective action to manage cost escalation should the income position under perform</li> <li>• Seek alternative funding sources and new funders to mitigate risk from future potential challenging fundraising</li> <li>• If, we need to make costly repairs to the main building, will first investigate insurance cover, then seek funding. If critical then consider funding via reserves our reserves however this requires board approval and alternative funding sources should be applied for.</li> <li>• Any additional costs must be approved by CEO and trustee Board</li> <li>• Identify a diverse range of funders to ensure that capital specific funders are found</li> <li>• CEO and Fundraising Officers to ensure that capital fundraising does not encroach on running cost funding</li> <li>• Obtain all or a significant sum of funding for the Capital Building Project prior to any substantial building works proceeding and obtain Trustee approval to proceed with substantial building works</li> <li>• Delegate approval or board approval needed to move ahead with building work or parameters of what can be done under delegated approval</li> <li>• Report back to the trustees or the Risk and Audit Committee on fundraising and expenditure</li> <li>• Prior to any substantial building works, have a detailed plan about how services will operate during works and communications with</li> </ul>

	<p>church, neighbours and a formal contract for building works</p>
<p><b>Financial</b> Loss of funding from major sources and need to cut budget and expenditure</p>	<ul style="list-style-type: none"> <li>• Liaise with other local supporting agencies in order to ensure the local need is met</li> <li>• Utilise resources provided by partners</li> <li>• Recruit more volunteers</li> <li>• Work with IU centres to reduce expenditure</li> <li>• Continue to actively seek new sources of funding to diversify income base</li> <li>• Maintain strong relationship with IU, across CEO, board Chair and trustees</li> <li>• We will continue to liaise over funding opportunities.</li> <li>• Maintain a good relationship between the ClementJames IntoUni program and the rest of the IntoUni network</li> <li>• Continue and seek to develop diverse funding base across government, corporates and other donors</li> </ul>
<p><b>Financial</b> Anti -Bribery, Corruption (ABC) Damage to reputation Potential fine and sanctions Lack of economic growth and the impact of this on income Lack of economic growth and the impact of this on income</p>	<ul style="list-style-type: none"> <li>• ABC policy in place setting out responsibilities of trustees and SMT for ensuring compliance of trustees and SLT and training</li> <li>• Appoint an ABC / compliance officer responsible for oversight of policy</li> <li>• Implementation of donor acceptance policy – with a risk based approach to additional checks</li> <li>• Inclusion of ABC policy in staff handbook and trustee handbook</li> <li>• Train SLT to monitor ABC in recruitment</li> <li>• Train SLT to ensure that hospitality does not contravene policy</li> <li>• Finance policy procedures on competitive selection of suppliers above specified limits</li> <li>• Dual authorisation of supplier payments</li> <li>• Transparent financial records</li> <li>• Annual review of systems, policies and controls</li> <li>• Fundraising strategy in place to ensure diverse income streams</li> <li>• Maintain financial prudence</li> <li>• We have a reserves policy in place and should maintain these reserves in accordance with our policy</li> <li>• Maintain prudent cost control and financial management</li> <li>• Ensure a prudent budgeting process which reflects likely reality</li> <li>• Consider what services are required to meet demand and how to deliver them to be most effective with resources available or how to manage demand (eg collaboration organisations)</li> <li>• Consider how to manage utility usage and other variables so as to be most efficient and control costs</li> </ul>

	<ul style="list-style-type: none"> <li>• Fundraising strategy in place to ensure diverse income streams</li> <li>• We have a reserves policy in place and should maintain these reserves in accordance with our policy</li> <li>• Maintain prudent cost control and financial management</li> <li>• Ensure a prudent budgeting process which reflects likely reality</li> </ul>
<p><b>Major Incident</b> Failure to support clients appropriately across the range of need</p>	<ul style="list-style-type: none"> <li>• Understand local provision for well-being, mental health and social care and continue to direct clients with more challenging needs to the correct third-party organisations</li> <li>• Maintain contact with affected committees, community groups, and clients to understand the changing needs of that group</li> <li>• Regularly review provision on offer and determine whether additional programs are required (aligned to our core strands) to support communities</li> <li>• Regularly review provision provided by other key partners and be clear on what provision the charity will deliver and what provision is best delivered by third party partners</li> </ul>
<p><b>Technological</b> Data Security Electronic data is accessed by unauthorised persons. Sensitive data is misused 3<sup>rd</sup> party personal data compromised or lost Financial or operational data impacted / lost by malware, ransomware, etc.</p>	<ul style="list-style-type: none"> <li>• Maintain robust data protection policies</li> <li>• Password protect sensitive information / client data</li> <li>• Ensure data security policies in line with legal requirements</li> <li>• Maintain a data security and data protection officer</li> <li>• COO to perform regular spot checks and reviews on implementation of policy</li> <li>• Create policy detailing approach for dealing with any potential data loss</li> <li>• Access to different types of information within the organisation will be restricted to the appropriate members of staff</li> <li>• Ensure that third party providers adhere to data policies in line with legal requirements / the charity requirements</li> <li>• Cyber security risk management framework and policies to be developed and implemented</li> </ul>

### Organisational Structure

During the year the board met six times, these meetings also include members of the charity's staff as appropriate. The role of the board is to provide oversight of the charity's activities, including planning, approval of annual budgets, review of results and provision of general support to the chief executive and staff. The day to day running of the charity is carried out by the permanent staff, with support from volunteers and under the leadership of the chief executive, Dami Solebo, who reports directly to the Chair and the board.

### Relationship with the IntoUniversity charity

The **IntoUniversity** charity ('**IntoUni**') started its first year of independent operation in 2007. The new charity grew out of the **IntoUniversity** work of The ClementJames Centre and was established by two of its trustees. **IntoUniversity** Head Office is based in offices rented from the parish at 95 Sirdar Road, London, W11. **IntoUniversity** contributed £190,000 towards the **IntoUniversity** programme at The ClementJames Centre from 1 September 2021 to 31 August 2022. The **IntoUniversity** work of The ClementJames Centre is therefore affiliated to, and receives grants from **IntoUniversity**, but remains under the governance of The ClementJames Centre and the management of The ClementJames Centre's chief executive. **IntoUni** refers to the **IntoUni** programme at The ClementJames Centre as "**IntoUniversity** North Kensington".

### Relationship to the Church

The ClementJames Centre was established by the Parochial Church Council of the Parish of St Clement and St James to provide support in the wider community. The Centre benefits from extensive premises that are leased from the diocese and the Parochial Church Council of the Parish of St Clement and St James. The Incumbent of the Parish of St Clement and St James is a member of the Board of Trustees.

### Management

Salaries for key management personnel are set by the Remunerations Committee, a subcommittee of the trustee board. The Committee review other local and national organisations to ensure that salaries are appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually.

### Staff

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination has ensured that the charity has remained a positive and crucial resource for the people of North Kensington, some of which has been delivered under COVID-19 restrictions.

### Volunteers

In addition, the trustees would like to thank the dedicated volunteers at the charity, of whom there are over 140. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients and helping at our gardening club.

### Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's General Guidance on Public Benefit when reviewing the charity's aims and objectives and in planning future activities.

### **Objectives and Activities**

The objectives of The ClementJames Centre, as stated in the Memorandum and Articles are:

- a) To advance the education of the inhabitants and in particular of children and young people within the parish of St Clements Notting dale St James Norland or any united parish comprising St Clements Nottingdale St James Norland and any other ecclesiastical parish associated with or added to them (hereinafter called "the parish");
- b) To relieve poverty among the inhabitants and in particular among the children and young people within the parish;

- c) To relieve the needs of the elderly within the parish;
- d) To provide or assist in the provision of facilities for the recreation and other leisure time occupation of the inhabitants of the parish and in particular of those who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty, or social and economic circumstances in the interests of social welfare and with the object of improving their conditions in life.

### The Main Activities of the ClementJames Centre

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most disadvantaged areas in North Kensington. It targets children, young people and adults most at risk of failing to meet their potential to go onto higher education or employment, and helps them to achieve more by improving their use of English, helping them to learn and providing them with personalised guidance and support. The charity aims to reduce isolation, poverty and unemployment through three aligned programmes and the provision of a community hub and garden:

#### **1. Adult Learning**

We support adults to improve their English, Maths and ICT skills. This gives our students the confidence and knowledge to help them succeed and strengthens their place in the community. We offer a wide range of Functional Skills courses and intensive literacy and numeracy support.

#### **The challenges our Adult Learning programme addresses:**

- Over 1,400 local residents do not speak English at all or have a very limited grasp of the language;
- Many local EAL adults have had negative learning experiences in the past;
- Many local EAL adults are struggling to interact with their community, their children's school, the doctor etc;
- Pre-Entry English courses are not offered by colleges;
- Many local adults learning English as an Additional Language ("EAL") are intimidated by formal learning environments.

In addition, recent research has highlighted the uneven distribution of English skills and proficiency in the borough, with residents in the northern wards of the borough, where our centre is located, having lower levels of English proficiency and are more likely to have no qualifications. Some 23.6% of residents in our local Notting Dale ward have no qualifications which makes searching for employment and training even more challenging. RBKC also has a high number of households where English is not spoken as a first language. Low levels of English at home mean that many parents and guardians may find it challenging to provide their children with support for their school work at home, making it even more difficult for young people to catch up.

#### **What our Adult Learning programme offers:**

- **Functional Skills English classes** Accredited Functional Skills English ("FSE") courses from Entry-Level 1 to Level 2 enable and encourage progression and lead to a recognised language qualification. Classes maintain a high staff to student ratio to cater for individual needs. The focus of FSE classes is to provide individuals with the English language skills necessary to integrate fully into their workplace and community and to fulfil their potential. All classes take place in a friendly and welcoming environment to ensure students feel comfortable;
- **Functional Skills Maths classes** Accredited Functional Skills Maths courses from .Entry Level to Level 1 enable learners to gain a recognised Maths qualification and often support learners who did not gain these qualifications when in mainstream education;
- **Functional Skills ICT classes** Accredited Functional Skills ICT courses from Entry Level 3 to Level 1 support learners to develop their ICT skills and help improve learners' employability.

- **Sunday Classes** A low level conversation class designed to support domestic workers;
- **Community Learning Classes** A wide range of courses offer several preparation options to get learners ready for Functional Skills qualifications;
- **One-to-one literacy and numeracy support** When appropriate, students can benefit from intensive one-to-one English and Maths support by trained staff or volunteers.
- **Advice and Guidance** Students can drop in to ask for advice and assistance, for example regarding further education options.

## 2. Children & Young People's Education

We help children and young people to learn, flourish and achieve their full potential. This allows them to feel fulfilled and have the opportunities to build the future that they choose. We provide academic support, mentoring, intensive literacy and numeracy support, aspirational activities and intensive post COVID-19 catch up classes.

### The challenges our Children & Young People's Education programme addresses:

Young people from Britain's most marginalised backgrounds face considerable educational disadvantage:

- They do far less well at school;
- Are less likely to go to university;
- Have little chance of entering the professions;

These young people lack the educational support and aspiration that is often taken for granted in better off homes. In addition, a lack of capacity in local schools for 1:1 support means many young people risk falling further behind and as a result disengaging from education. School exclusions in our local area are high, with RBKC having the highest rates of permanent exclusions in London, with many of the young people we support at an increased risk of exclusion as a result of disengagement and challenging behaviour.

### What our Children & Young People's Education programme offers?

We provide sustained academic support, motivation and encouragement to give disadvantaged young people a fair chance of realising their full potential. We provide children aged 7 to 18, with a combination of:

- **Academic Support** School children receive help with homework, coursework, literacy and numeracy from trained tutors. We also offer one-to-one support with GCSE, AS Level, A2 Level and degree options, coursework, revision, exam techniques, UCAS forms, interview techniques and gap years. Academic support raises levels of achievement, increases confidence and motivation, and helps young people re-engage with learning outside school hours;
  - **FOCUS provision** Children are given the opportunity to experience the pleasure of learning through an educational activity lasting between a day and a week. The charity takes children on visits to universities thereby introducing them to the idea that university is something to which they might aspire. The Careers in FOCUS and Business in FOCUS programmes introduce the students to a diverse range of careers and skills through workshops led by professionals.
- Mentoring** The charity works with the University of London and a wide range of other universities to provide mentors to The ClementJames Centre. Mentors help the young people with their education as well as their social skills, introducing them to their campus and acting as positive role models, and encouraging the young people to think about their futures and raise their aspirations. Some Year 13 students are paired with a mentor from one of our corporate partners. On the mini-mentoring programme known as the Buddy Scheme, trained undergraduates work with Year 8 students, providing hands-on workshops and an insider's view of their campus. The Futures Fast Track scheme runs in conjunction with UBS and provides a group of Year 12 students with personal support with their employment skills, through a combination of face-to-face and email support;

- **One-to-one literacy and numeracy support** Children and young people can benefit from intensive one-to-one Maths and English support by trained staff or volunteers to help them catch up with their academic skills, build their confidence and ultimately improve their grades;
- **Summer carnival arts** Throughout the summer the charity runs a Carnival Arts Programme where children and young people work in partnership with artists, choreographers, musicians, staff and volunteers to design and create their own carnival costumes and performance pieces for the Notting Hill Carnival;

### 3. Employment Support

We help people to gain meaningful and sustainable employment. This enables our clients to improve their quality of life, security and independence. We do this through tailored advice and support, mentoring and work skills activities:

#### The challenges our Employment Support programme addresses:

- There has been an increase in the number of unemployed adults and young people in the area surrounding the centre;
- Over 6,600 local residents do not have any qualifications;
- In our ward of Notting Dale alone, 76% of households suffer from at least one form of deprivation around income, housing, education or health.

North Kensington is an area with a high unemployment rate, and was badly affected by the pandemic. 25% of employees were furloughed in RBKC during this period and retail, one of RBKC's most significant industries was very badly hit. The employment rate in RBKC is 5% lower than London's employment rate. Furthermore, insecure work and in-work poverty are also a significant issue locally. Local research revealed that the number of people claiming in-work benefits almost trebled over the course of the pandemic.

#### What the Employment Support programme offers:

- **A needs assessment** Identifying transferable skills and training needs;
- **Benefit & work advice** including addressing potential challenges to work, e.g. low confidence, lack of interview knowledge, etc;
- **Job & training search** Identifying long-term job opportunities and sectors where there are job opportunities;
- **Interview, CV and application preparation;**
- **Development of personal skills** Including effective timekeeping, communication, presentation (clothing and etiquette), self-confidence, motivation, self-esteem, teamwork, leadership, flexibility & ability to adapt, self-awareness and commitment;
- **Outreach** Involving employment/training support offered at other local community organisations;
- **Interview Skills Days** Corporate volunteering days where staff from business work with clients to increase their confidence, presentation and interview skills;
- **Youth Employment Programme** For 16-24 year olds including one-to-one support and coaching;
- **School's provision** To develop work-place skills and confidence for young people seeking work after leaving school;
- **Adult Mentoring** A three-month long mentoring scheme for adult clients providing additional support covering a wide range of focus areas.

### 4. Wellbeing & Support

We empower people to overcome barriers and challenges and to engage with their own wellbeing. This enables our clients to pursue their goals. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities.

### The challenge our Wellbeing & Support programme addresses:

As many students and clients face a range of barriers affecting their ability to progress, it is not enough for us to limit our services to education and employment support. Some children and adults are facing personal problems that affect their ability to study or find employment, for example problems at school, debt or inadequate housing. Some of our users, children as well as adults, also suffer from low-level mental health problems, most commonly anxiety and depression.

One in five RBKC neighbourhoods are among the 20% most income-deprived in England and Wales and over the course of the pandemic, the rate of local people claiming out-of-work benefits rose by over 50%. Our staff have seen a large increase in the demand for our Information, Advice & Guidance services as a result of the pandemic and the more recent cost of living crisis, with many people seeking help with rising energy bills, housing issues and benefit claims

### What our Wellbeing & Support programme offers:

- **Advice and Guidance** Support is provided on a wide range of issues such as housing, benefits, education, finance and debt;
- **Health and Wellbeing** Services at the Centre includes activities such as mindfulness, gardening and a weekly Wellbeing Clinic. Our clinic offers certified NADA ear acupuncture, relaxation and health and wellbeing advice. With the support of other organisations we also provide parenting classes and a reading group;
- **Women's Confidence Programme** The Women's Confidence Programme is a six week course which gives local women the opportunity to focus on themselves: their needs, aspirations, and ways in which they can successfully achieve their goals in life.

### 5. Grenfell Tower fire response

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to support this community for as long as is needed and we will remain a place of care and service.

### 6. Related activities

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- **Community Garden** Providing an outdoor recreational space and classroom;
- **Support, Guidance & Training** Services for local organisations and individuals;
- **Premises** Our location is made available for the use of other community groups.

What distinguishes The ClementJames Centre from the work of many other organisations is that we provide services for the whole family, welcoming every client as an individual and nurturing their potential to achieve and contribute more. We tailor our approach to meet each client's needs – building a package of support that has measurable impact.

### Achievements and Performance

In the academic year 2021-2022, the charity supported **1,707** children and young people (2020-21: **1,516** *This number was achieved despite COVID-19 restrictions*) and **883** adults (2020-21: 864) from its target group. The charity has also been successful in raising sufficient funds both to meet all of its operating costs and to maintain the organisation on a sound financial footing. The principal sources of funding have been the local authority and trusts and foundations.

During the academic year 2021-2022, ClementJames activities included:

## Adult Learning

- **188** students completed a course on the Adult Learning Programme throughout the year (2020-21: 178). 89% of students achieved the course outcomes;
- **All** students also received Information, Advice and Guidance upon enrolment;
- **30** adult learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities;
- **78%** of learners on our accredited English courses achieved their accreditation and **79%** of learners on our non-accredited English courses achieved the outcomes of the course;
- **50%** of learners on our accredited Maths courses achieved their accreditation;
- **79%** of learners on our accredited ICT courses achieved their accreditation and **60%** learners on our non-accredited ICT courses achieved the outcomes of the course.

## Children & Young People's Education

- **193** IntoUniversity students attended 3 or more academic support sessions (2020-21: 161), 1,267 students took part in our Primary and Secondary FOCUS programmes. (2020-21: 1161);
- **57** participated in holiday and out-of-school FOCUS workshops (2020-21: 134);
- **106** students benefited from the mentoring and buddy schemes (2020-21: 136);
- **80%** of our Year 13 students progressed directly to university, employment, training or apprenticeships;
- **74** Literacy and Numeracy students made a year's progress in either their Maths or Numeracy in just nine weeks;
- **56%** of Academic Support students reported improved school grades;
- **59%** of Academic Support students reported improved confidence;
- **61%** of Academic Support students said they are 'more likely to go to university';
- **114** children and young people received intensive numeracy and literacy support (2020-21: 83).

## Employment Support

- In 2021-2022, **144** clients received 1:1 Employment Support (2020-21: 139). Of these **85 (59%)** are now in employment or training (2020-21: 52%);
- **27** survivors from the Grenfell Tower fire and bereaved relatives received one-to-one employment support at Grenfell United. (2020-21: 54);
- **55** young people at risk of permanent exclusion from education attended a series of employment-based workshops and received one-to-one support (2020-21: 49);
- **61** clients benefited from seven successful Interview Skills Days where a team of business volunteers work with a number of our clients on a one-day challenge designed to develop skills, build confidence and manage under pressure (2020-21: 41).

## Wellbeing & Support

- **308** local people received information, advice and guidance (2020-21: 274);
- Our staff helped our clients to resolve **357** advice issues (2020-21: 287) and made **106** referrals to specialist providers (2020-21: 53);
- **325** adults attended a range of health and wellbeing workshops and events such as a community gardening group, a healthy living day, confidence building workshops, a wellbeing fair and a community cooking group (2020-21: 219). After attending wellbeing provision, clients reported improvements in three key areas: increased confidence, resilience and support networks;
- **134** adults benefitted from the Wellbeing Clinic (2020-21: 32). Qualitative feedback from participants highlighted that they felt more relaxed, calmer and less stressed. Clients also remarked that they felt less anxious and better able to cope with challenges;

- **81** women participated in the Women's Confidence Programme, which includes the 6-week course, and a Women's Self Care Day (2020-21: 73);
- **6** children received long term support from our Children and Young People's Counsellor.

### **Awards and improvements**

- In the summer of 2022, The ClementJames Centre was shortlisted for the national Charity Times HR Management Award and the Charity Times Corporate Community Local Involvement Award with SUEZ recycling and recovery UK.

### **Plans for the Future**

The charity continues to respond to changing local needs, adapting programmes accordingly. Over the financial year 2022-23 both the quality and the scope of the charity's services will be developed to recognise the evolving landscape, especially in light of the impact of COVID 19 and wider economic challenges. The points below highlight some of the areas of focus for the coming year.

- Many young people have had disrupted education over the last few years, making our 1-2-1 Numeracy and Literacy support vital, in addition to our focused advocacy and advice provision and intensive group work targeting young people at risk of exclusion.
- The charity has also seen high numbers of adults facing unemployment and in-work poverty, making our Employment Support programme essential. The charity have reviewed this strand to ensure that coaching and guidance is more tailored and personalised to reflect the individual challenges and obstacles that people may face in obtaining employment.
- As part of a comprehensive Diversity and Inclusion strategy, the charity will ensure that it provides opportunities for our clients and users to input in the shape of programme development, partnerships and messaging. The strategy also focuses on a wider drive to make our staff and Board more representative of the community that the charity serves.
- The beginning of the 2022-23 financial year, the charity is reviewing our next steps regarding the capital project to expand the charity's office, teaching and meeting spaces, given the changing landscape in terms of need and fundraising capacity. The biggest drive for this development will be responding to the needs of existing and potential new clients.

### **Financial Review**

Total expenditure for the year amounted to £1,212,122 (August 2021: £1,206,675). Total income amounted to £1,297,350 (August 2021: £1,260,324). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £293,610 (August 2021: £196,262) and IntoUniversity £190,000 (August 2021: £190,000). Further details of the income from **IntoUniversity** can be found in note 14 of the accounts. All restricted funds were fully expended in the year and at 31 August 2022 the charity had unrestricted net assets of £718,299 (£711,260 unrestricted funds and £7,039 fixed assets) (2021: £622,382 unrestricted funds £10,689 fixed assets).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, institutions and individuals that supported the charity throughout the year. For further information about the voluntary income of the charity see note 2 of the accounts.

### **Reserves Policy**

As at 31 August 2022, the charity held free reserves of £711,260 (unrestricted funds and excluding fixed assets). The trustees have reviewed the charity's need for reserves, particularly in the current financial climate and with the uncertainty presented by the cost of living crisis, and consider that it is appropriate

to continue to seek to set aside free reserves to cover up to six months' running costs. Current free reserves are sufficient to meet our forecast for over five months' running costs in 2022-23. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's unrestricted reserves is to provide the charity with the means to:

- counter possible risks to continued operation in the event of a lack of funding in the short term;
- meet unexpected opportunities which cannot be funded out of normal operating income;
- provide the financial security necessary in these uncertain times.

### Investment Policy

Reserves are held in cash on deposit. Periodically, funds not required in the near future are invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

### Fundraising Activity Statement

The ClementJames Centre undertakes a range of fundraising activities and receives donations from a broad spectrum of donors and supporters, including companies, trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising targeted at trusts and foundations and the local authority.

Income from individual donations is achieved through three to four fundraising events a year, at which attendees can also participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take a donation if we know/have good reason to believe, that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

The ClementJames Centre does not outsource any of its fundraising activities to third parties.

The charity received no complaints relating to its fundraising activities in 2021-2022.

### **Responsibilities of the Trustees**

The trustees (who are also the directors of St Clement and St James Community Development Project for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the result of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities Statement of Recommended Practice (SORP);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material

departures disclosed and explained in the financial statements; and

- prepare the financial statements on an going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity’s transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the trustees are aware:

- there is no relevant audit information of which the charity’s auditor is unaware; and
- the trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

**Auditor**

A resolution to appoint haysmacintyre as auditor for the ensuing year will be proposed at the annual general meeting in accordance with section 489 of the Companies Act 2006.

This report has been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on .....07/12/2022..... and signed on their behalf by:

DocuSigned by:  
  
 .....FAB63FA7B96E4CB..... (Chair)  
 Sophia Lewisohn

## **Independent auditor's report to the members of St Clement & St James Community Development Project**

### **Opinion**

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2022 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there

is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the directors' report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

### **Responsibilities of trustees for the financial statements**

As explained more fully in the trustees' responsibilities statement set out on pages 18 and 19, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of

restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
  - Reviewing allocations and disclosures relating to restricted funds;
  - Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
  - Evaluating management's controls designed to prevent and detect irregularities;
  - Identifying and testing journals including the control environment and purpose; and
  - Challenging assumptions and judgements made by management in their critical accounting estimates.
- There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including to those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more the compliance with a law or financial regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Jane Askew (Senior Statutory Auditor)  
For and on behalf of Haysmacintyre LLP, Statutory Auditor

10 Queen Street Place  
London  
EC4R 1AG

16 December  
.....2022

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account) FOR THE YEAR TO 31 AUGUST 2022**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2022</b>	<b>Total 2021</b>
		£	£	£	£
	<b>Notes</b>				
<b>INCOME FROM:</b>					
Donations and legacies	<b>2</b>	451,016	838,628	1,289,644	1,257,239
Other trading activities	<b>3</b>	7,436	-	7,436	2,933
Investments		270	-	270	152
<b>Total Income</b>		<b>458,722</b>	<b>838,628</b>	<b>1,297,350</b>	<b>1,260,324</b>
<b>EXPENDITURE ON:</b>					
Raising funds	<b>4</b>	71,489	-	71,489	61,175
Charitable activities	<b>4,11</b>	302,005	838,628	1,140,633	1,145,501
<b>Total Expenditure</b>		<b>373,494</b>	<b>838,628</b>	<b>1,212,122</b>	<b>1,206,676</b>
<b>Net income</b>		<b>85,228</b>	<b>-</b>	<b>85,228</b>	<b>53,648</b>
<b>Funds brought forward</b>		<b>633,071</b>	<b>-</b>	<b>633,071</b>	<b>579,423</b>
<b>Funds at 31 August</b>		<b>718,299</b>	<b>-</b>	<b>718,299</b>	<b>633,071</b>

The notes on pages 26-36 form part of these financial statements.

The statement of financial activities includes all gains and losses recognised in the year. All amounts derive from continuing activities.

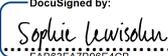
Full comparatives for 2021 are presented in note 15.

## BALANCE SHEET AT 31 AUGUST 2022

		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>	<b>Notes</b> <b>7</b>	7,039	10,689
<b>Current Assets:</b>			
Debtors	<b>8</b>	123,629	105,264
Cash at bank & in hand		754,789	623,338
		878,418	728,602
<b>Creditors:</b>			
Amounts falling due within one year	<b>9</b>	167,158	106,220
<b>Net current assets</b>		711,260	622,382
<b>Net assets</b>		718,299	633,071
 <b>The funds of the charity:</b>			
Unrestricted funds: General	<b>10, 11</b>	711,260	622,382
Unrestricted funds: Designated	<b>10, 11</b>	7,039	10,689
Unrestricted funds		718,299	633,071

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the Board of Trustees on 7<sup>th</sup> December 2022 and signed on their behalf by:

DocuSigned by:  
  
 .....  
FAB63FA7B96E4CB...  
**Sophia Lewisohn**

The notes on pages 26-36 form part of these financial statement

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2022

	Note	2022 £	2021 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	131,180	55,604
<b>Cash flows from investing activities:</b>			
Interest income		270	152
<b>Net cash provided by investing activities</b>		<u>270</u>	<u>152</u>
<b>Increase in cash and cash equivalents in the year</b>		131,450	55,756
Cash and cash equivalents at the beginning of the year		623,339	567,583
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		<u><u>754,789</u></u>	<u><u>623,339</u></u>

### A RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2022 £	2021 £
<b>Net movement in funds</b>	85,227	53,649
Add back depreciation charge	3,650	3,650
Deduct interest income	(270)	(152)
Decrease in debtors	(18,365)	22,584
Increase in creditors	60,938	(24,127)
<b>Net cash provided by operating activities</b>	<u>£131,180</u>	<u>55,604</u>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

The ClementJames Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### **Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. The review of the charity's financial position, reserves levels and future plans, gives trustees confidence the charity remains a going concern for the foreseeable future.

#### **Income recognition**

All income is recognised once the charity has entitlement to that income, receipt is probable and the amount of income receivable can be measured reliably.

#### **Expenditure recognition**

All expenditure is recognised on an accruals basis as a liability is incurred as follows;

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

#### **VAT**

The charity is not registered for VAT.

#### **Financial Instruments**

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

## **NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**

### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### **Employee benefits**

#### **-Short term benefits**

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

#### **-Employee termination benefits**

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

#### **-Pension scheme**

The charity operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held independently from those of the charity in an independently administered fund. The pensions costs charged in the financial statements represent the contributions payable during the year.

### **Legal status**

The ClementJames Centre is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The members are the trustees. There were 10 members at 31 Aug 2022 (2021:11).

### **Judgements and key sources of estimation uncertainty**

Preparation of the financial statements requires management to make significant judgements and estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There were no areas within the financial statements that required the trustees to make significant judgements or estimates during the year.

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**

<b>2. Donations &amp; Legacies 2022</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
	£	£	£	£
Arts Council England	-	-	-	10,000
Asda Foundation	-	1,500	1,500	-
BBC Children in Need	-	25,793	25,793	25,164
BCG	-	-	-	5,000
Blackrock	-	10,850	10,850	18,017
Campden Charities	3,000	-	3,000	3,500
Charities Aid Foundation	-	132,222	132,222	31,000
Childhood Trust	-	18,333	18,333	1,667
Childwick Trust	-	-	-	-
City Bridge Trust	-	-	-	40,167
Co-op	-	1,163	1,163	1,887
Corcoran Foundation	1000	-	1000	3,060
Dunnhumby	-	143	143	-
Du Plessis Family Foundation	10,000	-	10,000	-
Ground Works UK	-	800	800	-
Grove Trust	-	-	-	42,250
Henry Smith Foundation	-	37,000	37,000	24,000
Hollick Family Foundation	-	-	-	4,584
IntoUni	-	190,000	190,000	190,000
Johnson & Johnson	-	-	-	1,500
KCSC - Community Living Well	-	34,563	34,563	15,281
K&C Foundation	-	30,500	30,500	77,771
L&Q Place Makers Fund	-	-	-	-
Leathersellers' Company Charitable Fund	-	-	-	15,000
Lloyds Foundation	-	-	-	31,335
London Community Foundation (LCF)	-	11,500	11,500	-
LCF and Evening Standard	-	15,000	15,000	15,000
Lucid Group	-	-	-	3,000
Mercers' Company	-	-	-	25,000
National Lottery Community Fund	-	102,520	102,520	102,500
National Lottery Covid Fund	-	-	-	50,333
Open Hand	-	-	-	10,000
Paddington Development Trust:	-	18,000	18,000	2,000
Peter Stebbings Memorial Charity	-	-	-	6,000
Raising Foundation	-	-	-	60,000
Sheila's Fund	25,000	-	25,000	25,000
SUEZ	-	40,000	40,000	-
The Grenfell Foundation (Client Fund)	-	-	-	9,500
The Linbury Trust	-	50,000	50,000	-
The Royal Borough of Kensington & Chelsea	211,237	82,373	293,610	196,262
Thomas's Schools Foundation	-	2,500	2,500	1,500
Thomas's Schools PTA	-	-	-	1,748
Tudor Trust	-	2,000	2,000	2,000
Travers Smith	-	-	-	1,500
West London Zone	-	22,868	22,868	21,410
Worshipful Company of International Bankers	-	1,000	1,000	1,000
Wyelands Bank	-	4000	4000	200
Wyseliot	-	4,000	4,000	4,000
Individual donations	200,779	-	200,779	178,103
<b>Total</b>	<b>451,016</b>	<b>838,628</b>	<b>1,289,644</b>	<b>1,257,239</b>

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**
**(Continued) Donations & Legacies – 2021 comparatives**

<b>2. Donations &amp; Legacies 2021</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>
	£	£	£
Arts Council England	-	10,000	10,000
Asda Foundation	-	-	-
Barclays Bank	-	-	-
BBC Children in Need	-	25,164	25,164
BCG	-	5,000	5,000
Blackrock	-	18,017	18,017
Campden Charities	3,500	-	3,500
Charities Aid Foundation	-	31,000	31,000
Childhood Trust	-	1,667	1,667
Childwick Trust	-	-	-
City Bridge Trust	-	40,167	40,167
Co-op	1,887	-	1,887
Corcoran Foundation	3,060	-	3,060
Du Plessis Family Foundation	-	-	-
Gates Foundation	-	-	-
Grove Trust	-	42,250	42,250
Henry Smith Foundation	-	24,000	24,000
Hollick Family Foundation	-	4,584	4,584
IntoUni	-	190,000	190,000
Johnson & Johnson	1,500	-	1,500
JMW Barnard LLP	-	-	-
J Paul Getty Jnr Charitable Trust	-	-	-
KCSC - Community Living Well	-	15,281	15,281
K&C Foundation	-	77,771	77,771
Leathersellers' Company Charitable Fund	-	15,000	15,000
Lloyds Foundation	-	31,335	31,335
London Community Foundation	-	-	-
London Community Foundation and Evening Standard	-	15,000	15,000
Lucid Group	-	3,000	3,000
Mercers' Company	-	25,000	25,000
National Lottery Community Fund	-	102,500	102,500
National Lottery Covid Fund	-	50,333	50,333
Open Hand	-	10,000	10,000
Paddington Development Trust: Community Grants	-	2,000	2,000
Peter Stebbings Memorial Charity	-	6,000	6,000
Prudential plc	-	-	-
Rausing Foundation	-	60,000	60,000
Sheila's Fund	25,000	-	25,000
The Grenfell Foundation (Fight 4 Grenfell)	-	-	-
The Grenfell Foundation (Client Fund)	-	9,500	9,500
The Ogden Trust	-	-	-
The Royal Borough of Kensington & Chelsea	143,762	52,500	196,262
Thomas's Schools Foundation	-	1,500	1,500
Thomas's Schools PTA	-	1,748	1,748
Tudor Trust	-	2,000	2,000
Travers Smith	1,500	-	1,500
Waitrose	-	-	-
West London Zone	-	21,410	21,410
Worshipful Company of International Bankers	-	1,000	1,000

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

<i>Wvelands Bank</i>	200	-	200
<i>Wvseliot</i>	-	4,000	4,000
<i>Individual donations</i>	178,103	-	178,103
<b>Total</b>	<b>358,512</b>	<b>898,727</b>	<b>1,257,239</b>

### 3. Other Trading Activities

	Unrestricted	Restricted	2022	2021
Rentals	5,370	-	5,370	1,630
Miscellaneous	2,066	-	2,066	1,303
	<u>7,436</u>	<u>-</u>	<u>7,436</u>	<u>2,933</u>

All other trading income in 2022 & 2021 was unrestricted.

### 4. Total Expenditure

	Staff Costs 2022	Direct Costs 2022	Support Costs 2022	Total 2022
	£	£	£	£
Raising funds	71,489	-	-	71,489
<b>Charitable Activities</b>				
Capital	-	-	-	-
Adult Learning	173,794	15,314	25,705	214,813
Children & Young People	253,725	27,134	22,158	303,017
Depreciation	-	-	3,650	3,650
Employment Support	275,174	15,724	31,828	322,726
Wellbeing and Support	243,934	16,780	25,556	286,270
<b>Governance</b>				
External Audit	-	-	8,820	8,820
Trustees Indemnity Insurance	-	-	1,337	1,337
Miscellaneous Exp	-	-	-	-
<b>Total expenditure</b>	<b>1,018,116</b>	<b>74,952</b>	<b>119,054</b>	<b>1,212,122</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### Analysis of Support Costs

	Total 2022	Total 2021
	£	£
Repairs and Maintenance	22,836	29,163
Gifts and Events	24,830	7,669
Legal Professional Fees	15,220	13,442
Rent	16,000	13,500
Other	40,168	50,445
<b>Total Support Costs</b>	<b>119,054</b>	<b>114,219</b>

### 4. (Continued) Total Expenditure – 2021 comparative

	Staff Costs 2021	Direct Costs 2021	Support Costs 2021	Total 2021
	£	£	£	£
<i>Raising funds</i>	61,175	-	-	61,175
<b>Charitable Activities</b>				
<i>Capital</i>	-	-	12,700	12,700
<i>Adult Learning</i>	181,582	14,213	22,825	218,620
<i>Children &amp; Young People</i>	251,275	25,209	19,980	296,464
<i>Depreciation</i>	-	-	3,650	3,650
<i>Employment Support</i>	281,438	17,635	25,273	324,346
<i>Wellbeing and Support</i>	246,875	13,055	19,830	279,760
<b>Governance</b>				
<i>External Audit</i>	-	-	8,220	8,220
<i>Trustees Indemnity</i>	-	-	-	-
<i>Insurance</i>	-	-	1,296	1,296
<i>Miscellaneous Exp</i>	-	-	445	445
<b>Total expenditure</b>	<b>1,022,345</b>	<b>70,112</b>	<b>114,219</b>	<b>1,206,676</b>

### 5. NET INCOME FOR THE YEAR

	2022	2021
	£	£
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
Audit	8,820	8,220
	<b>8,820</b>	<b>8,220</b>

No Trustee received remuneration or claimed expenses in the current or prior year.

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

<b>6. STAFF COSTS AND NUMBERS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Staff Costs were as follows:</b>		
Salaries and wages	902,309	901,785
Social security costs	69,135	77,254
Pension contributions	39,275	40,000
Other staff costs	7,397	3,305
	<u>1,018,116</u>	<u>1,022,344</u>

No employees received more than £60,000 during the year (2021: £70,000 - £80,000 one).

The total cost to the charity of employing its key management personnel of the charity was £319,208 (2021: £350,795). The key management personnel of the charity are considered to be the 3 team managers, the Chief Operations Officer, the Chief Programmes Officer and the Chief Executive. It should be noted that a significant percentage of team managers' time is spent delivering the charity's programmes.

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Project delivery staff	25	26
Management & support staff (inc. delivery)	14	14
	<u>39</u>	<u>40</u>

## 7. Fixed Assets

### Land & Buildings

<b>Cost</b>	<b>£</b>
At 1 September 2021	21,639
Additions	-
Disposals	-
At 31 August 2022	<u>21,639</u>
<b>Accumulated Depreciation</b>	
at 1 September 2021	10,950
Charge for year	3,650
At 31 August 2022	<u>14,600</u>
<b>Net Book Value</b>	
At 31 August 2022	<u>7,039</u>
At 31 August 2021	<u>10,689</u>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 8. Debtors

	2022	2021
	£	£
Accrued income	119,946	105,097
Other debtors	3,683	167
	<u>123,629</u>	<u>105,264</u>

### 9. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Accruals	30,239	28,191
Deferred income	136,919	78,029
	<u>167,158</u>	<u>106,220</u>

Deferred income relates to grants and donations paid in advance of the period in which they are to be spent.

	2022	2021
	£	£
Analysis of deferred income:		
Balance brought forward 1 September 2020	78,029	99,317
Released to Statement of Financial Activity during the year	(78,029)	(99,317)
Amount deferred during the year	136,919	78,029
	<u>136,919</u>	<u>78,029</u>
Balance at 31st August 2021		

### 10. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Fixed assets	7,039	-	7,039
Current assets	878,418	-	878,418
Current liabilities	(167,158)	-	(167,158)
	<u>718,299</u>	<u>-</u>	<u>718,299</u>
Net current assets at 31 August 2022			

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 11. Designation and Restriction of funds

Programme Designation:	at 1 Sept 2021		Income	Expenditure	at 31 Aug 2022
		£	£	£	£
Capital					
	Restricted	-	-	-	-
	Unrestricted	-	-	-	-
			-	-	
Adult Learning					
	Restricted	-	51,540	(51,540)	-
	Unrestricted	-	183,684	(183,684)	-
			<b>235,224</b>	<b>(235,224)</b>	
Children and Young People					
	Restricted	-	287,023	(287,023)	-
	Unrestricted	-	32,324	(32,324)	-
			<b>319,347</b>	<b>(319,347)</b>	
Employment Support					
	Restricted	-	297,578	(297,578)	-
	Unrestricted	-	48,825	(48,825)	-
			<b>346,403</b>	<b>(346,403)</b>	
Wellbeing & Support					
	Restricted	-	202,487	(202,487)	-
	Unrestricted	-	105,011	(105,011)	-
			<b>307,498</b>	<b>(307,498)</b>	
Designated Fund (Fixed Asset)					
	Restricted	-	-	-	-
	Unrestricted	10,689	-	(3,650)	7,039
			-	<b>(3,650)</b>	
General Fund					
	Restricted	-	-	-	-
	Unrestricted	622,382	88,878	-	711,260
			88,878	-	
			-	-	
Total Restricted		-	838,628	(838,628)	-
Total Unrestricted		633,071	458,722	(373,494)	718,299
Total funds		<b>633,071</b>	<b>1,297,350</b>	<b>(1,212,122)</b>	<b>718,299</b>

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**

<i>Programme Designation:</i>	<i>at 1 Sept 2020</i>		<i>Income</i>	<i>Expenditure</i>
	<i>£</i>		<i>£</i>	<i>£</i>
<i>Capital</i>				
<i>Restricted</i>	-		-	-
<i>Unrestricted</i>	-		12,700	(12,700)
			-	-
<i>Adult Learning</i>				
<i>Restricted</i>	-		94,947	(94,947)
<i>Unrestricted</i>	-		142,053	(142,053)
			<b>237,000</b>	<b>(237,000)</b>
<i>Children and Young People</i>				
<i>Restricted</i>	-		274,445	(274,445)
<i>Unrestricted</i>	1,067		35,090	(36,157)
			<b>309,535</b>	<b>(310,602)</b>
<i>Employment Support</i>				
<i>Restricted</i>	-		271,102	(271,102)
<i>Unrestricted</i>	-		73,037	(73,037)
			<b>344,139</b>	<b>(344,139)</b>
<i>Wellbeing &amp; Support</i>				
<i>Restricted</i>	-		258,233	(258,233)
<i>Unrestricted</i>	-		39,907	(39,907)
			<b>298,140</b>	<b>(298,140)</b>
<i>Designated Fund (Fixed Asset)</i>				
<i>Restricted</i>	-		-	-
<i>Unrestricted</i>	14,339		-	(3,650)
			-	<b>(3,650)</b>
<i>General Fund</i>				
<i>Restricted</i>	-		-	-
<i>Unrestricted</i>	564,017		58,810	(445)
			58,810	(445)
<i>Total Restricted</i>	-		898,727	(898,727)
<i>Total Unrestricted</i>	579,423		361,597	(307,949)
<i>Total funds</i>	<b>579,423</b>		<b>1,260,324</b>	<b>(1,206,676)</b>

The purposes of restricted funds are more fully described in the Report of the Trustees. They are for the provision of the Adult Learning Programme, the Children and Young People's Education Programme, Employment Support Programme and the Wellbeing & Support programme. The Designated Fund refers to the charity's fixed assets (the eco-garden studios).

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 12. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. Since this accommodation would not be available on the open market, it is not possible to quantify this benefit. The charity is responsible for all repairs and maintenance required on its premises.

### 13. Control

The charity has no individual who can exercise ultimate control.

### 14. Related party transaction

During the period the charity received grants from IntoUni totalling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of IntoUni during the period.

The aggregate of donations received from the trustees and related parties in the year was £17,182 (2021 £22,901).

At the year end, a balance of £7,287 was owed to IntoUni by the charity and a balance of £1,820 was owed to the charity by IntoUni.

### 15. Comparative Statement of Financial Activities 2021

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total</i>
		£	£	2021 £
	<b>Notes</b>			
<b>INCOME FROM:</b>				
Donations and legacies	<b>2</b>	358,512	898,727	1,257,239
Other trading activities	<b>3</b>	2,933	-	2,933
Investments		152	-	152
<b>Total Income</b>		<b>361,597</b>	<b>898,727</b>	<b>1,260,324</b>
<b>EXPENDITURE ON:</b>				
Raising funds	<b>4</b>	61,175	-	61,175
Charitable activities	<b>4,11</b>	246,774	898,727	1,145,501
<b>Total Expenditure</b>		<b>307,949</b>	<b>898,727</b>	<b>1,206,676</b>
<b>Net income</b>		<b>53,648</b>	<b>-</b>	<b>53,648</b>
<b>Funds brought forward</b>		<b>579,423</b>	<b>-</b>	<b>579,423</b>
<b>Funds at 31 August</b>		<b>633,071</b>	<b>-</b>	<b>633,071</b>