



bringing one-to-one fun to disabled kids

KEEN London

Annual Report and Financial Statements

Year ended 30 June 2017

Company Limited by Guarantee

Registered in England & Wales number 06579658

Registered charity 1124915

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## Administrative details

Name of charity	KEEN London
Governing document	Memorandum and Articles of Association incorporated 29 April 2008 as amended by special resolution dated 8 October 2009
Registered charity number	1124915
Registered company number	06579658 (England and Wales)
Trustees and Directors	Lindsay Baker Karen Coulton Clare Ellis Jill Robinson Patrick Smears Lucy Walker, Treasurer (appointed 17 July 2017) Debbie Ariyo (appointed 27 March 2017, resigned 29 October 2017) Aaron Ferguson (resigned 19 December 2016) Alan Pattison (resigned 27 March 2017)
Registered office	Unit B11 3 Bradbury Street London N16 8JN
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent examiner	Andrew M Wells FMAAT 99 Western Road Lewes East Sussex BN7 1RS

## Trustees' Report

The Trustees submit their Annual Report together with financial statements of KEEN London (KEEN) for the year ended 30 June 2017.

### Objective and activities

KEEN's mission is to improve physical mobility, co-ordination and overall quality of life for children with physical and learning difficulties (our 'athletes') in the London area. KEEN is unique in London, as the only charity providing one-to-one support at free sports and activities sessions. Our activities encourage teamwork and social skills, and also provide respite for families and carers, as well as being great fun for all involved.

The main activities of KEEN undertaken to further the charity's purposes for the public benefit are sports and activities sessions for children with physical and learning difficulties. In deciding upon the activities to undertake the Trustees follow the Charity Commission's guidance on public benefit.

During school terms, weekly sessions are held in school sports halls; on Saturdays in Hackney and Lambeth and on Sunday in Camden. Our older athletes can also enjoy ten-pin bowling at our weekday evening sessions, TEEN KEEN.

At KEEN London sessions, each athlete is paired with a trained, volunteer coach for individual support. This lets each athlete access activities to the best of their abilities and means parents and carers can enjoy valuable respite time knowing their child is being cared for in a safe and supportive environment. They enjoy a variety of sports including cricket, basketball, football, cycling and playground games and have the chance to learn new skills, make new friends and have great fun. Our coaches come from many different backgrounds but are often looking for experience as part of their post-graduate studies in a variety of medical or specialist health-related areas.

### Achievements and performance

The differences the charity's work has made to the circumstances of its beneficiaries, our athletes, include participation in sports and fun activities in a supported, caring environment. Wider benefits to society as a whole include respite for the families of our athletes and participation in their development.

In total KEEN delivered 6,129 contact hours, supporting 110 children with disabilities and their families. We trained 252 new volunteers and our volunteer pool of 591 volunteers coached at least one session in the year.

During the year we worked with healthcare professionals at Team Up London to develop our Measuring Outcomes process for KEEN's activities. Team Up awarded this project their award for Best Health Impact. The process was put in place in the summer term.

*Having introduced weekend sessions in Lambeth successfully in April 2016, we operated sessions throughout term-times this year from three centres; South, East and North London. We have grown from one centre to three within three years. We employ two full-time and one part-time co-ordinators.*

During the financial year we arranged residential trips to Stubbers activity centre, Essex in summer 2016 and to Kingswood activity centre, Norfolk at Easter 2017. We visited the Thames Air line with Tideway, theatre at the Clapham Omnibus, Vauxhall City Farm, Alexandra Palace ice skating, London Aquarium,

Pedal Power cycle training and the pantomime at Hackney Empire. Since the financial year-end the summer 2017 residential was successfully completed at Marchants Hill activity centre in Surrey. For our athletes these trips foster independence, in many cases being the first time away without parents.

*KEEN celebrated its fifteenth birthday in July 2017 with a fun party for athletes, parents and coaches from all three centres in Clerkenwell.*

We take this opportunity to thank our volunteers, our athletes and their families who have helped to contribute to the success of KEEN London throughout the financial year.

#### **Financial review**

Donations received during the year amounted to £123,119 of which £108,193 was unrestricted. We continued to receive support from our corporate sponsors, Sarasin & Partners LLP and Tideway (the Thames Tideway Tunnel), as well as the second instalment of a three-year grant from the Chaucer Foundation. During the year we received the first instalment of a three-year grant from BBC Children In Need. We have also benefited from individual donations including sponsorship of our volunteers and employees, particularly for the Hackney Half Marathon. KEEN receives no funds from government or local authorities.

Total expenditure amounted to £123,397 (2016: £112,340), the increase reflecting the increased scope of KEEN's activities including a full year's operations in south London. We recorded a deficit of £100 for the year.

#### **Reserves policy**

The Trustees are committed to generating sufficient reserves to support the current activities of the charity taking into account any uncertainty in the levels of income received. They seek to maintain reserves at a level of between six and nine months of expenditure, that is to say approximately £65,000 to £100,000.

The Trustees have retained a Development Fund of £25,000 at the end of the year to enable the strengthening of KEEN's organisational capability and to build its resilience for the future. This will include investment in people management and volunteers and in quality management and systems.

Total reserves amounted to £111,517 at the end of the financial year, of which £81,591 represented the General Fund.

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

#### **Structure, governance and management**

KEEN was originally an unincorporated trust and registered charity founded in 2001. The assets, liabilities and mission of the unincorporated trust were transferred to the company which was incorporated on 29 April 2008.

KEEN is overseen by the Trustees listed on page 2, between them providing many years of experience and skill in the special needs sector, charity management, finance, marketing, IT and human resources. They meet to discuss policy and operational issues at least five times per year.

Trustees are appointed in line with the constitution of the charity, which follows the 2006 Charity Commission template constitution for a limited company. Appointments have been made from volunteers

and parents of our athletes as well as from advertising of vacancies. No external body is entitled to appoint the charity's trustees.

#### **Statement of Trustees' and Directors' responsibilities**

The Trustees (who are also directors of KEEN London for the purposes of company law) are responsible for preparing the trustees' annual report 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

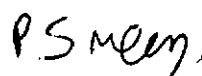
Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The total number of such guarantees at 30 June 2017 was six (2016: seven). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

#### **Preparation of the report**

The report was approved and authorised for issue by the Trustees on 7 November 2017 and is signed on behalf of the Trustees by:-



Trustee



Trustee

## **KEEN London**

### **Independent Examiner's Report to the Trustees**

### **For the year ended 30 June 2017**

I report on the accounts of the charitable company for the year ended 30 June 2017, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### **Respective responsibilities of trustees and examiner**

The Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company 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 you as 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**

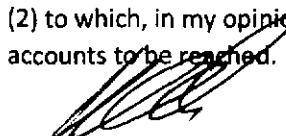
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

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



Andrew M Wells FMAAT  
99 Western Road  
Lewes  
East Sussex  
BN7 1RS

10 November 2017

**Statement of financial activities (incorporating an income and expenditure account)**  
**For the year ended 30 June 2017**  
**Registered charity number 1124915 Registered company number 06579658**

		<b>2017</b>			<b>2016</b>
	<b>Notes</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total £</b>	<b>Total £</b>
<b>Income from:</b>					
Donations	4	108,193	14,926	<b>123,119</b>	91,651
Trading activities		105	-	<b>105</b>	295
Investments		73	-	<b>73</b>	101
<b>Total income</b>		<u>108,371</u>	<u>14,926</u>	<u><b>123,297</b></u>	<u>92,047</u>
<b>Expenditure on:</b>					
Raising funds		5,411	-	<b>5,411</b>	1,544
Charitable activities					
Sports and fun activities for children with physical and learning difficulties		107,677	10,309	<b>117,986</b>	110,796
<b>Total expenditure</b>	5	<u>113,088</u>	<u>10,309</u>	<u><b>123,397</b></u>	<u>112,340</u>
<b>Net (expenditure) / income for the year</b>		(4,717)	4,617	<b>(100)</b>	(20,293)
Reconciliation of funds:					
Total funds brought forward		111,308	309	<b>111,617</b>	131,910
<b>Total funds carried forward</b>		<u>106,591</u>	<u>4,926</u>	<u><b>111,517</b></u>	<u><b>111,617</b></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 10 to the financial statements.



**Balance sheet**  
**As at 30 June 2017**  
**Registered charity number 1124915 Registered company number 06579658**

	Notes	2017 £	£	2016 £	£
<b>Fixed assets</b>					
Tangible fixed assets	7		-		72
<b>Current assets</b>					
Debtors	8	10,743		10,565	
Cash at bank and in hand		108,358		106,086	
		<u>119,101</u>		<u>116,651</u>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	9	(7,584)		(5,106)	
<b>Net current assets</b>			<u>111,517</u>		<u>111,545</u>
<b>Net assets</b>			<u><b>111,517</b></u>		<u><b>111,617</b></u>
<b>The funds of the charity</b>	10				
Restricted income funds			4,926		309
Unrestricted income funds					
Designated funds			25,000		25,000
General funds			81,591		86,308
<b>Total funds carried forward</b>			<u><b>111,517</b></u>		<u><b>111,617</b></u>

For the year ended 30 June 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts in accordance with section 476 of the Companies Act 2006.

Approved by the Trustees on 7 November 2017 and signed on their behalf by:-



Trustee



Trustee

## Notes to the Financial Statements

### **1 Constitution**

KEEN London is a registered charity and a company limited by guarantee. It was incorporated on 29 April 2008 and took over the assets and liabilities of KEEN London (Trust) which had been established in 2002. Each of the Trustees is a Director of the company and a guarantor, having agreed to contribute a sum no greater than £10 in the event of the company being wound up.

In the opinion of the Trustees there is no ultimate controlling party.

### **2 Accounting policies**

#### *Basis of preparation*

The financial statements have been prepared in accordance with 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) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (August 2014) and the Companies Act 2006.

The charitable company 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 or note.

No restatement of items presented under previous accounting standards has been necessary in implementing FRS102.

#### *Income*

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably. Volunteer time donated is not recognised as income.

#### *Expenditure*

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### *Funds*

Restricted income funds are to be used for specific purposes as laid down by the donor; expenditure which meets those purposes is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes. Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

*Tangible fixed assets and depreciation*

Equipment with a cost in excess of £250 is capitalised and stated at cost less accumulated depreciation. Depreciation is calculated to write off the cost over the estimated useful life which is three years.

*Debtors*

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

*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.

*Pensions*

The Charity operates a defined contribution pension scheme for its employees. Pension costs are recognised when contributions become payable.

### 3 Prior year comparatives for the statement of financial activities

	Unrestricted £	2016 Restricted £	Total £
<b>Income from:</b>			
Donations	86,651	5,000	91,651
Trading activities	295	-	295
Investments	101	-	101
<b>Total income</b>	<b>87,047</b>	<b>5,000</b>	<b>92,047</b>
<b>Expenditure on:</b>			
Raising funds	1,544	-	1,544
Charitable activities			
Sports and fun activities for children with physical and learning difficulties	99,307	11,489	110,796
<b>Total expenditure</b>	<b>100,851</b>	<b>11,489</b>	<b>112,340</b>
<b>Net income / (expenditure) for the year</b>	<b>(13,804)</b>	<b>(6,489)</b>	<b>(20,293)</b>
Reconciliation of funds:			
Total funds brought forward	125,112	6,798	131,910
<b>Total funds carried forward</b>	<b>111,308</b>	<b>309</b>	<b>111,617</b>

#### 4 Donations

	2017	
	Total	Of which restricted
	£	£
Donations in the financial year comprise:-		
Chaucer Foundation	25,000	-
Sarasin & Partners and its employees	13,150	-
Tideway and its employees	5,289	-
Watford Grammar School for Boys	6,498	-
GE Capital	6,200	-
John Lyon's charity	5,000	5,000
Artemis Charitable Foundation	5,000	-
Worshipful Company of Merchant Taylors	5,000	5,000
Phoenix School Parents Guild	4,800	-
The Lyndhurst Trust	3,000	-
BBC Children in Need	2,926	2,926
Worshipful Company of Pewterers	2,500	-
The Hedley Foundation	2,000	2,000
Albert Hunt Trust	1,000	-
Deutsche Bank	1,000	-
Newlands House School	950	-
Chartered Accountants Australia & New Zealand	670	-
University College London Union	515	-
Aviva Community Fund	500	-
The Worshipful Company of Blacksmiths	500	-
Worshipful Company of Makers of Playing Cards	500	-
Tax Advisors Charitable Trust	500	-
Worshipful Company of Chartered Secretaries	500	-
Others including anonymous donations	30,121	-
	<b>123,119</b>	<b>14,926</b>

#### 5 Expenditure

	2017	2016
	£	£
Cost of raising funds	5,411	1,544
Staff costs	64,373	58,705
Rent and office costs	10,727	11,703
Events, premises hire and entry fees	37,512	37,114
DBS checks	4,162	2,178
Governance : insurance	1,212	1,096
	<b>123,397</b>	<b>112,340</b>

All expenditure relates to sports and fun activities for children with physical and learning difficulties.

## 6 Staff costs

	2017	2016
	£	£
Salaries	60,948	54,935
Social security costs	2,035	1,652
Employer's contribution to defined contribution pension scheme	1,390	2,118
	<u>64,373</u>	<u>58,705</u>

No employee earned more than £60,000 during the year (2016: nil).

The charity employed an average of 3 employees (2016: 2 employees).

## 7 Tangible fixed assets : equipment

	£
Cost	
At 1 July 2016 and 30 June 2017	<u>1,059</u>
Depreciation	
At 1 July 2016	987
Charge for the year	<u>72</u>
At 30 June 2017	<u>1,059</u>
Net book value	
At 1 July 2016	<u>72</u>
At 30 June 2017	<u>-</u>

## 8 Debtors

	2017	2016
	£	£
Debtors	2,636	911
Prepayments	8,107	9,654
	<u>10,743</u>	<u>10,565</u>

Prepayments include amounts paid in advance for residential trips.

## 9 Creditors

	2017 £	2016 £
Tax and social security	1,138	1,213
Accruals	6,446	3,893
	<u>7,584</u>	<u>5,106</u>

## 10 Movement in funds

	At start of year £	Incoming resources £	Outgoing resources £	At end of year £
<b>Restricted funds:</b>				
True Colours Trust	309	-	(309)	-
John Lyon's charity	-	5,000	(5,000)	-
Merchant Taylors Company	-	5,000	(5,000)	-
BBC Children in Need	-	2,926	-	2,926
Hedley Foundation	-	2,000	-	2,000
<b>Unrestricted funds:</b>				
Development fund	25,000	-	-	25,000
General fund	86,308	108,371	(113,088)	81,591
	<u>111,617</u>	<u>123,297</u>	<u>(123,397)</u>	<u>111,517</u>

True Colours Trust provided £5,000 in the last financial year to support the establishment of our centre in South London. £309 was unspent at the beginning of the year.

John Lyon's charity provided funds in this financial year to support the residential trip in summer 2016.

The Honourable Company of Merchant Taylors provided £5,000 in this financial year to support the project in South London.

BBC Children in Need has granted £29,549 to be paid over a three-year period to support our activities in South London. The first instalment, £2,926, was received in this financial year.

The Hedley Foundation provided £2,000 in this financial year to support the residential trip in summer 2017.

The Development Fund was established in the last financial year for future enhancement of the organisational capacity of KEEN.

## **11 Trustees**

No Trustee received remuneration during the year (2016: nil). One Trustee was reimbursed for expenses of £100 incurred on the Trust's behalf in the year (2016: one Trustee, expenses of £108).