



bringing one-to-one fun to disabled kids

**KEEN London**

**Annual Report and Financial Statements**

**Year ended 30 June 2018**

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 <i>Clare Ellis</i> Hazel Peck (appointed 10 September 2018) Jill Robinson Patrick Smears Lucy Walker, Treasurer (appointed 17 July 2017) Debbie Ariyo (appointed 27 March 2017, resigned 29 October 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 2018.

### 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.

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 6,425 contact hours, supporting 107 children with disabilities and their families, including 17 siblings. We trained 333 new volunteers and our pool of 528 volunteers coached at least one session in the year.

During the last year, we have introduced a number of innovations to measure our outcomes, including a process developed with healthcare professionals at Team Up. This work has meant that we are not only measuring the outcomes for our athletes, but also ensuring they are recorded accurately. We have also put a lot of effort into enabling our athletes to participate in measuring outcomes by offering their views and opinions.

We employ one full-time Head of Services and three part-time Session Co-ordinators. We have recently also employed a part-time fundraiser whose objective is to deliver long-term financial sustainability. During the financial year, and based on feedback from our athletes, we piloted new age-based sessions in North

London. These have proved to be so successful that - having secured funding - we plan to expand our East London sessions to two per Saturday using the same format.

In May half-term, we also piloted holiday sessions and this pilot will continue in the Summer holidays. These day-long trips were the most requested service in our annual users' survey and will give athletes the opportunity to visit new places and try new sports and activities.

Our annual residential trips continued successfully this year with a visit to Stubbers Residential Centre in Essex in August 2017 and Kingswood Centre in Norfolk over the Easter weekend. Once again, for many athletes, these trips were the first time they had stayed away from home. During term-time, we also visited Islington Boat Club, Sobell Trampoline Park, Battersea Park Zoo and The Hackney Empire.

KEEN celebrated its fifteenth birthday in July 2017 with a fun party for athletes, parents and coaches from all three centres in Clerkenwell. As a result of the success of this event, we have added it to our annual calendar and ran a similar event in 2018.

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 £146,632 of which £98,511 was unrestricted. New long-term funding support was secured from Zurich Community Trust, Sobell Foundation and City Bridge Trust. Hiscox Insurance joined us as a corporate sponsor. We continued to receive support from Sarasin & Partners LLP and Tideway (the Thames Tideway Tunnel), as well as a final instalment of a three-year grant from the Chaucer Foundation. We have also benefited from individual donations including sponsorship of our volunteers and employees, particularly for the Hackney Half Marathon which raised over £23,000 thanks to the efforts of 40 KEEN runners. KEEN receives no funds from government or local authorities.

Total expenditure amounted to £127,620 (2017: £123,397). We recorded a surplus of £19,087 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 £130,604 at the end of the financial year, of which £85,168 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 2018 was six (2017: six). The

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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 2 November 2018 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 2018**

I report to the trustees on my examination of the accounts of the charitable company for the year ended 30 June 2018.

**Responsibilities and basis of report**

As the charity Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

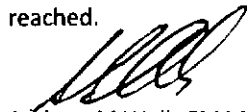
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiners statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



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

21/1/2018.



**Statement of financial activities (Incorporating an income and expenditure account)**  
**For the year ended 30 June 2018**  
**Registered charity number 1124915 Registered company number 06579658**

		<b>2018</b>			2017
	<b>Notes</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total £</b>	<b>Total £</b>
<b>Income from:</b>					
Donations	4	98,511	48,121	<b>146,632</b>	123,119
Trading activities		-	-	-	105
Investments		75	-	<b>75</b>	73
<b>Total income</b>		<u>98,586</u>	<u>48,121</u>	<u><b>146,707</b></u>	<u>123,297</u>
<b>Expenditure on:</b>					
Raising funds		8,392	-	<b>8,392</b>	5,411
Charitable activities					
Sports and fun activities for children with physical and learning difficulties		86,617	32,611	<b>119,228</b>	117,986
<b>Total expenditure</b>	5	<u>95,009</u>	<u>32,611</u>	<u><b>127,620</b></u>	<u>123,397</u>
<b>Net income / (expenditure) for the year</b>		3,577	15,510	<b>19,087</b>	(100)
Reconciliation of funds:					
Total funds brought forward		106,591	4,926	<b>111,517</b>	111,617
<b>Total funds carried forward</b>		<u><b>110,168</b></u>	<u><b>20,436</b></u>	<u><b>130,604</b></u>	<u><b>111,517</b></u>

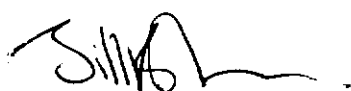
All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 10 to the financial statements.

**Balance sheet**  
**As at 30 June 2018**  
**Registered charity number 1124915 Registered company number 06579658**

	Notes	2018 £	£	2017 £	£
<b>Fixed assets</b>					
Tangible fixed assets	7		-		-
<b>Current assets</b>					
Debtors	8	14,005		10,743	
Cash at bank and in hand		120,992		108,358	
		<u>134,997</u>		<u>119,101</u>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	9	(4,393)		(7,584)	
Net current assets			130,604		111,517
<b>Net assets</b>			<u>130,604</u>		<u>111,517</u>
<b>The funds of the charity</b>	10				
Restricted income funds			20,436		4,926
Unrestricted income funds					
Designated funds			25,000		25,000
General funds			85,168		81,591
<b>Total funds carried forward</b>			<u>130,604</u>		<u>111,517</u>

For the year ended 30 June 2018 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 2 November 2018 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.

#### *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 £1,000 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 £	2017 Restricted £	Total £
<b>Income from:</b>			
Donations	108,193	14,926	123,119
Trading activities	105	-	105
Investments	73	-	73
<b>Total income</b>	<b>108,371</b>	<b>14,926</b>	<b>123,297</b>
<b>Expenditure on:</b>			
Raising funds	5,411	-	5,411
Charitable activities			
Sports and fun activities for children with physical and learning difficulties	107,677	10,309	117,986
<b>Total expenditure</b>	<b>113,088</b>	<b>10,309</b>	<b>123,397</b>
<b>Net income / (expenditure) for the year</b>	<b>(4,717)</b>	<b>4,617</b>	<b>(100)</b>
Reconciliation of funds:			
Total funds brought forward	111,308	309	111,617
<b>Total funds carried forward</b>	<b>106,591</b>	<b>4,926</b>	<b>111,517</b>

#### 4 Donations

	2018	
	Total	Of which restricted
Donations in the financial year comprise:-	£	£
Chaucer Foundation	25,000	-
Zurich Community Trust	15,000	15,000
Sarasin & Partners and its employees	11,594	-
Sobell Foundation	10,000	10,000
City Bridge Trust	8,750	8,750
Andrew McNamara London Marathon	8,093	-
Three Lakes Challenge	7,165	-
BBC Children in Need	6,826	6,826
John Lyons	5,000	5,000
Co-op Local Community Fund	2,015	-
OdysseyRe Foundation	1,750	-
ING	1,661	-
Avast Foundation	1,655	1,655
Tideway and its employees	1,352	-
Friends of Northbridge House	1,344	-
Dentons Charitable Trust	1,000	-
The Worshipful Company of Tylers and Bricklayers	1,000	-
Armourers and Braziers Gauntlet Trust	1,000	-
The Worshipful Company of Gold and Silver Wyre Drawers	1,000	-
Chartered Secretaries and Administrators Charitable Trust	1,000	-
Other Corporate and Trust donations	3,564	890
Community and individual fundraising including Hackney Half Marathon	30,863	-
	<b>146,632</b>	<b>48,121</b>

#### 5 Expenditure

	2018	2017
	£	£
Cost of raising funds	8,392	5,411
Staff costs	74,160	64,373
Rent and office costs	11,030	10,727
Events, premises hire and entry fees	31,464	37,512
DBS checks	2,041	4,162
Governance : insurance	533	1,212
	<b>127,620</b>	<b>123,397</b>

All expenditure is incurred for the purpose of a single category of activity, being sports and fun activities for children with physical and learning difficulties.

## 6 Staff costs

	2018	2017
	£	£
Salaries	69,936	60,948
Social security costs	2,574	2,035
Employer's contribution to defined contribution pension scheme	1,650	1,390
	<u>74,160</u>	<u>64,373</u>

No employee earned more than £60,000 during the year (2017: nil).

The charity employed an average of 3.6 employees (2017: 3.1 employees) including part-time staff.

## 7 Tangible fixed assets : equipment

	£
Cost	
At 1 July 2017 and 30 June 2018	<u>1,059</u>
Depreciation	
At 1 July 2017 and 30 June 2018	<u>1,059</u>
Net book value	
At 1 July 2017 and 30 June 2018	<u>-</u>

## 8 Debtors

	2018	2017
	£	£
Debtors	6,056	2,636
Prepayments	7,949	8,107
	<u>14,005</u>	<u>10,743</u>

Prepayments include amounts paid in advance for residential trips.

## 9 Creditors

	2018	2017
	£	£
Tax and social security	1,393	1,138
Accruals	3,000	6,446
	<u>4,393</u>	<u>7,584</u>

## 10 Movement in funds

	At start of year £	Incoming resources £	Outgoing resources £	At end of year £
<b>Restricted funds:</b>				
BBC Children in Need	2,926	6,826	(9,752)	-
Hedley Foundation	2,000	-	(2,000)	-
Zurich Community Trust	-	15,000	(12,579)	2,421
Sobell Foundation	-	10,000	(1,670)	8,330
City Bridge Trust	-	8,750	(5,720)	3,030
John Lyon's charity	-	5,000	-	5,000
Avast Foundation	-	1,655	-	1,655
Other	-	890	(890)	-
<b>Unrestricted funds:</b>				
Development fund	25,000	-	-	25,000
General fund	81,591	98,586	(95,009)	85,168
	<u>111,517</u>	<u>146,707</u>	<u>(127,620)</u>	<u>130,604</u>

BBC Children in Need has granted £29,549 to be paid over a three-year period to support our activities in South London. Instalments totalling £9,752 had been received by the end of this financial year.

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

Zurich Community Trust has granted £45,000 over a three-year period to support the afternoon sessions in North London. The first instalment, £15,000, was received in this financial year.

Sobell Foundation has granted £30,000 over a three-year period to support our activities in East London. The first instalment, £10,000, was received in this financial year.



#### **10 Movement in funds (continued)**

City Bridge Trust has granted £102,000 over a three-year period to support the costs of a Participation & Development Co-ordinator. The first instalment, £8,750, was received in this financial year.

John Lyon's charity provided £5,000 in this financial year to support the residential trip in summer 2018.

Avast Foundation has provided £1,655 to support a school holiday project.

The Development Fund was established for future enhancement of the organisational capacity of KEEN.

#### **11 Trustees**

No Trustee received remuneration during the year (2017: nil). No Trustee was reimbursed for expenses incurred on the Trust's behalf in the year (2017: one Trustee, expenses of £100).