

**URBAN PARTNERSHIP GROUP**

**(A Company limited by Guarantee)**

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**Company Number 3446256**

**Registered Charity No. 1092258**

**DIRECTORS' AND TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**ELLIOT, WOOLFE & ROSE**

**Chartered Accountants**

**Registered Auditors**

**London**

**URBAN PARTNERSHIP GROUP**

**(A Company limited by Guarantee)**

Charity Number 3446256

Company Number 1092258

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

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**URBAN PARTNERSHIP GROUP**

**(A Company limited by Guarantee)**

**YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**LEGAL AND ADMINISTRATIVE INFORMATION**

Incorporation Number: 3446256

Registered Charity Number: 1092258

Trustees/Directors:

- B. Al
- M. Camacho
- F. Chen
- J. Daly
- H. Hanlan
- A. Inglis Jones resigned 21<sup>st</sup> February 2019
- A. Nadeem resigned 21<sup>st</sup> February 2019
- G. Poku
- K. Sanghani
- E. Sutherland
- C. Tragni
- J. Wood

Key Management Personnel

- A. Sharpe Company Secretary and Chief Executive
- U. Bal Project and Performance Manager
- J. Wood Project Manager
- J. Boyce Project and Building Manager
- R. Hayden Project Manager
- D. Warren Fundraising & Strategy Officer

Registered Office:

Masbro Centre,  
87, Masbro Road,  
London W14 0LR

Auditors:

Elliot, Woolfe & Rose,  
Chartered Accountants  
Equity House, 128-138 High Street,  
Edware, Middlesex HA8 7TT

Solicitors:

Russell-Cooke Solicitors  
2 Putney Hill  
London SW15 6AB

Bankers:

HSBC  
21, Kings Mall, King Street,  
London W6 0QF

Governing Document:

Memorandum and Articles of Association  
dated 8<sup>th</sup> October 1997

## **URBAN PARTNERSHIP GROUP**

**(A Company limited by Guarantee)**

Charity Number 3446256

Company Number 1092258

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

The Directors and trustees present the annual report and the financial statements for the year ended 31st March 2019

#### **LEGAL AND ADMINISTRATIVE DETAILS**

Urban Partnership Group is incorporated under the Companies Act 2006 as a company Limited by Guarantee. The Company obtained charitable status with the Charity Commission on 29<sup>th</sup> May 2002 under registration number 1092258. Only members of the Company may be appointed Directors/Trustees. New Trustees go on an Induction Course when first appointed.

The following Directors who are regarded as trustees of Urban Partnership Group held office during the year 31<sup>st</sup> March 2019.

B. Al  
M. Camacho  
F. Chen  
J. Daly  
H. Hanlan  
A. Inglis Jones resigned 21<sup>st</sup> February 2019  
A. Nadeem resigned 21<sup>st</sup> February 2019  
G. Poku  
K. Sanghani  
E. Sutherland  
C. Tragni  
J. Wood

#### **TRUSTEES' RESPONSIBILITIES**

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with the applicable law and regulations

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Have due regard to guidance published by the Charity Commissioners on public benefit;
- Prepare the financial statements on the going concerns basis unless it is inappropriate to presume that the company will continue in business.

## **Urban Partnership Group**

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Charity Number 3446256

Company Number 1092258

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019** **(continued)**

The trustees are responsible for keeping proper accounting records that disclose with the reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with normally accepted accounting conventions. They are also responsibly taking steps for the prevention and detection of fraud and other irregularities. They delegate day-to-day running of the Charity to the C.E.O. and oversee remuneration of all employees.

The trustees are responsible for the maintenance and integrity of the corporate financial information included on the company's website. None of our Trustees receive remuneration, expenses or other benefits from the Charity.

#### **Statement as to disclosure to our auditors**

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

#### **Mission Statement**

UPG is a registered charity and company limited by guarantee. It is funded principally by London Borough of Hammersmith and Fulham with additional support from central government agencies, grant making trusts, foundations and local businesses. UPG is run by a board of directors that meet every two to three months to agree the strategic direction of the organisation.

The overall mission of the Urban Partnership Group is to build community involvement in the economic, social and environmental regeneration in the London Borough of Hammersmith & Fulham and surrounding areas.

#### **Aims**

- Enhance and promote the health, leisure, social welfare and community environment of people in the Borough of Hammersmith and Fulham and surrounding areas.
- Reduce inequalities and remove discrimination and other cause of social exclusion in disadvantaged groups and communities in order to ensure that Hammersmith & Fulham is a place where everyone has the opportunity to live healthy and prosperously in tolerant, caring communities.
- Rebuild communities and improve opportunities for disadvantaged people to participate in work and other aspects of community life.
- Continually improve the delivery of services and implement innovative solutions to meet changing local needs and community aspirations.

#### **Public Benefit**

The Trustees confirm that they abide by the Charity Commission's general guidance on public benefit, complying with S4 of the Charities Act 2011 to have due regard to public benefit in pursuance of its' objectives and activities.

## **Urban Partnership Group**

**(A Company limited by Guarantee)**

Charity Number 3446256

Company Number 1092258

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019** **(continued)**

#### **Review of Progress and Achievements**

Throughout the year we have continued our mission to improve the health, wealth and wellbeing of people who live and work in Hammersmith and Fulham and the surrounding areas. We have held good to our values over the years and this is now needed more than ever in these uncertain times.

The holistic ethos of the organisation has been retained with an ongoing commitment to work with marginalised sections of the community.

Putting children and families first is part of the ethos through our Children's Centres that not only includes the Masbro Centre, but the Masbro Brook Green Family Centre, Flora Gardens Children's Centre, Shepherds Bush Family Project & Children's Centre, and Edward Woods Community Centre. Securing the Central Area Locality Children's and Borough wide parenting contract last year has enabled us to sustain service delivery through our Children's Centres, youth and parenting programmes. The two 16 place Nurseries for children, (Masbro and Brook Green), whose parents are eligible for 15 hours free childcare are now well established. The outreach team work closely with these parents supporting them for example into training or work. As well as running our own community kitchen and working with Hammersmith & Fulham Foodbank, we have also joined the Rose Voucher scheme first piloted in the south of the borough and which now will be delivered at all central Children's Centres offering vouchers of fresh fruit to families. Through our programmes of services and activities, we have developed an holistic model of delivery which is embedded in a targeted programme of evidence-based interventions. A vibrant programme of activities is run from all the five centres including Play and Learn, baby information workshops, legal advice sessions, birth registrations, developmental checks and much more. We work closely with a range of partners from health services, statutory authorities to third sector groups. We also have a policy of encouraging parents to have a real say in the planning and delivery of services.

To complement our children's services, we have been running evidence-based parenting programmes. The Confident Parent Happy Child parenting programme has built up a comprehensive range of parenting approaches from Triple P, Strengthening Families, Strengthening Communities, Mellow and Boys Development, to enable local people to build on their parenting skills and work together to develop programmes in their communities.

The Masbro Youth Club has established a hugely effective team with the appointment of a full time Youth & Community Manager Eamonn O'Keeffe. An inspiring three night a week programme is established under the programme of achieve, contribute and enjoy. An exciting summer programme was put together which included participation in a London wide table tennis tournament, cook and eat sessions, t shirt design, gym sessions, football training, sexual health workshops, paint-balling and jet-skiing trips plus a residential leadership programme to Avon Tyrell.

## **Urban Partnership Group**

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### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019** **(continued)**

The Masbro Elders Project has delivered a varied and diverse programme of events, activities and outings this year, encouraging older people to socialise, meet new friends and engage in lifelong learning opportunities. This year our Tea Club programme has held over 50 sessions including 14 trips out to places of local interest such as tours of Blythe House, Fulham Palace and Leighton House and further afield to Cookham. Our Advice and Information afternoons included a Warm & Well in Winter session, coping with hearing loss, Nutrition and Hydration, Muscular and Skeletal Health, Tech sessions and CAB talks on Disability benefits and online shopping. We held 12 physical exercise classes including dancercise and seated yoga. We continue to build on and develop partnerships with local organisation such the Science Museum, Imperial College, Bush Theatre, Royal Palaces and others to ensure our members can engage with a wide range of cultural and learning experiences. The Elders art class participated in H&F Artsfest this year along with members of the Tunes and Tea singing group. Our Volunteer Befrienders carry out a vital service, visiting people in their homes, helping to combat isolation and loneliness amongst frail, older people. We are working to increase our volunteer numbers in order to better respond to the needs of older people in the community

The Skills Factory helping local people into training, volunteers and employment. This year we have helped over 100 adult learners gain qualifications in English, Maths, and IT functional skills. We have supported over 50 people into work through our ESF funded employment support projects known as Sweet and Gold. The Gold programme finishes in September 2019 and the Sweet programme has been extended until 2022. We have two year further funding from Trust for London. The new project will look at zero-hour contracts with particular reference to taxi drivers

The Masbro Centre is a unique community resource with indoor sports pitch, gym, dance studio, pottery and art workshops, training rooms, exhibition space, reception areas, offices, crèche, children's centre and youth facilities. With over 100 activities a week and footfall of over 3000 people a week this is a "one stop shop" for services to the local community. The Centre offers a holistic programme of sports, leisure and learning activities for people of all ages and abilities complementing the Children's Centre and parenting programmes. These include:

Arts and Pottery classes  
Careers Advice and Guidance  
Employment and training services  
Events

Health & Fitness  
Older People Services  
Volunteering  
Youth Services

In addition, the Masbro outreach programme brings both information and services directly to communities in Hammersmith and Fulham ensuring equal access for residents, borough-wide.

The Edward Wood Community Champions project continues to offer local residents opportunities to participate in a range of activities designed to improve the health and wellbeing of the whole community. This year we have run training in mental health first aid, food hygiene, and a Mindfulness course. Healthy eating is a core element of the programme which includes Kids Get Cooking workshops for 5-11-year olds and Eat Well Spend Less a popular course on nutrition and healthy cooking for parents and children. The summer coach outing programme for families, children and older people, with trips to the seaside, is always oversubscribed.

'What The Tech' has proven to be a huge success with students from Imperial College providing a weekly drop-in for older people who need help and support with their tech devices such as laptops, tablets and mobiles. The Community Kitchen helping homeless people and low-income households suffering from benefit cuts has met an important need as Food poverty has become a major issue in the area. We have secured funding from Hammersmith & Fulham Council for a temporary Community Kitchen Co-ordinator up to March 2020.

## **Urban Partnership Group**

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### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019** **(continued)**

Addison Community Champions continues to go from strength to strength. They have a weekly programme of coffee mornings, yoga sessions, Zumba dance class and a gardening club. A number of accredited training courses, such as Understanding Health Improvement and Behaviour Change, Paediatric and Mental Health First Aid, amongst other personal development opportunities have helped enhance the Community Champions Volunteer offer. Some of the Volunteers have progressed into paid employment. Holiday projects include outings to Kew Gardens, working farms and the seaside trips. Events include the Men's Health awareness campaign and Beat the Winter Blues promotional event.

Edward Woods Community Centre has introduced, sustained or hosted over 50 regular/weekly activities for people of all ages and interests. The footfall to the Centre has almost doubled and local residents are pleased with the additional activities, improved facilities. The introduction of the older people Xmas party and quarterly boot sales are regular events on the calendar. We are planning a community fun day for the summer of 2020.

Volunteering is a key element of service delivery and we have been ably supported by an army of volunteers for big one-off events, delivering befriending and outings for isolated older people, community champions plus office and administrative support. Another feature has been the support of local businesses in helping with gardening at Brook Green and a new kitchen and painting at Edward Woods.

Maintaining the fabric of the building has been an important focus now that we have signed off the freehold for Masbro and Edward Woods on the 4<sup>th</sup> October, 2017. The renovation of the Richard Joseph (sic Milson Road) entrance is part of an ambitious programme of planned maintenance over the coming years. In April 2019 we took over the Parkview Community Champions Project and in August we took on the management of the White City Community Centre for the White City Residents Association.

#### **Future Work**

Over the past year we have improved connectivity between our five operating centres – Masbro, Edward Woods, Masbro Brook Green, Flora gardens and Charecroft. The addition of the White City Community Centre will help extend this progress. We will consider other potential sites that will enhance our model of promoting health, wealth and wellbeing for local residents in Hammersmith and Fulham & surrounding areas. We are looking to establish a programme of refurbishment at our freehold site. Towards that end we are looking to crowd source funding for solar panels on Masbro and Edward Woods to power our own electricity needs. An Eco audit was undertaken in July 2019 and we are working on plans to reduce our carbon footprint and raise awareness of this important issue as we develop a sustainable model of development.

Key features of future years' work will be the development of the community kitchen at Edward Woods to combat food poverty, (which is an area of great concern), development of affordable childcare, establish a pool of parenting trainers and facilitators, increase youth and older people provision, promote employment and training opportunities. We plan to be at the cutting edge of social entrepreneurship delivering services both responsive and receptive to the emerging needs of local residents.

UPG provides holistic solutions to complex problems based on mixed communities and cultural diversity. In difficult times the ability to provide opportunities and make a difference is central to our work. We have the vision to create solutions for the future.



## **Urban Partnership Group**

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### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019** **(continued)**

#### **Risk Management**

##### ***Financial Risk***

The Trustees have the overall responsibility for ensuring that UPG has an appropriate system of controls, financial and otherwise, across the entire organisation in order to provide reasonable assurance that:

- Proper records are maintained,
- Financial information is regularly available,
- Its assets are safeguarded against unauthorised use or disposition.

##### ***Regulatory Risk***

UPG ensures that there are systems and controls in place to ensure that it complies with all relevant laws and regulations

##### ***Operational Risk***

The Board of Trustees has concentrated on those areas where the charity is potentially at risk and includes continuation of funding to ensure solvency. Public liability, employee liability, and volunteers' personal risk when on site all have insurance cover. The security of all members of the communities we serve, and our staff are of paramount importance.

Through these procedures, the Trustees are satisfied that all major risks have been identified and procedures implemented so that key risks are adequately minimised.

UPG is a London Living Wage Employer.

#### **Reserves Policy**

The aim of UPG's Reserves Policy is to ensure that its ongoing and future activities are reasonably protected from unexpected financial risks. These could include:

- Unexpected changes in funding streams or costs,
- Changes in working capital requirements to meet cash-flow needs,
- Specific funds required to meet unexpected one-off items of expenditure.

The Board of Trustees review regularly the adequacy of reserves to ensure solvency and continuity of operations. It is always an aspiration to have at least six months or more operating costs readily available as reserves, whilst continuing to maintain and improve the facilities we provide.

As at 31<sup>st</sup> March 2019, Restricted and Designated Reserves amounted to £18,282 and £248,060 respectively, and Unrestricted Funds amounted to £341,550 (see Notes 11, 12 and 13). Restricted and Designated Funds will be spent only on the conditions under which they were provided.



Andy Sharpe  
Company Secretary & Chief Executive Officer  
26<sup>th</sup> November 2019

## **URBAN PARTNERSHIP GROUP**

**(A Company limited by Guarantee)**

Charity Number 3446256

Company Number 1092258

### **INDEPENDENT AUDITORS REPORT** **REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

#### **Opinion**

We have audited the accounts of Urban Partnership Group Limited (the 'charity') for the year ended 31 March 2019 which comprise the Statement of Financial Activities including Income and Expenditure, the Balance Sheet, the notes to the accounts, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources for the period 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 accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

## **URBAN PARTNERSHIP GROUP**

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### **INDEPENDENT AUDITORS REPORT (continued)** **REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. Our opinion on the accounts 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 accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

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

In our opinion, based on the work undertaken in the course of our 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 accounts are prepared is consistent with the accounts; 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 charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts 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; or
- the company is not entitled to claim exemption from preparing a strategic report due to it being a member of an ineligible group.

**URBAN PARTNERSHIP GROUP**

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**INDEPENDENT AUDITORS REPORT (continued)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**Responsibilities of trustees**

As explained more fully in the Trustees' Responsibilities Statement, the trustees, who are also directors of the charitable company for the purposes of company law, are responsible for the preparation of the accounts 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 accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the trustees are responsible for assessing the charity'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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the accounts**

Our objectives are to obtain reasonable assurance about whether the accounts 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 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 accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's 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.



S.N. Seifert B.A. F.C.A.  
(Statutory Auditor)

26<sup>th</sup> November 2019

For and on behalf of  
Elliot, Woolfe & Rose, Statutory Auditor  
Equity House, 128-138 High Street,  
Edgware, Middlesex HA8 7TT

# **URBAN PARTNERSHIP GROUP**

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## **STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT** **FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

		<u>Unrestricted Funds</u>			<u>Restricted Funds</u>	
	<b>Note</b>	<u>Designated</u> £	<u>General</u> £	<u>Total</u> £	<u>Total</u> £	
<b>INCOME FROM:</b>						
Donations, Legacies & Grants	2	—	—	—	191,234	277,154
Charitable Activities	2	—	345,450	345,450	1,147,896	1,126,105
Investment Income		—	2,170	2,170	—	6,055
		<u>£—</u>	<u>£347,620</u>	<u>£347,620</u>	<u>£1,339,130</u>	<u>£1,409,314</u>
<b>EXPENDITURE ON:</b>						
Raising Funds	3	—	50,348	50,348	—	44,039
Charitable Activities	3	—	242,972	242,972	1,331,048	1,307,288
Other	3	36,940	—	36,940	—	32,543
		<u>£36,940</u>	<u>£293,320</u>	<u>£330,260</u>	<u>£1,331,048</u>	<u>£1,383,870</u>
NET INCOME		(36,940)	54,300	17,360	8,082	25,444
Transfers between Funds		40,000	(40,000)	—	—	—
<b>NET MOVEMENT IN FUNDS</b>						
Total Funds Brought Forward		3,060	14,300	17,360	25,442	25,444
		245,000	327,250	572,250	582,450	557,006
<b>TOTAL FUNDS CARRIED FORWARD</b>						
		<u>£248,060</u>	<u>£341,550</u>	<u>£589,610</u>	<u>£18,282</u>	<u>£582,450</u>

The Notes on pages 13 to 22 form part of the Financial Statements.  
There are no recognised gains or losses other than the surplus for the year.

**URBAN PARTNERSHIP GROUP****(A Company limited by Guarantee)**

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**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2019**

	<b>Note</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b><u>FIXED ASSETS</u></b>			
Tangible Fixed Assets	6	101,947	22,305
<b><u>CURRENT ASSETS</u></b>			
Debtors	7	33,197	80,655
Cash at Bank and In Hand		564,990	568,908
		<u>598,187</u>	<u>649,563</u>
<b><u>CURRENT LIABILITIES</u></b>			
Creditors: amounts falling due within one year	8	<u>92,240</u>	<u>89,416</u>
<b><u>NET CURRENT ASSETS</u></b>		505,947	560,147
Provision for Liabilities and Charges		—	—
<b>NET ASSETS</b>		<u><u>£607,894</u></u>	<u><u>£582,452</u></u>
<b><u>FUNDS EMPLOYED</u></b>			
Capital Reserve	6		
Restricted Funds	13	18,282	10,200
Designated Funds	15	248,060	245,000
Unrestricted Funds		<u>341,550</u>	<u>327,250</u>
		589,610	572,250
		<u><u>£607,894</u></u>	<u><u>£582,452</u></u>

The Notes on pages 13 to 22 form part of the Financial Statements.

These Financial Statements have been prepared in accordance with the Companies Act 2006 relating to Small Companies.

Approved by the Trustees/Directors on 26th November 2019 and signed on their behalf by:



K. Sanghani  
Chair of Trustees

## **URBAN PARTNERSHIP GROUP**

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### **NOTES TO THE FINANCIAL STATEMENTS**

#### **FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

#### **1. ACCOUNTING POLICIES**

##### **Accounting Policies**

The Financial Statements of the Charity are prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" 2017, issued by the Charity Commission, the Companies Act 2006 and comply with the Company's Memorandum and Articles of Association, and are drawn up on the historical cost accounting basis.

##### **Fund Accounting**

Grants and other Income are accounted for on a receivable basis.

Income Streams will be identified as either Restricted or Unrestricted and reported in the Financial Statements appropriately.

Restricted Funds are monies raised for and their use restricted to a specific purpose or Grants subjected to donor-imposed conditions.

Unrestricted Funds comprise those monies which may be used towards meeting the Charitable Objectives of the Charity at the discretion of the Trustees.

All Income, including Grants is credited to the Statement of Financial Activities on a receivable basis. Restricted Income is credited to the Statement of Financial Activities irrespective of the period to which it relates, and any unspent monies are carried forward as Restricted Funds

##### **Tangible Fixed Assets and Amortization**

Tangible fixed assets are included in the balance sheet at cost and include any incidental expenses relating to refurbishment works to the Opportunities Centre and the acquisition of other furniture and office equipment.

##### **Depreciation**

In order to match the useful life of the funding with its Assets, the following Depreciation policy has been used:

- 1) For assets acquired under short life projects, the amortization period is the time span of the project.
- 2) For Fixtures & Fittings and Equipment, three years on the straight-line basis.
- 3) Major improvements to buildings are amortized over 20 years.

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**(continued)**

**1. ACCOUNTING POLICIES (continued)**

**Leased Assets**

Rentals applicable to operating Leases, where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statements of Financial Activities on a straight-line basis over the term of the lease.

**Pension Costs**

Staff who previously worked for the Council continue to subscribe to the Local Government pension scheme (a defined benefit pension scheme) operated by Hammersmith & Fulham Council. The employers' contributions to the scheme are funded by the Urban Partnership Group.

Pension Costs in the current year were £78,297 (2018 – £67,940).

For other staff, Urban Partnership Group is in process of complying with the statutory auto-enrolment requirements.

**Taxation**

UPG is a registered charity and not subject to Income or Corporation tax on its Income or Activities provided that resources are expended on the defined Charitable Activities.

These accounts comply with The Charities SORP FRS 102.



**URBAN PARTNERSHIP GROUP**

**(A Company limited by Guarantee)**

Charity Number 3446256

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
**(continued)**

**2. INCOMING RESOURCES**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2019</u>	<u>2018</u>
	<u>Funds</u>	<u>Funds</u>	<u>£</u>	<u>£</u>
	<u>£</u>	<u>£</u>		
<b><u>DONATIONS AND LEGACIES</u></b>				
<b><u>General Grant provided by Local Government</u></b>				
London Borough of Hammersmith and Fulham	—	£133,100	£133,100	£133,100
	<u>—</u>	<u>£133,100</u>		
<b><u>CHARITIES AND TRUSTS</u></b>				
Big Lottery Fund	—	—	—	89,736
Trust for London	—	18,500	18,500	22,500
Trusts and Businesses - Other	—	39,634	39,634	31,818
	<u>£—</u>	<u>£58,134</u>	<u>£58,134</u>	<u>£144,054</u>
	<u>£—</u>	<u>£191,234</u>	<u>£191,234</u>	<u>£277,154</u>
<b><u>CHARITABLE ACTIVITIES</u></b>				
<b><u>Service Contracts</u></b>				
LBHF – Family Support Contract	—	752,000	752,000	370,732
LBHF – Adult Learning Contract	—	17,208	17,208	28,561
LBHF – Youth S.L.A.	—	—	—	47,000
LBHF – Edward Woods & Brook Green	—	166,228	166,228	189,838
LBHF – Community Champions	—	92,500	92,500	112,500
BOF ESF and LCC Gold	—	96,702	96,702	70,889
PDT Skills Funding Agency	—	23,258	23,258	23,440
	<u>£—</u>	<u>£1,147,896</u>	<u>£1,147,896</u>	<u>£842,960</u>
<b><u>Activities and Fees</u></b>				
Childcare Fees	77,953	—	77,953	56,197
Masbro and Edward Woods Income	160,902	—	160,902	125,399
Course and Entrance Fees	68,049	—	68,049	67,361
Rental Income	13,000	—	13,000	14,014
D.B.S.	7,564	—	7,564	4,881
Sundry and Other Income	17,982	—	17,982	15,293
	<u>£345,450</u>	<u>£—</u>	<u>£345,450</u>	<u>£283,145</u>
	<u>£345,450</u>	<u>£1,147,896</u>	<u>£1,493,346</u>	<u>£1,126,105</u>

**URBAN PARTNERSHIP GROUP**

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Charity Number 3446256

Company Number 1092258

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**(continued)**

**3. ANALYSIS OF EXPENDITURE**

	<u>Total</u> <u>2019</u> <u>£</u>	<u>Total</u> <u>2018</u> <u>£</u>
(a) <b><u>Fundraising</u></b> - all Unrestricted Funds		
Incurred in seeking grants	14,075	12,160
Advertising & Publicity	27,773	23,879
Premises Costs	8,500	8,000
	<u>£50,348</u>	<u>£44,039</u>
 (b) <b><u>Charitable Activities</u></b> - (Restricted and Unrestricted)		
Wages	1,017,469	841,036
Premises	134,925	110,148
Repairs and Maintenance	37,919	19,383
Post, Printing and Stationary	25,934	23,339
Project Activities and Other Costs	300,410	268,882
Tutors, Assessors & Registration Fees	41,803	35,779
Depreciation	15,560	8,721
	<u>£1,574,020</u>	<u>£1,307,288</u>

**Note:**

- Costs are incurred only as deemed necessary for the proper performance of activities and projects. Where costs exceed Grants and other Restricted Funds received, they are met from Unrestricted Funds. It is, therefore, not feasible to differentiate that element of cost which is from Unrestricted Funds except in total.
- UPG uses a Departmental structure to record specific costs of each activity. General overheads and support costs are allocated on an area and cost basis for structure, and time spent basis for staff. Support costs may be regarded as Premises, Repairs and Maintenance, and Post, Printing and Stationery costs as noted above.

**(c) Designated Funds - all Unrestricted Funds**

Costs incurred during the year of £36,940 regarding major repairs have been written off against this fund.

**URBAN PARTNERSHIP GROUP**

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Charity Number 3446256

Company Number 1092258

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**(continued)**

**3. ANALYSIS OF EXPENDITURE (continued)**

	<u>Total</u> <u>2019</u> <u>£</u>	<u>Total</u> <u>2018</u> <u>£</u>
(d) <b><u>Staff</u></b>		
Salaries	854,613	722,931
Social Securities' Costs	69,502	60,165
Pensions	78,297	67,940
	<u>£1,002,412</u>	<u>£851,036</u>

The average number of employees, analysed by function, was:

Management and Administration	9	7
Projects	28	21
	<u>37</u>	<u>28</u>

Of these posts, part time staff were

<u>32</u>	<u>22</u>
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No member of staff earned over £59,999.

In addition, there were 145 Volunteers whose services were used during the year.

**(e) Other Costs**

Impairment of Assets (see note 6)	<u>£ Nil</u>	<u>£32,543</u>
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**(f) Fees for Audit of the Accounts**

Audit fees	£5,500	£6,800
Other fees	<u>£3,000</u>	<u>£2,485</u>

**URBAN PARTNERSHIP GROUP**

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Company Number 1092258

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
(continued)

**4. DESCRIPTION OF PROJECTS (Restricted & Unrestricted Income and Costs)**

	<u>Masbro Centre</u>	<u>Masbro Centre Projects</u>	<u>Masbro Children's Centre &amp; Nursery &amp; Flora Gardens</u>	<u>Edward Woods &amp; Brook Green Centres</u>	<u>Addison &amp; Edward Woods Community Champions</u>	<u>TOTAL 2019</u>	<u>TOTAL 2018</u>
	£	£	£	£	£	£	£
<u>Significant Income (Other than Main Grants)</u>							
Service Contract	30,702	256,423	513,887	166,228	—	967,240	698,720
Course and Entrance Fees	156,045	4,329	75,872	76,571	—	312,817	260,424
Trust and Business	4,300	44,332	2,870	1,200	28,690	81,392	77,756
Rent and Other Income	17,561	—	2,291	4,918	7,863	32,633	22,723
	<u>£208,608</u>	<u>£305,084</u>	<u>£594,920</u>	<u>£248,917</u>	<u>£36,553</u>	<u>£1,394,082</u>	<u>£1,059,623</u>
<u>Charitable Costs</u>							
Staff Costs	64,511	255,873	450,965	164,826	66,237	1,002,412	839,531
Costs covered by Core Grants	(50,000)	(83,100)	—	—	(97,500)	(230,600)	(253,900)
by Other Grants	—	(59,898)	—	—	—	(59,898)	(89,736)
Other Costs	121,345	204,027	138,380	84,091	74,113	621,956	511,796
	<u>£135,856</u>	<u>£316,902</u>	<u>£589,345</u>	<u>£248,917</u>	<u>£42,850</u>	<u>£1,333,870</u>	<u>£1,007,691</u>
Surplus/(Deficit) Investment Income	72,752	(11,818)	5,575	—	(6,297)	60,212	51,932
	<u>2,170</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>2,170</u>	<u>6,055</u>
<u>Project Outcome for the Year</u>	<u>£74,922</u>	<u>£(11,818)</u>	<u>£5,575</u>	<u>£0</u>	<u>£(6,297)</u>	<u>£62,382</u>	<u>£57,987</u>

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
**(continued)**

**MASBRO CENTRE PROJECTS**

**4(a) DESCRIPTION OF PROJECTS (Restricted & Unrestricted Income and Costs)**

<u>INCOME</u>	<u>Access to Education &amp; Employment</u>	<u>Confident Parent, Happy Child</u>	<u>Masbro Older People</u>	<u>Masbro Youth Club</u>	<u>TOTAL 2019</u>	<u>TOTAL 2018</u>
	£	£	£	£	£	£
Significant Income (Other than Core Grants)						
Service Contract	118,910	—	—	137,513	256,423	138,150
Trust and Business	41,758	—	1,074	1,500	44,332	55,276
Course and Entrance Fees	840	—	2,735	754	4,329	3,119
	<u>£161,508</u>	<u>£0</u>	<u>£3,809</u>	<u>£139,767</u>	<u>£305,084</u>	<u>£196,545</u>
Charitable Costs						
Staff Costs	93,540	72,197	48,815	41,321	255,873	224,456
Costs covered by Core Grants	—	(40,000)	(43,100)	—	(83,100)	(83,100)
by Other Grants	—	(59,898)	—	—	(59,898)	(89,736)
Other Costs	63,453	27,701	14,427	98,446	204,027	178,777
	<u>£156,993</u>	<u>£0</u>	<u>£20,142</u>	<u>£139,767</u>	<u>£316,902</u>	<u>£230,397</u>
Project Outcome for the Year	£4,515	£0	£(16,333)	£0	£(11,818)	£(33,852)

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
**(continued)**

**5. TRUSTEES' REMUNERATION AND DONATIONS**

The Trustees received no Remuneration, Expenses or Benefits, with one exception (see Note 10). No indemnity insurance is paid for trustees. No Donations to UPG were made by the Trustees.

**6. TANGIBLE FIXED ASSETS**

	<b>Equipment, Fixtures &amp; Fittings</b>	<b>Freehold &amp; Leasehold Premises</b>	<b>Refurbishment Costs</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 <sup>st</sup> April 2018	176,175	32,545	248,282	457,002
Additions	1,889	—	93,313	95,202
Balance at 31 <sup>st</sup> March 2019	<u>£178,064</u>	<u>£32,545</u>	<u>£341,595</u>	<u>£552,204</u>
Depreciation at 1 <sup>st</sup> April 2018	156,402	—	245,752	402,154
Impairment of Assets brought and carried forward	—	32,543	—	32,543
Depreciation Charge for year	8,360	—	7,200	15,560
Depreciation at 31 <sup>st</sup> March 2019	<u>£164,762</u>	<u>£32,543</u>	<u>£252,952</u>	<u>£450,257</u>
Net Book Value at 1 <sup>st</sup> April 2018	<u>£19,773</u>	<u>£2</u>	<u>£2,530</u>	<u>£22,305</u>
Net Book Value at 31 <sup>st</sup> March 2019	<u>£13,302</u>	<u>£2</u>	<u>£88,643</u>	<u>£101,947</u>

Two Freehold properties, Masbro Centre and Edward Woods Community Centre, were transferred to the Company on October 4<sup>th</sup>, 2017 at no cost from the London Borough of Hammersmith and Fulham. They were transferred with Restrictive Covenants, so as to preserve their current use for the Borough. Consequently, their open market value is taken as £1 each, and a Capital Reserve has been created to show the transfer, at a value of £2.

As the value of Freeholds transferred has been taken as £1, the professional costs brought forward associated with the transfer have been written off as Impairments (see note 3d).

**CAPITAL RESERVE**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Reserve	<u>£2</u>	<u>£2</u>

**URBAN PARTNERSHIP GROUP**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
**(continued)**

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
<b>7. <u>DEBTORS</u></b>		
Revenue Grants	30,967	57,975
Other Debtors & Prepayments	2,230	22,680
	<u>£33,197</u>	<u>£80,655</u>

**8. CREDITORS**  
**due within one year**

Hammersmith & Fulham Council	6,908	6,545
Other Creditors	46,470	36,070
Grants, Rents & Fees in Advance	13,117	19,735
Taxation	14,745	15,807
Accrued Expenses	11,000	11,259
	<u>£92,240</u>	<u>£89,416</u>

**9. CAPITAL EXPENDITURE**

The authorised capital and refurbishment commitments at 31<sup>st</sup> March 2019 were £ Nil (2018 – £ Nil).

**10. CONTINGENT LIABILITIES**

There were no contingent liabilities at 31<sup>st</sup> March 2019 (2018 – £ Nil).

**11. RELATED PARTY TRANSACTIONS**

The Related Party transactions to be reported are the Contracts of Employment for:- Mrs Alecia Sharpe, wife of the C.E.O., as a Project administrator for the Edward Woods Community Champions Project at a salary of £17,996, and Ms Judy Wood, a Trustee who is on the Board as required by Ofsted, as the Children's Centre Manager at a Salary of £41,208

**12. REMUNERATION OF KEY MANAGEMENT PERSONNEL**

Remuneration Costs Of 6 Key Personnel (see Page 1) £266,097 £228,882

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**(continued)**

**13. MOVEMENT ON RESTRICTED FUNDS**

	<u>Balance at</u> <u>1<sup>st</sup> April</u> <u>2018</u> <u>£</u>	<u>Income</u>  <u>£</u>	<u>Expenditure</u>  <u>£</u>	<u>Balance at</u> <u>31<sup>st</sup> March</u> <u>2019</u> <u>£</u>
LBHF — Main Funding	—	133,100	133,100	—
LBHF — Family Support Contract	—	752,000	752,000	—
LBHF — Community Champions	8,517	92,500	101,017	—
LBHF -- Edward Woods and Brook Green	—	166,228	166,228	—
LBHF — Other Projects	1,683	17,208	18,891	—
Trust for London	—	18,500	8,547	9,953
PDT Skills Funding Agency	—	23,258	23,258	—
Better Opportunities Fund	—	61,264	53,771	7,493
LCC Gold	—	35,438	35,438	—
Other Trusts & Businesses	—	39,634	38,798	836
	<u>£10,200</u>	<u>£1,339,130</u>	<u>£1,331,048</u>	<u>£18,282</u>

The balances at 31<sup>st</sup> March 2019 represent sums unspent at 31<sup>st</sup> March 2019.

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>UNRESTRICTED</u> <u>£</u>	<u>RESTRICTED</u> <u>£</u>	<u>TOTAL</u> <u>£</u>
Tangible Fixed Assets	101,947	—	101,947
Debtors	33,197	—	33,197
Cash at Bank/in Hand	546,708	18,282	564,990
Creditors	(92,240)	—	(92,240)
	<u>£589,612</u>	<u>£18,282</u>	<u>£607,894</u>

**15. DESIGNATED FUNDS**

The Trustees have designated part of the Unrestricted Funds as a Repairs and Maintenance Fund, to maintain the premises and facilities that the Charity uses.

Costs incurred during the year of £36,940 regarding major repairs have been written off against this fund.

Total Funds Carried Forward are £248,060 as shown on page 11.