

**Action West London  
(Limited by Guarantee)**

**Report of the Trustees  
and Financial Statements  
for the year ended 31st March 2021**

**Charity Registration Number 1101111**

**Company Registration No.  
3647635 (England & Wales)**

## **Action West London**

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## Action West London

### Legal and Administrative Information

Trustees	D. Anderson V.E. Anderson J. Bryan A.G. Coyne E. Harris T. Mobee A. Skinner-Jozefson M.R. Snowden
Secretary	V.E. Anderson
Chief Executive	J. Blackmore
Company Number	3647635 (England & Wales)
Charity Registration Number	1101111
Registered Office	10 Warple Mews Warple Way London W3 0RF
Auditors	Clarke & Co. Acorn House 33 Churchfield Road Acton London W3 6AY
Bankers	National Westminster Bank plc 1 The Mall Ealing London W5 2PL
Principal Solicitor	Russell-Cooke Solicitors 2 Putney Hill Putney London SW15 6AB

## **Action West London**

### **Report of the Trustees for the year ended 31st March 2021**

The Trustees are pleased to present their report and the financial statements for the year ended 31st March 2021, which they confirm comply in all material matters with current statutory requirements, the Companies Act 2006, the requirements of the charity's governing document (its Memorandum and Articles of Association) and the requirements of the SORP 2005 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

#### **Trustees' Responsibilities**

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity Law and of the Companies Act 2006, and throughout are collectively referred to as the Trustees. Trustees are drawn from Business, Education, Voluntary, Housing, Training, Employment and Community sectors.

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit for that year. In preparing the company's accounts, the Trustees confirm they have:

- a) selected suitable accounting policies and applied them consistently;
- b) made judgements and estimates that are reasonable and prudent;
- c) followed applicable accounting standards; and
- d) prepared the accounts on a going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006 as applicable to smaller companies and the Statement of Recommended Practice for Charities under the Charities Act 2011. They are responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Legal and Administrative Information**

The Trust was incorporated on 6th October 1998 as a company limited by guarantee and adopted the status of a registered charity on 9th December 2003. It also operated under the name "Action Acton" and following a change of name on 2nd June 2015 now operates as "Action West London". The company is governed by its Memorandum and Articles of Association.

Other detailed information as required by SORP is shown on page 1 of the financial statements.

#### **Trustees**

The Board consists of not fewer than 3 and no more than 12 Trustees. The Board may appoint Trustees at any time at a meeting or in writing. No person under the age of 18 may be appointed as a Trustee.

#### **Retirement of members of the Board**

At the third Appointment Board Meeting after his/her last appointment a Trustee shall retire. He/she shall be eligible for re-appointment by the Board. For the purposes of this (Article 24) a "year" shall mean a complete period of service between two Appointment Board Meetings.

The following were Trustees during the whole financial year, unless otherwise stated:

D. Anderson (appointed 17.7.2020)  
V.E. Anderson  
J. Bryan  
A.G. Coyne  
E. Harris (appointed 17.7.2020)

V. Mercer (resigned 22.1.2021)  
T. Mobee  
A. Skinner-Jozefson  
M.R. Snowden  
H.A.G. Spottiswoode

## **Action West London**

### **Report of the Trustees for the year ended 31st March 2021**

#### **Trustees' Induction and Training**

New Trustees are appointed to the Board who have the necessary skills and knowledge to enable them to benefit the charity as a whole. They are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. They are encouraged to meet key employees and attend appropriate external training events where these will facilitate the undertaking of their role. Action West London makes good use of Trustee training opportunities provided by the Foundation for Social Improvement (FSI), National Council for Voluntary Organisations (NCVO), Small Charities Coalition (SCC), Association of Chairs and other training bodies.

#### **Mission Statement**

**Action West London's MISSION is:**

**'Changing lives through Employment, Education and Enterprise'**

Action West London works in partnership with statutory, voluntary, community and private sector agencies to promote community and economic regeneration in West London and provide Employment, Education and Enterprise opportunities for disadvantaged people to improve their lives.

**Action West London's VALUES are:**

**Professionalism, Respect, Integrity, Diversity, Empowerment, (PRIDE)**

#### **Objects of the Charity**

1. The objects of the charity (the "Objects") are for the public benefit:
  - 1.1 the relief of unemployment;
  - 1.2 the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience and employment;
  - 1.3 the relief and prevention of poverty;
  - 1.4 to develop the capacity and skills of socially and economically disadvantaged members of the public in such a way that they are better able to identify and help meet their needs and participate more fully in society;
  - 1.5 the promotion of urban regeneration in areas of social and economic deprivation by all or any of the following means:
    - (a) the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help (i) in setting up their own business or social enterprise (ii) to existing businesses or social enterprises;
    - (b) the provision of facilities for the public at large or those who by reason of their youth age infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
    - (c) the provision of public health facilities and childcare;
    - (d) promotion of public safety and prevention of crime, including by rehabilitation of young and adult offenders; and
    - (e) the creation of training and employment opportunities, including by the provision of workspace, building and/or and for use on favourable terms;
  - 1.6 to further such other exclusively charitable purposes according to the law of England and Wales as the Trustees in their absolute discretion from time to time determine.
2. The principal activities of the charity are focused in the 7 West London Boroughs of Ealing, Hounslow, Hammersmith and Fulham, Brent, Hillingdon, Harrow and Barnet. The activities concentrate on promoting community and economic regeneration through assisting unemployed residents into Employment, improving functional skills, supporting disadvantaged individuals and communities including young people not in education, training or employment (NEETS), young offenders, care leavers, lone parents, black and ethnic minority individuals, refugees, ex-offenders, older people, lone parents and individuals with mental health issues.

## Action West London

### Report of the Trustees for the year ended 31st March 2021

The charity aims to achieve this by developing the following key themes of work:

- THEME 1:** Helping residents, particularly those who are disadvantaged, into Employment
- THEME 2:** Helping residents, particularly those who are disadvantaged, improve Education and Training and gain Qualifications
- THEME 3:** Helping individuals set up in Self-Employment and Enterprise, including start-up Businesses and Social Enterprises
- THEME 4:** Contributing to a wide range of social, community and economic regeneration initiatives both on a borough wide and West London sub regional basis
- THEME 5:** Making Action West London a financially sustainable charity and social enterprise so that it can continue its charitable objectives and deliver badly need services to disadvantaged individuals

3. **A Board of Trustees** of up to 12 members, who meet quarterly, administer the charity. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity.

There are no related parties within the definition in GL50 of SORP 2005, but the company works closely with all the representative bodies referred to in the Memorandum and Articles of Association to achieve the company's objects.

4. **Core objectives of the Charity:**

The Covid-19 pandemic and 'lockdown' had an exceptional impact on the pattern of the charity's service delivery and significantly reduced the finances of the charity. This made the financial year 2020/21 extremely challenging for the charity. However, the organisation and staff responded very positively and rapidly switched their service delivery to 'remote' support to ensure that beneficiaries received help with the very difficult situations they were experiencing.

Fortunately, whilst Covid-19 led to very significant losses in income to the charity we were fortunate to secure some badly needed financial support from a number of grant applications we made to organisations providing funding to address the impact of Covid on charities.

Unfortunately, the impact of Covid and the continued uncertainties associated with the pandemic have continued into 2021/22 and will continue to adversely affect the charity's income expectations next year.

Nonetheless during 2020/21 the charity still succeeded in supporting some of the most disadvantaged individuals in Ealing, Brent, Hammersmith and Fulham, Hillingdon and Hounslow - helping them to get Jobs, Education, Training and Qualifications as well as self-employment and business opportunities. This included assisting long term unemployed people, economically inactive individuals, NEET young people, young offenders and care leavers, adult offenders, refugees, people from black and ethnic minority communities, older people, lone parents, individuals with mental health difficulties, people with disabilities, and people with health problems.

Over 70% of the young people and adults Action West London helps are from BAME communities.

Action West London is a key charity, voluntary sector agency and social enterprise in West London addressing unemployment, and economic inactivity, the skills and training deficit and community regeneration.

### Review of Activities and Future Developments

The results of the year are set out on pages 16 to 27.

Despite the major challenges caused by Covid and lockdown in the 12 months under review Action West London adapted quickly to providing remote support to beneficiaries (over 70% from BAME communities) and managed to make good progress in achieving its charitable objectives under its 3 key themes, namely:

1. Assisting unemployed and economically inactive individuals, particularly those who are disadvantaged to secure Employment.
2. Assisting individuals, particularly those who are disadvantaged, to gain Education, Training and Qualifications.
3. Helping promote Enterprise including running a social enterprise and helping individuals into self-employment.

## **Action West London**

### **Report of the Trustees for the year ended 31st March 2021**

#### **Financial Results**

The impact of Covid and lockdown with the consequential social and economic problems has made this an exceptionally difficult year for everyone. The continuing employment crisis, increased competition for fewer funds, major cuts in public funding, and changes during the year to 'payment by results' contracts due to lockdown have all impacted on the finances of the charity.

In addition, the charity lost significant 'core' income due to Covid and lockdown. The Travel Company who rented our office premises were badly affected by Covid, lost business immediately from March 2020 and the ongoing impact on the travel industry led them to vacate our Doughnut Factory premises. Prior to Covid this unrestricted rental income was a significant contribution to Action West London's core income. Further, due to the collapse in demand for rental premises the office space has been vacant since October 2020 and the ongoing loss of income continues to present problems raising funds to cover core costs of the charity.

In addition, the projected surplus from 'payment by results' employment contracts we had forecast for 2020/21 did not materialise due to changes made to the contract and lockdown. Also, the surplus income forecast for running our social enterprise Acton Market did not materialise as the Market had to close for the long periods of lockdown.

Action West London has responded to this by continuing to monitor income and expenditure efficiently reducing expenditure where possible, and by submitting numerous grant applications and seeking to diversify our income base.

This remains a major ongoing challenge for future years.

Next year will be exceptionally challenging due to the impact of the Covid-19 pandemic, the significant loss of self-generated income due to Covid, increased competition for grant and other funding, and the need to enter into more 'risk inherent' payment by results (PBR) contracts in order to deliver our work with unemployed and economically inactive young people and adults. There is very limited funding outside of PBR contracts to support unemployed and disadvantaged people.

This year due to the financial challenges facing the charity Trustees did not approve any percentage salary increase for staff.

Despite the financial challenges and the challenges created by Covid and lockdown Action West London continued to deliver badly needed services for disadvantaged people in 2020/21.

The charity had already issued all staff with encrypted laptops prior to Covid, so once lockdown started and staff were working at home, we were still able to continue to deliver services remotely to beneficiaries. Staff learnt to use ZOOM and TEAMS for online meetings and to deliver online job clubs and individual support to clients. This was invaluable in helping some beneficiaries step by step to complete various forms - including support to understand Universal Credit. We also purchased a licence for the 'Entitled To' online benefits calculator which we placed on our website for free use by anyone. Staff made extensive use of phones, texts and 'WhatsApp' to communicate with beneficiaries. Despite the halt in employers recruiting during lockdown we still managed to support over 450 young people and adults into employment and training.

#### **Action West London's 'Mixed' funding strategy**

Action West London's business strategy is to secure funding by:

- a) bidding directly for grants itself where possible.
- b) leading consortiums of other voluntary, public and private sector partners.
- c) acting as a subcontractor on 'payment by results' contracts for bigger lead/prime organisations (including private sector companies); and
- d) generating income through our own social enterprise businesses where possible - such as Acton Market and rental of our Doughnut Factory office premises.

Acting as a subcontractor is necessarily becoming more prevalent as major public service funders (e.g., Department of Work and Pensions (DWP) and Skills Funding Agency (SFA)) are now mainly funding major 'Prime Contractors' and leaving these Prime Contractors to decide how and on what basis they will engage voluntary sector organisations as subcontractors in their supply chains.

'Payment by results' contracting is here to stay - but the PBR model continues to present significant financial risks to charities entering into such contracts if the payment structure and results required, cash flow issues and unrealistic expectations of commissioners and Prime Contractors continue to become more onerous.

## Action West London

### Report of the Trustees for the year ended 31st March 2021

This is one important reason why Action West London is actively seeking to develop social enterprises which can generate our own income.

**We aim where possible to develop as an organisation that generates the majority of its income through social enterprise and social businesses.**

#### Donations

Action West London does not generally receive donations from the public. However, we are registered with 'Local Giving' and have a website where donations can be made. It is encouraging that some individuals have started to donate funds to support the charity. We would very much like to thank those individuals who have made donations to Action West London this year.

#### Successful developments, funding and projects in 2020/21

The charity made numerous grant funding applications in 2020/21. Understandably there was exceptional need for funding to keep many smaller charities operating during Covid and funders gave particular priority to charities dealing with immediate emergencies for disadvantaged individuals. Action West London would like to thank to the Julia and Hans Rausing Trust who launched a special, major core funding programme available to charities during Covid. The £121,000 grant they made to Action West London was invaluable in helping the charity keep its core functions operating at a time when it was experiencing very significant reductions in income.

The Trustees would like to thank all those public bodies and Trusts who have supported Action West London's activities during 2020/21. These include the following:

- 1.1 **Trust for London and City Bridge Trust** for continuing to fund the 'Moving on Up' project - an innovative employment project for young Black men aged 16-24 years living in Brent. This programme addresses Trust for London/BTEG research findings that young Black men at all educational levels - from school leavers to graduates - have over twice the unemployment rates of young men of any other ethnic background.
- 1.2 **London Borough of Brent** for contributing additional funding to the 'Moving on Up' project consortium (Action West London, Making the LEAP, ACCESS UK and PLIAS Resettlement) to support young Black men resident in Brent.
- 1.3 **DWP/ESF** for continuing to fund a subcontract with prime contractor G4S to deliver the Family Works programme for unemployed adults.
- 1.4 **Big Lottery/ESF** for continuing to fund the Building Better Opportunities (BBO) 'Working West London' Refugees project (Lead Partner ELATT).
- 1.6 **Big Lottery/ESF** for continuing to fund the SWEET project (Lead Partner Paddington Development Trust).
- 1.7 **SFA/ESF** for continuing to fund the EQUIP Project - Bridging the Gap project (Lead Partner Paddington Development Trust).
- 1.8 **Hillingdon Community Trust** for continuing to fund the ESOL project in Hillingdon.
- 1.9 **BBC Children in Need** for continuing to fund a project helping young people not in employment, education or training (NEET).
- 1.10 **Mayors GLA Young Londoners Fund** for continuing to fund the 'Realising Youth Potential' project helping young people 'at risk' to build confidence, self-direction and skills to improve future life chances.
- 1.11 **Winston Churchill Memorial Trust** Covid fund to support training for individuals wanting to set up in self-employment as a Market trader.
- 1.12 **Community Fund** for funding from the **Social Enterprise Support Fund** to assist our social enterprise to respond to challenges as a result of Covid.
- 1.13 **Power to Change/Community Fund** for providing Covid Emergency funding to support our Acton Street Market social enterprise.
- 1.14 **SEGRO** for providing grant funding for a project to support young people not in Employment, Education or Training (NEET) in West London.
- 1.15 **JULIA and HANS RAUSING TRUST** for providing an invaluable grant of £121,000 towards the charity's core costs from their Covid crisis fund. This was extremely helpful and very welcome at a time when the charity had lost significant income due to Covid and lockdown.



**Action West London**  
**Report of the Trustees**  
**for the year ended 31st March 2021**

**Highlights of the 2020/21 year included:**

- 2.1 **Social Impact - Disadvantaged and young people we helped:** Action West London newly registered, engaged with and supported **451 disadvantaged** young people and adults from across West London in 2020/21. This was a significant decrease from the numbers registered pre-Covid in 2019/20 but nonetheless an achievement during such a long time of lockdown.

**In addition** we continued to offer ongoing support to young people and adults who had already registered for our services in 2019/20.

Further, many 100's of local residents benefitted from the low costs goods and other positive social benefits (community cohesion, tackling loneliness, reducing anti-social behaviour, creating local employment opportunities) of our **Acton Street Market**.

During 2020/21 despite Covid 19 and lockdown we placed **214 into Employment** (including self-employment).

In our 'payment by results' Family Works project where we record 'sustained' employment we placed **74 individuals into sustainable employment** for a minimum of **13 weeks** and **79 individuals into sustainable employment for 26+ weeks**.

In our BBO Working West London project we placed **29 Refugees into Employment** and **35 into Education**.

**Training and learning - We engaged over 150 young people and adults in a variety of formal and informal training and learning activities.** This included **Employability training**, **English classes** for individuals with ESOL needs and basic **IT/digital skills training** for individuals experiencing digital exclusion.

- 2.2 **Social Impact of Acton Market.** In addition to the disadvantaged young people and adults who benefitted from our employment, education and training support we also provided up to 30 self-employment opportunities a day at our Acton Street Market in between lockdown periods. Not only does this social enterprise provide welcome self-employment opportunities for local residents but it also provides a massive social benefit for shoppers, many of whom are on very low incomes.

Acton Market brings together traders and shoppers from all of Acton's diverse communities who meet in a positive and friendly environment thereby significantly contributing to integration and community cohesion.

Acton Market is now a key feature of Acton High Street and Acton Town Centre and is contributing to efforts to 'revive the High Streets' by offering more than just a basic shopping experience.

Action West London also runs community events at the Market, provides free stalls from time to time for local charities, organisations and public health providers.

All these activities bring life and community energy into the High Street as well as providing a focus for 'recycling' money from shoppers and traders into the local economy.

Action West London has received considerable interest from across London and nationally for its 'social enterprise community Market' model.

We very much appreciate our partnership with Ealing Council who support our community market model.

The Market also significantly reduces anti-social behaviour and safety fears, acts as a focus to bring energy into Acton Town centre and promotes community cohesion by bringing together people from West London's very diverse communities to participate in an activity of interest to everyone - shopping and trading in a friendly, public space.

- 2.4 **Winning ERSA Supply Chain Partner of the Year Award.** We were delighted to win the national Employment Related Services Association (ERSA) Award this year for the excellent track record on our G4S Family Works payment by results contract helping disadvantaged people into Employment.

The Award description was: - "AWL provide end to end holistic support for unemployed people, working collaboratively with training providers and community networks. Their team build trust through their abilities and belief in their customers. They communicate and connect through active listening to their customers' hopes and concerns. They are dependable throughout customers' challenges and are a constant in a world where there are not many constants. AWL have successfully adapted to meet market needs over the last 21 years. Their outstanding performance has resulted in an increase of their market share from 13% to 47%. Strong robust partnerships and involvement in strategic boards ensure that AWL has a voice in improving the lives of West London residents."

## Action West London

### Report of the Trustees for the year ended 31st March 2021

- 2.5 **Shortlisted for West London Business Community Investment Business of the Year Award 2020.** Action West London won this award in 2019 and we were delighted to be shortlisted again for the Award in 2020.

This recognition demonstrates the impact that our charity and social enterprise consistently delivers for disadvantaged West London young people and adults.

- 2.6 **Winning contracts.** Action West London was successful in winning and sustaining a number of ESF subcontracts co-funded by DWP, SFA and Big Lottery. Our ability to be accepted by Prime contractors and Lead partners for a variety of tenders demonstrates our excellent track record of achieving results and delivering the required employment, education and training outputs for disadvantaged young people and adults.

- 2.7 **Quality standards.** Action West London continues to hold **Matrix Quality Mark** accreditation and successfully passed external assessment for re-accreditation.

We are also an approved examining body for **Pearson/EDXCEL** and **City and Guilds** qualifications

**Developing social impact measurement.** Action West London continues to develop processes to help us monitor and evaluate the social impact of our work. We purchased licences in Aptern - a software programme designed for recording Employment and Training outputs and outcomes. As we implement this system across all projects we will be able to produce data on a wide range of social impact measures. Social impact measurement requires staff time and data collection and analysis expertise. This continues to be a very important area for development, and we will continue to measure and report on our impact in future years.

- 2.8 **Strengthening our IT infrastructure and digital transformation.** The importance we had placed on investing in strengthening our IT structures in 2019/20 paid off during Covid and lockdown. We invested significantly in preparing for Cyber Essential accreditation. We had already moved to Office 365 and invested in security requirements. We purchased encrypted laptops for all staff and had already started to explore how we could support young people and adults through remote and online support to complement our face-to-face activities.

This action early in 2019/20 to upscale our IT security and processes and to provide encrypted laptops for staff proved of immense value when restrictions on working in offices and other social distancing measures were brought into effect in March 2020.

- 2.9 **Profile of Action West London.** The charity continues to develop a very positive profile and is known and respected locally, across London, nationally and even internationally. **Action West London** has contributed to regeneration strategies and initiatives with partner agencies and developed an important role as a member of West London's voluntary and community sector. Action West London attracts regular publicity for its work. Marketing, PR and social media is aimed to develop as we have many success stories which need to be promoted so that the innovative work and the value for money the organisation delivers can be recognised more widely and be sustained.

- 2.10 It is also particularly encouraging that Action West London has an excellent 'grassroots' presence in the community where the practical results of helping individuals into employment, education, training and business are clear, as well as being an organisation that contributes actively to strategic and policy developments.

#### Risks to the organisation

- 3.1 **Covid-19 - the pandemic significantly increased the usual risks to the organisation highlighted in previous and last year's Trustees' reports** - The charitable and voluntary sector - along with the whole of society - has changed dramatically. Many organisations that have been in existence for many years are likely to reduce services significantly and some will cease to exist due to financial pressures.

**Covid-19 threat** - As referred to above we unfortunately will face continued significant reduction in our core income in 2021/22 due to loss of rent from our vacant office premises.

**Covid-19 impact** - Covid restrictions will pose a big challenge to the services provided by Action West London to disadvantaged young people and adults as pre-Covid we were delivering 80% of our services 'face-to-face' which most beneficiaries prefer.

- 3.2 **The economic recession and the changes to the ways in which public funders allocate their funds** continue to have a very significant impact on third sector organisations.

## Action West London

### Report of the Trustees for the year ended 31st March 2021

- 3.3 **Brexit represents a high risk to the charity.** EU co-funding will end in 2023. This causes major difficulties to our work as the majority of income from our contracts are co-funded by ESF. There is no clear agreement yet as to how the EU funding will be replaced by government.
- 3.4 **The 'payment by results' model carries significant inherent risks to an organisation.** Increasingly Action West London has to act as a subcontractor which means that we 'lose' around 10%-20% of the contract value to the Prime contractor. This 10%-20% was previously our margin to cover core costs of the organisation. Now we have to operate on very tight margins which makes PBR contracts inherently risky. Although we have a good track record of delivery, we will need to continue to monitor the financial results from PBR contracts carefully next year.
- 3.5 **Loss of experienced staff.** The short-term nature of contracts and the often lengthy 'gaps' between funders issuing new programmes and tenders means that we regularly face the dilemma of losing valuable, experienced staff when a contract ends and there is no new contract to enable continued employment. Then, when a new contract is issued and won, we have to start the process of recruiting new staff all over again - at a time when experienced staff are very difficult to attract and when there is much competition from larger companies. **Recruiting and maintaining quality staff is a major risk to the charity.**
- 3.6 **Action West London Trustees and staff are aware of the challenges the charity faces, and we have 'risk management' controls in place.** Governance arrangements are in place and the Board aims to ensure that the charity responds effectively to the difficult circumstances it faces. Action West London's reserves are vital to cover 'cash flow', other financial risks and potential annual deficits. The level of reserves will be crucial to address financial losses from the impact of Covid-19 in 2020/21 and ensuing years. Although on paper the charity's reserves appear substantial it must be noted that £1,744,050 of the reserves are from the valuation of our Doughnut Factory property and are therefore not easily realisable in cash. The cash reserves we do have will be badly needed to cope with significant losses in our income due to the impact of Covid.

#### Specific risk factors continue to include the following:

- 4.1 **RISK: Income volatility and unpredictability due to reliance on income from winning contracts or grants**  
70% of annual income comes from contracts or grants and takes considerable time and effort to achieve. It also means that budgets cannot be easily predicted from year to year as time limited projects of 1, 2 or 3 years run out at different times and there is no 1, 2 or 3-year schedule of funding opportunities planned in advance by tendering organisations.  
**RISK MITIGATION:** (i) Action West London delivered a number of ESF funded contracts in 2020/21 which will continue into 2021/22; (ii) Action West London will increase the number of Grant applications to Trust and Foundations; and (iii) Action West London will develop its 'mixed funding strategy' to generate more income from sources other than payment by results contracts.
- 4.2 **RISK: Annual deficits eat into reserves.**  
Action West London is at high risk of suffering a deficit of income over expenditure next financial year, due to Covid.  
**RISK MITIGATION:** Action West London will intensify its 'mixed funding' strategy to ensure that additional, different sources of income can be generated.

#### CONCLUSION:

Action West London will need to maintain its entrepreneurial and persistent approach to once again manage risks in the next 12 months.

Action West London is also caught in a 'Catch 22' situation where, as our income just exceeds £1 million, this excludes us from applying for several grant opportunities (e.g. from certain Trusts and Foundations) even if our annual returns show a deficit at year end. This is frustrating as Action West London often develops grant applications in partnerships with other charities. Because we are the 'lead' partner we receive the whole grant awarded - but then pass on a proportion of the funding to other partners. However the total partner grant awards appear on our accounts, bringing turnover to just over £1 million as shown in the Annual accounts published on the Charity Commission's website.

Funding bodies who generally advocate the need for more charities to partner together on projects should consider the implications of them placing limits on grant applications restricted by annual turnover exceeding £1million.

**Action West London**  
**Report of the Trustees**  
**for the year ended 31st March 2021**

**Thank You!**

Action West London would once again like to thank all its Funders for the resources and support they have provided which has enabled the organisation to deliver badly needed services to disadvantaged individuals in West London in an exceptional year where the Covid-19 pandemic has had such a destructive effect on everyone. .

Action West London would like also to thank the agencies it has partnered with over the 12 months of 2020/21.

Action West London recruited new Trustees and Board members in 2020/21. Along with long-standing and committed existing Trustees, the Board has provided valuable support to ensure that the charity's objectives have been put into practice to the benefit of disadvantaged individuals and communities.

Action West London's staff team and volunteers once again deserve credit for their efforts and commitment to the objectives of the charity and for the success in securing significant contract and other funding and for the high standard of delivery of contracts.

Despite Covid and the exceptionally challenging economic, financial and social climate we face in 2021/22 Action West London has proved its resilience over the years and Trustees and staff are fully committed to ensuring that Action West London continues to deliver its key Mission of 'Changing lives through Employment, Education and Enterprise'.

**Current Policies of the Trustees**

**General Policies**

The policies of the Trustees are to ensure that the charity operates in accordance with the rules set out in its Memorandum and Articles of Association and to ensure that it becomes a financially sustainable organisation.

**Reserves Policy**

Most of the charity's income is for restricted purposes, being for the various specific projects undertaken. However, the grants received do not include funding for company administration costs, which therefore have to be met from unrestricted income and general reserves.

The Trustees aim to maintain general reserves at a level required to cover management and administration costs for at least 6 months, unless alternative funding can be arranged.

**Investment Policy**

The charity received a specific grant in March 2004 to enable it to purchase an investment property which is to be used to generate income for the company's general charitable purposes.

**Major Risks**

The Trustees have identified and actively reviewed the major risks to which the charity is exposed. Details of risks facing the charity are given above in this Trustees' Report.

In summary, the major risk facing the charity is the continued impact of Covid-19 and uncertainty around securing sustainable funding. Covid-19 continues to have a major adverse impact on the charity's finances. There is a risk that future planned grant applications for projects may not be successful. There is a significant risk that 'payment by results' contracts may not fully cover contract and organisational costs. There is a risk from the impact of BREXIT and loss of EU co-funds. Contributions to core funding may decline and funding for charities may cease to be provided or be reduced on an ongoing basis by grant funders. Competition for funds is extremely high, large National charities are competing for and winning funding that was previously secured by smaller local charities and there is far more competition for the limited funding available during this continuing, lengthy period of austerity.

Steps have been taken to mitigate these risks where possible.

**Action West London**  
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**for the year ended 31st March 2021**

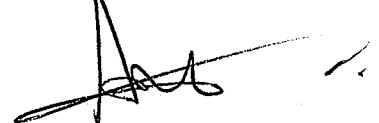
**Auditor**

In accordance with the company's articles, a resolution proposing that Clarke & Co be reappointed as auditor of the company will be put at a General Meeting.

**Disclosure of information to auditor**

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

**BY ORDER OF THE BOARD**



**A.G. Coyne (Chairman)**

Date: 15/12/21

## **Action West London**

### **Statement of Trustees' Responsibilities for the year ended 31st March 2021**

The Trustees, who are also the Directors of Action West London for the purpose of company law, are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practices).

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 trust and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that year.

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 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

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

## **Action West London**

### **Independent Auditors' Report to the Trustees of Action West London for the year ended 31st March 2021**

#### **Opinion**

We have audited the financial statements of Action West London (the 'charity') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, Statement of Cash Flow, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of Action West London 's affairs as at 31st March 2021 and of its Statement of Financial Activities for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK 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 financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements 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 financial statements are authorised for issue.

#### **Other information**

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

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

We have nothing to report in this regard.

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

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

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report has been prepared in accordance with applicable legal requirements.

## **Action West London**

### **Independent Auditors' Report to the Trustees of Action West London for the year ended 31st March 2021**

#### **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 Trustees' report.

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

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

#### **Responsibilities of Trustees**

As explained more fully in the Trustees' responsibilities statement set out on page 12, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the 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 Trustees either intend to liquidate the charity or to cease its operations, or have no realistic alternative but to do so.

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

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

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

We gained an understanding of the legal and regulatory framework applicable to the trust and the charitable sector in which it operates, and considered the risk of acts by the trust that were contrary to applicable laws and regulations, including fraud. We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We focused on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Companies Act 2016 and UK Charity legislation. Our tests included agreeing the financial statements disclosures to underlying supporting documentation, enquiries with management and enquiries of legal professionals. There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any key audit matters relating to irregularities, including fraud. As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the Directors that represented a risk of material misstatement due to fraud.



**Action West London**

**Independent Auditors' Report  
to the Trustees of Action West London  
for the year ended 31st March 2021**

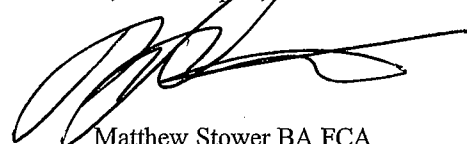
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Date: 17.12.2021

Acorn House  
33 Churchfield Road  
Acton, London W3 6AY



Matthew Stower BA FCA  
Senior Statutory Auditor

Clarke & Co  
Chartered Accountants  
Statutory Auditors

**Action West London**

**Summary of Income and Expenditure Account  
for the year ended 31st March 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Gross income	1,084,192	1,156,665
Fair value gains/(losses) on revaluation of investment property	-	775,000
Total income in the reporting period	1,084,192	1,931,665
Total expenditure from income funds	1,067,124	1,134,242
<b>Net Income/(Deficit) for the Year</b>	<b>£ 17,068</b>	<b>£ 797,423</b>

# Action West London

## Statement of Financial Activities for the year ended 31st March 2021

	Notes	Restricted £	Unrestricted £	Total Funds	
				2021 £	2020 £
<b>Incoming Resources</b>					
Donations and legacies		-	1,800	1,800	7,025
Charitable activities					
a. Grant income		712,829	-	712,829	288,760
b. Payment by results contracts		-	293,951	293,951	614,428
Investments					
a. Income generated and rent from social enterprise		-	51,761	51,761	237,707
b. Bank interest receivable		-	2,112	2,112	3,085
Other Income		-	21,739	21,739	5,660
<b>Total incoming resources</b>		<u>£712,829</u>	<u>£371,363</u>	<u>£1,084,192</u>	<u>£1,156,665</u>
<b>Expenditure on:</b>					
Raising funds					
a. Cost of generating funds for social enterprise		-	57,787	57,787	219,977
Charitable activities					
a. Direct project expenses and support costs		564,295	306,706	871,001	738,493
b. Management and development of the charity		58,247	51,548	109,795	143,324
c. Governance		-	7,080	7,080	6,600
Other					
a. Depreciation on fixed assets		-	21,461	21,461	25,848
b. Loss/(profit) on disposal of tangibles		-	-	-	-
<b>Total outgoing resources</b>	2(a)	<u>£622,542</u>	<u>£444,582</u>	<u>£1,067,124</u>	<u>£1,134,242</u>
<b>Net surplus/(deficit) before revaluation of investment property</b>		90,287	(73,219)	17,068	22,423
<b>Net gains/(losses) on investments</b>					
Unrestricted gains/(losses) on revaluation of investment property	4(b)	-	-	-	775,000
		<u>£90,287</u>	<u>£(73,219)</u>	<u>£17,068</u>	<u>£797,423</u>

# Action West London

## Statement of Financial Activities for the year ended 31st March 2021

	Notes	Restricted £	Unrestricted £	Total Funds	
				2021 £	2020 £
Net income/(expenditure)		90,287	( 73,219)	17,068	797,423
Transfers between funds		( 22,681)	22,681	-	-
Other recognised gains/(losses)					
a. Gains/(losses) on revaluation of fixed assets		-	-	-	-
b. Other gains/(losses)		-	-	-	-
Net movement in funds		67,606	( 50,538)	17,068	797,423
Reconciliation of funds					
Total funds brought forward		236,086	2,101,585	2,337,671	1,540,248
Total funds carried forward		£303,692	£2,051,047	£2,354,739	£2,337,671

The notes on pages 21 to 27 form part of these accounts.

There are no recognised gains or losses other than those passing through the Statement of Financial Activities.

The Charity has neither discontinued any of its operations nor acquired new ones since 1st April 2020.

The above figures constitute a summary income and expenditure account as required by the Companies Act and the net incoming/(outgoing) resources for the year are equivalent to net income/(expenditure) for the year.

# Action West London

## Statement of Cash Flows for the year ended 31st March 2021

	Notes	2021 £	2020 £
<b>Cash flow from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	13	<u>£60,470</u>	<u>£(184,990)</u>
<b>Cash flows from investing activities</b>			
Dividends, interest and rents from investments		53,873	240,792
Proceeds from the sale of property, plant and equipment		-	-
Purchase of property, plant and equipment		( 2,057)	( 58,287)
<b>Net cash provided by /(used in) investing activities</b>		<u>£51,816</u>	<u>£182,505</u>
<b>Cash flows from financing activities</b>		<u>£ -</u>	<u>£ -</u>
<b>Change in cash and cash equivalents in the reporting period</b>		112,286	( 2,485)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>475,435</u>	<u>477,920</u>
<b>Change in cash and cash equivalents at the end of reporting period</b>		<u>£587,721</u>	<u>£475,435</u>

# Action West London

## Balance Sheet as at 31st March 2021

	Notes	£	2021	£	£	2020	£
<b>Fixed Assets</b>							
Tangible assets	4a		908,738			928,143	
Investment property	4b		875,000			875,000	
			<u>1,783,738</u>			<u>1,803,143</u>	
<b>Current Assets</b>							
Debtors	5	68,717		109,086			
Cash at bank and in hand		587,721		475,435			
		<u>£656,438</u>		<u>£584,521</u>			
<b>Creditors: amounts falling due within one year</b>	6	<u>£(85,437)</u>		<u>£(49,993)</u>			
<b>Net Current Assets</b>			<u>571,001</u>			<u>534,528</u>	
<b>Total Assets Less Current Liabilities</b>			<u>£2,354,739</u>			<u>£2,337,671</u>	
<b>Total Funds of the Charity</b>							
Restricted income funds	7a		177,840			110,234	
Unrealised restricted revaluation reserve of investment property	8		125,852			125,852	
<b>Total Restricted Funds</b>			<u>303,692</u>			<u>236,086</u>	
Unrestricted income funds	7b						
- General		332,849		383,387			
- Designated		100,000		100,000			
		<u>432,849</u>		<u>483,387</u>			
<b>Unrealised revaluation reserve</b>							
Investment property	8	<u>1,618,198</u>		<u>1,618,198</u>			
<b>Total Unrestricted Funds</b>			<u>2,051,047</u>			<u>2,101,585</u>	
<b>Total Charity Funds</b>	9		<u>£2,354,739</u>			<u>£2,337,671</u>	

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the Board on 15/12/21

A.G. Coyne - Chairman

V. E. Anderson - Trustee

The attached notes form an integral part of these accounts.

## Action West London

### Notes to the Financial Statements for the year ended 31st March 2021

#### 1. Accounting Policies

##### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention as modified by the revaluation of investment properties and include the results of the company's operations as indicated in the Report of the Trustees, all of which are continuing. They comply in all material matters 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 1st January 2015) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The trust constitutes a public benefit entity as defined by FRS 102.

##### 1.2 Company status

The company is limited by Guarantee and hence has no share capital.

##### 1.3 Incoming resources

All income is accounted for on a receivable basis, except donations which are accounted for on a receipts basis. Restricted grant income which has not been fully utilised during the year has been deferred to the subsequent accounting period.

##### 1.4 Resources expended

- a) All expenditure is accounted for on the accrual basis.
- b) Grants are accounted for when paid.
- c) Costs of activities in furtherance of the Charity's objects are direct project costs. Staff administrative and premises costs are apportioned between direct project costs, support costs and management and development on a time and usage basis.

##### 1.5 Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Furniture, fittings and equipment	- Written off over 5 years on a straight line basis
Property improvements	- Written off on a straight line basis
IT equipment	- Written off over 3 years on a straight line basis

##### 1.6 Investment property

The investment property is included in the balance sheet at market value. No depreciation is provided on it. Movement in the valuation of the property is dealt with in the revaluation reserve.

##### 1.7 Fund structure policy

Restricted funds constitute grants received for specific projects less related expenditure. All other funds are unrestricted.

##### 1.8 Pension costs

The pension costs charged in the financial statements represent employer's contributions paid by the company to employees' personal pension policies during the year.

##### 1.9 Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

# Action West London

## Notes to the Financial Statements for the year ended 31st March 2021

2. Resources Expended	Staff Costs £	Other Costs £	2021 £	Total 2020 £
a) Total Resources Expended				
Costs of generating funds for social enterprise	£46,152	£11,635	£57,787	£219,977
Charitable expenditure				
Project direct costs	549,035	65,804	614,839	537,139
Project support costs	80,182	175,980	256,162	201,354
Management and development of the charity	100,807	8,988	109,795	143,324
	£730,024	£250,772	£980,796	£881,817
Governance and other expenditure				
Governance costs	-	7,080	7,080	6,600
Depreciation on fixed assets	-	21,461	21,461	25,848
Loss /(profit) on disposal of tangibles	-	-	-	-
	£ -	£28,541	£28,541	£32,448
	£776,176	£290,948	£1,067,124	£1,134,242

b) Employment Costs	2021 £	2020 £
Wages and salaries	692,042	693,339
Social security costs	62,816	64,388
Other pension costs	21,318	28,612
	£776,176	£786,339

The key management personnel of the charity comprise the Chief Executive, the Finance & Facilities Manager and the Operations & Business Development Manager. The total remuneration and employee benefits of the key management personnel of the charity are £180,879 (2020 - £194,576).

Number of employees	2021	2020
Project related	21	21
General	3	3
Employees remunerated in the following bands	Number	Number
£60,000 to £80,000	1	1
£80,000 to £90,000	-	-

c) Trustees' Emoluments	2021 £	2020 £
Remuneration/benefits	-	-
Reimbursed expenses and other 'related party' transactions	-	-



# Action West London

## Notes to the Financial Statements for the year ended 31st March 2021

d) Other Costs	Costs of Generating Funds £	Direct Charitable Expenditure £	Management & Development of the Charity £	Total Costs	
	2021 £	2020 £			
<b>Direct costs</b>					
Costs related to projects	1,188	65,804	-	66,992	61,285
	<u>£1,188</u>	<u>£65,804</u>	<u>£ -</u>	<u>£66,992</u>	<u>£61,285</u>
<b>Governance costs</b>					
Audit fees	-	-	7,080	7,080	6,600
Accountancy fees	-	-	-	-	-
Depreciation on tangible assets	-	-	21,461	21,461	25,848
	<u>£ -</u>	<u>£ -</u>	<u>£28,541</u>	<u>£28,541</u>	<u>£32,448</u>
<b>Project support and other costs</b>					
Rent and utilities	(11,421)	18,817	( 480)	6,916	55,951
Recruitment and training	-	240	288	528	2,015
Temporary staff and consultants' costs	20	-	-	20	4,262
Insurance	-	-	667	667	5,785
Legal and professional fees	823	114,303	7,294	122,420	58,037
Telephone and postage	2,677	1,438	295	4,410	11,679
Printing and stationery	2,522	683	251	3,456	16,387
Publicity	2,000	6,163	2,572	10,735	10,931
Repairs and maintenance	13,256	33,906	(2,792)	44,370	60,824
Cleaning	570	-	-	570	18,757
General overheads	-	430	893	1,323	9,542
Loss/(profit) on disposal of tangibles	-	-	-	-	-
	<u>£10,447</u>	<u>£175,980</u>	<u>£8,988</u>	<u>£195,415</u>	<u>£280,018</u>
<b>Total Other Costs</b>	<u>£11,635</u>	<u>£241,784</u>	<u>£37,529</u>	<u>£290,948</u>	<u>£347,903</u>

### 3. Taxation

The company is a registered charity and as such no charge to corporation tax arises (2020 - Nil).

# Action West London

## Notes to the Financial Statements for the year ended 31st March 2021

### 4a. Tangible Assets

	Land & Buildings £	Premises Improvements £	Fixtures, Fittings & Equipment £	Total
<b>Cost or Valuation</b>				
As at 1st April 2020	875,000	47,351	213,854	1,136,205
Additions	-	-	2,056	2,056
Disposals	-	-	-	-
Transfer from investment property	-	-	-	-
As at 31st March 2021	<u>£875,000</u>	<u>£47,351</u>	<u>£215,910</u>	<u>£1,138,261</u>
<b>Depreciation</b>				
As at 1st April 2020	-	44,455	163,607	208,062
Charge for the year	-	724	20,737	21,461
Disposals	-	-	-	-
As at 31st March 2021	<u>£ -</u>	<u>£45,179</u>	<u>£184,344</u>	<u>£229,523</u>
<b>Net Book Value</b>				
As at 31st March 2021	<u>£875,000</u>	<u>£2,172</u>	<u>£31,566</u>	<u>£908,738</u>
As at 31st March 2020	<u>£875,000</u>	<u>£2,896</u>	<u>£50,247</u>	<u>£928,143</u>

### 4b. Investment Property

	£
Original net cost	5,950
Revaluation	
- March 2004	429,050
- March 2007	35,000
- March 2012	( 20,000)
- March 2018	525,000
- March 2021	775,000
	<u>1,750,000</u>
Transfer to tangible assets at 31st March 2020	<u>( 875,000)</u>
At 31st March 2021	<u>£ 875,000</u>

The investment property is included in the financial statements at its valuation of £875,000. The original net cost of the property was £5,950. The property was revalued as at 31st March 2020 at £1,750,000 by Churchill Mathesons and Volkins, Chartered Surveyors, on an open market value basis. No depreciation is provided on the investment property. During the year the charity occupied half of the building for running and maintaining its day-to-day business operations. As a result of changes of circumstances, half of the property value has been reclassified and transferred to tangible assets.

# Action West London

## Notes to the Financial Statements for the year ended 31st March 2021

<b>5. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other debtors	65,469	97,844
Prepayments	3,248	11,242
	<u>£68,717</u>	<u>£109,086</u>
<b>6. Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade and other creditors	41,694	40,378
Deferred income	15,000	-
Accruals	28,743	9,615
	<u>£85,437</u>	<u>£49,993</u>
<b>7. Income Funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>a) Restricted funds</b>		
Balance as at 1st April 2020	110,234	44,488
Incoming resources	712,829	903,188
Resources expended	(622,542)	(738,493)
Inter-fund transfers	( 22,681)	( 98,949)
Balance at 31st March 2021	<u>£177,840</u>	<u>£110,234</u>
<b>b) Unrestricted funds</b>		
Balance as at 1st April 2020	483,387	526,710
Incoming resources	371,363	253,477
Resources expended	(444,582)	(395,749)
Inter-fund transfers	22,681	98,949
Balance as at 31st March 2021	<u>£432,849</u>	<u>£483,387</u>
Unrestricted reserves split as to:		
- General	332,849	383,387
- Designated	100,000	100,000
	<u>£432,849</u>	<u>£483,387</u>

The Trustees have designated reserves of £100,000 to meet anticipated expenditure and other associated costs, to reflect the best estimate of potential relocation costs and redundancies.

# Action West London

## Notes to the Financial Statements for the year ended 31st March 2021

8. Revaluation Reserve	2021 £	2020 £
Balance as at 1st April 2020	1,744,050	969,050
Revaluation during the year	-	775,000
Balance as at 31st March 2021	<u>£1,744,050</u>	<u>£1,744,050</u>
Revaluation reserves split as to:		
- Restricted revaluation reserve	125,852	125,852
- Unrestricted revaluation reserve	<u>1,618,198</u>	<u>1,618,198</u>
	<u>£1,744,050</u>	<u>£1,744,050</u>

9. Reconciliation of Movements in Charity's Funds	2021 £	2020 £
Surplus/(deficit) for the financial year	17,068	797,423
Other recognised gains and losses	-	-
	<u>17,068</u>	<u>797,423</u>
Opening charity's funds	2,337,671	1,540,248
Closing charity's funds	<u>£2,354,739</u>	<u>£2,337,671</u>

Closing charity's funds of £2,352,382 incorporate a sum of £1,750,000 representing fixed asset buildings and investment property at valuation (notes 4a and 4b).

10. Pension Costs	2021 £	2020 £
<b>Defined contribution</b>		
Employer's contributions paid by the company to employees' personal pension policies during the year	<u>£21,318</u>	<u>£28,612</u>

### 11. Financial Commitments

At March 2021 the company had annual commitments under non-cancellable operating leases as follows:

	Land & Buildings	
	2021 £	2020 £
Expiry date:		
Between two and five years	<u>£ -</u>	<u>£ -</u>

## Action West London

### Notes to the Financial Statements for the year ended 31st March 2021

#### 12. Grant and Financial Assistance

Grant funding and financial assistance was received in 2020/21 from the following grant funders: -

	2021 £	2020 £
Winston Churchill Trust	10,000	-
John Lewis Partnership	-	125,000
Big Lottery Fund -BBO Working West London Refugees Project	144,486	133,503
BBC Children in Need	9,960	10,000
Trust for London - Action recruitment	166,500	58,250
City Bridge Trust - Stepping Stones Fund	-	50,000
Clarion Digital Project	-	10,000
BBO Power to Change	20,000	-
Hillingdon Trust ESOL Project	35,892	27,007
London Community Fund SEGRO	39,750	-
Big Lottery Fund - BBO Supporting Women In Employment, Enterprise and Training (SWEET) Project	59,547	15,725
Education Skills Funding Agency & European Social Fund - EQUIP Project	25,000	20,000
GLA Mayor of London Young Londoners Fund	47,393	23,697
Julia Hans Rausing Trust	121,000	-
Social Enterprise Support Fund	48,300	-
	<u>          </u>	<u>          </u>

#### 13. Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities

	2021 £	2020 £
<b>Net income/(expenditure) for the reporting period (as per statement of financial activities)</b>	17,068	797,423
Adjustments for:		
Depreciation charges	21,461	25,848
Loss/(profit) on sale of tangibles	-	-
Fair value (gains)/losses on investment property	-	(775,000)
Dividends, interest and rents from investments	(53,873)	(240,792)
 (Increase)/decrease in debtors	40,370	909
Increase/(decrease) in creditors	35,444	6,622
 Net cash provided by (used in) operating activities	<u>£60,470</u>	<u>£(184,990)</u>