

## **KEEN ANNUAL REPORT AND ACCOUNTS 2021**

### **Objectives and Activities**

#### **Why we exist**

People are still excluded by society because of their differences, which is unacceptable. We exist to try and change that.

We are the UK's only youth-led movement for the inclusion of disabled people. We believe that changing young people's perceptions of disability and inclusion is key to making future generations more inclusive.

#### **What we do**

We create inclusive projects. We support community services and places to be more inclusive by helping people and organisations understand why inclusion is important and how we can achieve it.

#### **Statement of Public Benefit**

In planning the work of the Charity, the Trustees take due regard to the Charity Commission's guidance on Public Benefit, including the guidance "Public benefit: running a charity (PB2)". The Trustees are equally satisfied that the Charity meets that guidance.

### **Chairman's Report**

The global pandemic and accompanying national lockdowns posed a series of challenges for Keen in the year to 30 June 2021. We had cancelled physical in person sessions ahead of the national lockdown in view of the risks posed to our vulnerable users and by April 2020 had begun a programme of zoom sessions, accompanied by assignment of volunteers to participants as 'phone' buddies and various mailshots, in preference to furloughing staff. We estimate participant hours spent on Zoom calls at around 6,000 (600 40 min sessions with average attendance of 15) over the year, covering a widening range of activities such as keep fit, dance, talent shows, our choir, cookery, arts and crafts and chat in several forms. Participants and their families, many of whom could not safely leave their houses, found the interest and fellowship provided by zoom invaluable. The trustees feel it is particularly to the credit of our excellent volunteers and staff that we were able to 'get zooming' so very quickly, to put together such a multifarious programme and keep it going as lockdown followed lockdown.

Back office staff co-operated in the 'Oxfordshire All In' programme of support for shielding families – this will not have exactly corresponded to, but will have overlapped strongly with our normal user base. We made a cautious return to physical sessions in May and June 2021,

by which time many of our users will have been vaccinated, accompanied by appropriately comprehensive precautions and continuing zoom and other ‘virtual’ activities for those diffident about venturing out. The physical programme culminated in a very well attended 2021 Olympics.

The trustees are very grateful to our volunteers and staff who responded in excellent spirit to the numerous challenges of the unusual situation.

We entered the crisis with a good level of reserves and ended the year in a strong position both financially following the receipt of a generous legacy and in terms of capability, being well placed to support our users with physical or virtual sessions as appropriate as the pandemic developed.

The trustees have learned with great sorrow of the passing of Rosie McMahon, a very enthusiastic KEEN participant. It is a comfort to all who miss her to think back on the very man, very happy hours she enjoyed at KEEN.

Jim McMahon

Chair of Trustees

## **Financial Review**

KEEN has no funds materially in deficit, and while the current fundraising environment is both challenging and unpredictable particularly due to the influence of the pandemic, the trustees have no uncertainties about the charity continuing as a going concern.

Our principal sources of funds continue to include grants by trusts and local councils, supporter fundraisers, donations from individuals and companies, subsidies charged for our adult projects, and inclusion workshops/training income.

The principal risk facing us is the pandemic and its effects.

We understand that charity law requires any income received to be spent within a reasonable period of receipt and that trustees should be able to justify the holding of income as reserves. As a result, our reserves policy is presented overleaf as part of this report.

Bankers

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

ME19 4JQ

## **Financial Reserves Policy**

KEEN will maintain sufficient reserves needed to meet our short-term financial obligations in the event of an unexpected revenue shortfall, and to allow KEEN to be managed efficiently and provide a buffer to ensure uninterrupted services.

Our main short term obligations are to our employees and rent; we estimate that we need to retain £35,000 of reserves to meet these liabilities in the event of a shortfall in our income. While we expect to reduce our costs in response to falling income before we need to consider accessing our reserves, a majority of trustees can agree to release some or all of this reserve against specific circumstances, e.g:

- To fill a gap in available funds on a defined short term basis, with an agreed process to remedy the gap.
- To meet an unexpected one-off cost.
- To provide a 'bridging loan' for an agreed activity in advance of identified funds becoming available.
- As part of the process of running down the charity.

In this case, we expect the money that is released to be replaced within a reasonable period of time. This policy is reviewed annually.

## **Governance and Administration**

KEEN is constituted as a registered Charitable Incorporated Organisation in the UK (No. 1157084, date of constitution 15 May 2014) whose only voting members are its Charity Trustees. Our principal address is:

KEEN  
St Clements Centre  
Cross Street  
Oxford  
OX4 1DA

The trustees in office during this period were:

Jim McMahon (Chair)

Jo Knowles

Sophie Scharlin-Petee (resigned 31/7/2020)

Megan Ellis

Lydia Salter (appointed 30/4/2020)

We were also assisted at board meetings by Lydia Salter and Issy Creed via the Oxford Hub Young Trustee Programme.

Appointments to the board of trustees are by resolution of a trustee meeting, under 9.5.2 of our constitution.

All Trustees appointed or reappointed undertake an induction which includes access to training support, access to all relevant board documents and minutes, and a thorough briefing on the present situation of the charity.

All trustees who could be understood to be ‘managers’ as defined in the Finance Act 2010 have completed declarations that they are ‘fit and proper persons’ under the terms of the same act.

### **Risk assessment, and key policies and procedures**

The trustees regularly review and assess the risks faced by their charity in all areas of our work,  
and plan for the management of those risks.

Our policies and procedures include a practical Health and Safety Policy covering all of our activities, a Safeguarding Policy in respect of children and vulnerable adults, an Equality and Diversity policy, and a Communications and Data Policy compliant with the General Data Protection Regulations.

All policies are reviewed regularly (formally at least once annually).

Our staff team during the period were:

Katie Forsyth, Buddying Co-Ordinator

Catherine Smith, Programme Coordinator (to July 2020)

Maxime Ryder, Fundraiser

Rupert da Silva, Director

The trustees declare on 27th April 2022 that they have approved the trustees’ report herein, as signed on their behalf by:



**Jim McMahon**

Chair of Trustees



**Jo Knowles**

Trustee, Inclusion and Community



**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
<b>Incoming resources</b>	2				
Donations		56,858	0	56,858	31,745
Grants		40,498		40,498	52,797
Activities for generating funds		185	0	185	10,138
Receipts from KEEN Activities		0		0	3,753
Legacy		16,718		16,718	
Investment Income		1	0	1	2
<b>Total incoming resources</b>		114,260	0	114,260	98,435
<b>Resources expended</b>	3				
Fundraising Activities		0	0	0	475
Charitable Activities		80,732	13,796	94,528	95,640
Volunteer refreshements and clothing		316	0	316	667
<b>Total resources expended</b>		81,047	13,796	94,843	96,782
<b>Net movement in funds</b>		33,212	-13,796	19,416	1,653
Balances brought forward 1st July		54,356	13,796	68,152	68,499
<b>Balances carried forward 30 June</b>		<b>87,568</b>	<b>0</b>	<b>87,568</b>	<b>68,152</b>

**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

**CURRENT ASSETS**

Cash at bank and in hand

87,568

87,568

**NET ASSETS**

**FUNDS**

Unrestricted

87,568

Restricted

0

87,568

**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

**Notes to the financial statements**

**For the year ended 30 June 2021**

**1 Accounting policies**

- (a) The financial statements have been prepared on a receipts and payments basis in accordance with the Church Accounting Regulations 2006 and are presented in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and with the Charities Act 2011. The statements have been prepared on the historic cost convention, with the exception of the valuation of investment assets which are shown at market value.
- (b) Restricted funds represent income, donations or grants received for a specific object. The funds may only be expended on the specific object for which they were given and any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.



**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

<b>2</b>	<b>Analysis of Receipts</b>	<b>Unrestricted Funds</b>	<b>Total 2021</b>	<b>Total 2020</b>
	Donations by Individuals	47,092	47,092	27,616
	Donations by companies and other organisations	9,767	9,767	4,129
	Grant making trusts and foundations	10,293	10,293	35,900
	City and County Council Grants	30,205	30,205	16,897
	Fundraising events	0	0	10,138
	Adult Session Subscriptions	0	0	3,438
	Interest Received	1	1	2
	Clothing	42	42	103
	INK Stock sales	142.71	143	212
	Legacy	16,718	16,718	0
		114,260	0	114,260
				98,435

**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

<b>3</b>	<b>Analysis of Expenditure</b>	<b>Unrestricted Funds</b>	<b>Total 2021</b>	<b>Total 2020</b>
	Transport	30.40	30	2,702
	Venue	51.50	52	8,600
	Olympics 2020	129.60	130	1,390
	Oxfordshire All In	0.00	0	5,013
	Desk Licence	6,560	6,560	5,550
	Salaries	75,048	5,542	80,589
	Training	0	0	290
	Workshops and recruitment events	0	0	342
	Insurance	781	781	752
	Stationery	235	235	35
	Phone	55	55	17
	Printing	670	670	225
	Subscriptions	140	140	350
	DBS Checks	0	0	
	Bank Charges	78	78	60
	Post and Internet	2,413	2,413	
	Other sundries	1,312	1,312	170
	<b>Other Expenditure</b>			
	Clothing	32	32	324
	Volunteer refreshments	283	283	343
		<b>81,047</b>	<b>12,314</b>	<b>93,361</b>
		<b>89,131</b>		

**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

		<b>Unrestricted Funds</b>	<b>Total 2021</b>	<b>Total 2020</b>
<b>4</b>	<b>Grants</b>			
	St Michael's and All Saints Charities		0	4,000
	Active Oxfordshire Satelite Clubs Fund		0	1,500
	Meeting Needs Foundation		0	1,250
	University of Oxford Community Fund		0	1,000
	The Bartie Trust		0	500
	OCC		30,205	
	Story Museum		1,000	
	Active Oxfordshire		9,293	
<b>5</b>	<b>Funds Movement</b>			
		Unrestricted Fund	Restricted Fund	
	1st July 2020	54,356	13,796	
	To fund activities	33,212	-13,796	
		<hr/>	<hr/>	
		87,568	0	
<b>6</b>	<b>Salaries</b>			-80,589
<b>7</b>	<b>Trustees</b>			

No Trustee received remuneration during the year 2020/21. (2019/20: Nil)

No Trustee was reimbursed for expenses incurred on the Trust's behalf in the year 2020/21. (2019/20: Nil)



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

Report to the trustees/ members of	<b>KEEN</b>		
On accounts for the year ended	<b>30/06/2021</b>	Charity Number	<b>1157084</b>
Set out on pages	<b>Pages 1 - 6 above</b>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2021

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

### **Responsibilities and basis of report**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's  
statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:



Date:

27/03/2022

Name: The Rev.d Graham TG Sykes

Relevant  
professional  
qualification(s) or  
body (if any):

ACIB

Address:

81 West Way

Botley

Oxford OX2 9JY

**KEEN**  
*Registered charity 1157084*

**Statement of Financial Activities**

**For the year ending 30 June 2021**

	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
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Grants	4	40,498		40,498	52,797
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Investment Income		1	0	1	2
<b>Total incoming resources</b>		<b>114,260</b>	<b>0</b>	<b>114,260</b>	<b>98,435</b>
<b>Resources expended</b>	3				
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**Statement of Financial Activities**

**For the year ending 30 June 2021**

**CURRENT ASSETS**

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**For the year ending 30 June 2021**

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

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27/03/2022

Name: The Rev.d Graham TG Sykes

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professional  
qualification(s) or  
body (if any):

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Address:

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Oxford OX2 9JY