

KEEN ANNUAL REPORT AND ACCOUNTS 2022

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 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.

We provide a programme of in-person and zoom-based sport and social opportunities for children and young people with disabilities.

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 continued to pose a series of challenges for Keen in the year to 30 June 2022. 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. The vulnerability of our participants prolonged this state of affairs.

We estimate participant hours spent on Zoom calls at around 7,000 (700 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 continued to co-operate 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. Having made a cautious return to physical sessions in May and June 2021, we were all set to get close to back to normal from September 2021, but in view of continuing COVID hazard settled on a pattern of a single physical session a week for our youth and adult groups supported by continued zooming until the spring. The programme manager appointed for the year resigned in October 2021, our fundraiser fell ill and our Executive Director resigned, so the resumption of outdoor sessions in the spring and summer of 2022 was carried out by the trustees themselves, culminating in a well-attended

Olympics in June, at which the Lord Mayor of Oxford and the Ceremonial Chair of the County Council distributed the medals.

The trustees are very grateful to our volunteers and staff who responded in excellent spirit to the numerous challenges of the unusual situation. As Chair, I am very grateful to my fellow trustees.

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 in November 2021, a very enthusiastic KEEN participant. It is a comfort to all who miss her to think back on the very many, 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 risks facing us arise out of the after-effects of the pandemic, as regards both operational disruption and economic effects on sources of financial support.

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 £40,000 of reserves to meet these liabilities in the event of a shortfall in our income (last year's £35,000 evidently needed increasing in the light of inflation).

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 (Resigned November 2022)

Megan Ellis (Resigned February 2022)

Lydia Salter (Resigned October 2021)

Rebecca Burns (Appointed 19 January 2022)

Andrew Brown (Appointed 27 April 2022)

Colin Cook (Appointed 26 October 2022)

We were also assisted at board meetings by Izzy 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

Maxime Ryder, Fundraiser (to March 2022)

Rupert da Silva, Director (to January 2022)

Abi Owen, (September to October 2021)

The trustees declare on 17 April 2023 that they have approved the trustees’ report herein, as signed on their behalf by:



Jim McMahon

Chair of Trustees

AKB

Andrew Brown

Trustee

KEEN
Registered charity 1157084

Statement of Financial Activities

For the year ending 30 June 2022

| | Note | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|-------------------------------------|-------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| Incoming resources | 2 | | | | |
| Donations | | 20,339 | 0 | 20,339 | 56,858 |
| Grants | 4 | 0 | 53,162 | 53,162 | 40,498 |
| Activities for generating funds | | 0 | 0 | 0 | 185 |
| Receipts from KEEN Activities | | 0 | 0 | 0 | 0 |
| Legacy | | 39,000 | 0 | 39,000 | 16,718 |
| Investment Income | | 9 | 0 | 9 | 1 |
| Total incoming resources | | 59,348 | 53,162 | 112,510 | 114,260 |
| Resources expended | 3 | | | | |
| Fundraising Activities | | 0 | 0 | 0 | 0 |
| Charitable Activities | | 51,969 | 53,162 | 105,131 | 94,528 |
| Volunteer refreshments and clothing | | 820 | 0 | 820 | 316 |
| Total resources expended | | 52,789 | 53,162 | 105,951 | 94,844 |
| Net movement in funds | | 6,559 | 0 | 6,559 | 19,416 |
| Balances brought forward 1st July | | 87,568 | | 87,568 | 68,152 |

KEEN
Registered charity 1157084
Statement of Financial Activities
For the year ending 30 June 2022

CURRENT ASSETS

Cash at bank and in hand

Creditor

NET ASSETS

FUNDS

Unrestricted

Restricted

| | |
|--|--------|
| | 95,007 |
| | 880 |
| | 94,127 |

| | |
|--|--------|
| | 94,127 |
|--|--------|

| | |
|--|--------|
| | 94,127 |
|--|--------|

KEEN

Registered charity 1157084

Statement of Financial Activities

For the year ending 30 June 2022

Notes to the financial statements

For the year ended 30 June 2022

1 Accounting policies

- (a) The financial statements have been prepared on a receipts and payments basis in accordance with the Charities Accounting Regulations 2008 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 2022

| 2 | Analysis of Receipts | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|----------|--|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | Donations by Individuals | 14,454 | 0 | 14,454 | 47,092 |
| | Donations by companies and other organisations | 5,885 | 0 | 5,885 | 9,767 |
| | Grant making trusts and foundations | 0 | 13,969 | 13,969 | 10,293 |
| | City and County Council Grants | 0 | 39,193 | 39,193 | 30,205 |
| | Adult Session Subscriptions | 0 | 0 | 0 | 0 |
| | Interest Received | 9 | 0 | 9 | 1 |
| | Clothing | 0 | 0 | 0 | 42 |
| | Ink Stock Sales | 0 | 0 | 0 | 143 |
| | Legacy | 39,000 | 0 | 39,000 | 16,718 |
| | | <hr/> 59,348 | <hr/> 53,162 | <hr/> 112,510 | <hr/> 114,260 <hr/> |

KEEN
Registered charity 1157084

Statement of Financial Activities

For the year ending 30 June 2022

| 3 | | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|----------|----------------------------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | Analysis of Expenditure | | | | |
| | Transport | 128 | | 128 | 30 |
| | Venue | 8,717 | | 8,717 | 52 |
| | Olympics 2020 | 736 | | 736 | 130 |
| | Oxfordshire All In | 2,351 | | 2,351 | 0 |
| | Desk Licence | 5,500 | | 5,500 | 6,560 |
| | Salaries | 29,629 | 53,162 | 82,791 | 80,589 |
| | Training | 500 | | 500 | 0 |
| | Workshops and recruitment events | 0 | | 0 | 0 |
| | Insurance | 301 | | 301 | 781 |
| | Stationery | 0 | | 0 | 235 |
| | Phone | 0 | | 0 | 55 |
| | Printing | 0 | | 0 | 670 |
| | Subscriptions | 0 | | 0 | 140 |
| | DBS Checks | 0 | | 0 | 0 |
| | Bank Charges | 656 | | 656 | 78 |
| | Post and Internet | 14 | | 14 | 2,412 |
| | Other sundries | 3,220 | | 3,220 | 1,312 |
| | | 0 | | 0 | 1 |
| | Other Expenditure | 0 | | 0 | |
| | Clothing | 523 | | 523 | 32 |
| | Volunteer refreshments | 296 | | 296 | 283 |
| | Southampton | 218 | | 218 | 0 |

KEEN
Registered charity 1157084
Statement of Financial Activities
For the year ending 30 June 2022

| 4 | Grants | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|---|--|-----------------------|---------------------|---------------|---------------|
| | OCC | 0 | 39,192 | 39,192 | 30,205 |
| | Story Museum | 0 | 0 | 0 | 1,000 |
| | Active Oxfordshire Satelite Clubs Fund | 0 | 3,470 | 3,470 | 9,293 |
| | University of Oxford Community Fund | 0 | 3,900 | 3,900 | 0 |
| | ICS | 0 | 5,000 | 5,000 | 0 |
| | Dragon School | 0 | 1,500 | 1,500 | 0 |
| | New College | 0 | 100 | 100 | 0 |
| | | 0 | 53,162 | 53,162 | 40,498 |

In addition to the above, New College very generously permits use of their playing field without charge.

| 5 | Funds Movement | Unrestricted Funds | Restricted Fund | |
|---|------------------------------|-----------------------|--------------------|--------|
| | 1st July 2021 | 87,568 | 87,568 | 54,356 |
| | To fund activities / Surplus | 6,559 | 0 | 33,212 |
| | | 94,127 | 87,568 | 87,568 |

6 Salaries

7 Trustees

No Trustee received remuneration during the year 2021/22. (2020/21: Nil)

No Trustee was reimbursed for expenses incurred on the Trust's behalf in the year 2021/22. (2020/21: Nil)

Rebecca Burns was reimbursed for expenditure during the year of £699.07.

Andrew Brown expended £879.50 and had not yet been reimbursed at the year end, such that this amount appears as a creditor.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Report to the
trustees/ members
of

KEEN

On accounts for
the year ended

30/06/2022

Charity Number

1157084

Set out on pages

Pages 1 - 6 above

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2022

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:

27/04/2023

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 2022

| | Note | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
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Date:

27/04/2023

Name: The Rev.d Graham TG Sykes

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

ACIB

Address: 81 West Way

Botley

Oxford OX2 9JY