

KNOWLEDGE TO ACTION
TRUSTEES REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2021

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Hamna Ismailjee Ms Munira Bhaiyat Mrs Saleha Lokhat
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Charity number	1167408
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Independent examiner	Rain Gaskell Limited 1024 Ground Floor Stockport Road Levenshulme Manchester M19 3WX UK
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TRUSTEES REPORT

FOR THE YEAR ENDED 30 NOVEMBER 2021

The trustees present their report and accounts for the year ended 30 November 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity Knowledge to Action's constitution, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, Governance and Management

Knowledge to Action is a Charitable Unincorporated Organisation established on 1st June 2016 and is governed by its constitution.

The trustees who served during the year were:

Mrs Hamna Ismailjee
Ms Munira Bhaiyat
Mrs Saleha Lokhat

The trustees have the power to appoint any person to be a trustee in accordance with the provisions of the Constitution. An appointed trustee holds office within the limits permitted by law.

The trustees may from time to time make such rules and regulations in their absolute discretion that they deem fit for the management of the institution and may at any time vary such rules and regulations.

The Charity's trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and Activities

As a national educational charity, Knowledge to Action specialises in transforming learners into confident and responsible leaders who benefit society. By developing essential character traits and life skills such as resilience, confidence, creativity and social responsibility in children and young people aged 5-16, we are able to support families and educators, particularly but not exclusively from disadvantaged BAME communities with access to affordable educational products and services.

Our work plays a vital role in tackling societal and intergenerational problems such as: poor mental, emotional and physical health, low educational attainment, unemployment, criminality, poverty and social immobility.

We believe that greater access to character education and initiatives that encourage outdoor learning and develop life and leadership skills are essential for all learners, but particularly those from disadvantaged backgrounds. Our aim, therefore, is to transform the delivery of character education as well as students' accessibility to it, in order to tackle these pressing issues and nurture within learners a strong and purposeful identity.

In doing so, we are actively working to achieve the following objectives as set out in our governing document:

To act as a resource for young people up to the age of 16 by providing advice and assistance and organising educational programmes and other activities as a means of:

- a. Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- b. Advancing education.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2021

Summary of Main Activities

These objectives are achieved through our award-winning character and life skills educational initiative, offering the following five distinct products and services:

1. Age specific resources in print and digital format;
2. Training support to help build leadership capacity in parents and educators;
3. Outdoor learning experiences such as family retreats, youth residentials, campfire events, social action and volunteering projects etc;
4. Online learning portal; and
5. Consultancy service for parents, educational leaders and institutes.

Although our work prioritises disadvantaged BAME communities, we appeal to and provide access to diverse communities in the UK; helping children and young people from all backgrounds – regardless of faith, ethnicity, social and economic circumstances – find a sense of purpose, belonging and responsibility to reach their full potential as confident and responsible leaders.

Public Benefit

We review our objectives and activities each year. The review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review helps us ensure our objectives and activities remain focused on our stated purposes.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning our future activities. In particular, we have considered how planned activities will contribute to the aims and objectives we have set.

COVID-19 Disruptions

Much of this financial year was severely affected by the uncertainty that stemmed from a series of lockdowns and social restrictions. Knowledge to Action's strategic priorities and planned activities were massively disrupted and normal activity was slowed down.

With the help of a network of volunteers, our priorities were to support parents and educators with a free online service and digital resources until social restrictions were uplifted and schools returned back to normality.

Achievement and Performance

Despite the uncertainty and disruptions, the pandemic brought, we continued to serve hundreds of parents and teachers with our suite of printed and digital resources, virtual learning initiatives, video-based learning and activities. We were able to run two successful camps, over 300 children registered online for the Easter camp whilst over 220 children and adults attended our Summer Family Retreat in Wales once social distancing restrictions were lifted in July 2021.

As schools returned to normality in September, sales of our resources slowly picked up but there were clear signs of the negative impact of COVID-19 on many of our partner institutes.

Financial Review

A summary of the financial results for the year is set out in the statement of financial activities on page 6 of the financial statements.

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TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2021

Financial Review - continued

Knowledge to Action is financially self-sufficient and has generated a surplus of £10,917 during the year despite the immediate impact of COVID-19 on regular income streams and donors. The charity's principal funding is from donations, which totalled £126,718 (2020: £109,786) for the financial year ending November 2021. The donations are primarily received from private and community donors. However, the trustees aim to scale up Knowledge to Action's services over the next three years and will be actively seeking new donors and grants from suitable trusts and foundations.

Sales from Knowledge to Action's new suite of resources coupled with its online learning services, raised £98,308 (2020: £63,576). Associated costs over this period totalled £26,216 (2020: £11,948).

Support costs constitute the bulk of expenditure at £214,109 (2020: £158,616), of which the following are the key cost categories contributing to this:

- Staff costs totalled £102,011 (2020: £104,355) as a result of staff being retained during the global pandemic and the employment of volunteers to meet the increasing demands from parents and educators during the enforced lockdown and periods of remote learning.
- General travel costs totalled £12,173 (2020: £5,224) to meet the needs of staff and consultants working in and travelling to different cities. Travel costs during the year are considerably low as travelling was reduced because of COVID-19.

Reserve Policy

It is the policy of the charity to maintain unrestricted funds at a level which equate to approximately 6 months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs.

Future Plans

As the financial year comes to an end, the effect of the global pandemic is still far from over and causing great economic and social uncertainty for future planning over the short to medium term.

For the foreseeable future, the charity has decided to focus on providing fewer services to meet the pressing needs of its beneficiaries and streamline all its operational activity and minimise staffing costs as much as possible. In the short term, whilst sales of resources is expected to take time to pick up; the charity will continue to secure additional funding through community donations and grants.

As parents and the education sector adapt to major changes from the effects of the global pandemic, Knowledge to Action is committed to making character and life skills education accessible – both online and in person – to more young people living within Britain's most disadvantaged towns and cities. We will use this opportunity to research, develop and expand our online services and digital resources.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2021

On behalf of the board of trustees



Ms Munira Bhaiyat

Trustee

Dated: 27 September 2022

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KNOWLEDGE TO ACTION

I report on the accounts of the charity for the year ended 30 November 2021, which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Zubair A Chaudhary, FCCA
Rain Gaskell Limited

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Stockport Road
Levenshulme
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UK

Dated: 27 September 2022

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 NOVEMBER 2021

	Notes	2021 £	2020 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	126,718	109,786
Incoming resources from charitable activities	3	98,308	63,576
Other incoming resources	4	-	30,000
Total incoming resources		225,026	203,362
<u>Resources expended</u>	5		
Charitable activities			
Direct cost		16,002	885
Archive and storage		10,214	11,063
Total charitable expenditure		26,216	11,948
Governance costs		187,893	146,668
Total resources expended		214,109	158,616
Net income for the year/ Net movement in funds		10,917	44,746
Fund balances at 1 December 2020		28,677	(16,069)
Fund balances at 30 November 2021		39,594	28,677

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BALANCE SHEET

AS AT 30 NOVEMBER 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	8		1,118		433
Current assets					
Stocks		33,582		27,452	
Debtors	9	4,945		1,111	
Cash at bank and in hand		162,436		174,422	
		<u>200,963</u>		<u>202,985</u>	
Creditors: amounts falling due within one year	10	<u>(162,487)</u>		<u>(174,741)</u>	
Net current assets			<u>38,476</u>		<u>28,244</u>
Total assets less current liabilities			<u><u>39,594</u></u>		<u><u>28,677</u></u>
Income funds					
Unrestricted funds			<u>39,594</u>		<u>28,677</u>
			<u><u>39,594</u></u>		<u><u>28,677</u></u>

The accounts were approved by the Trustees on Sep 30, 2022



Ms Munira Bhaiyat
Trustee

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 NOVEMBER 2021

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

1.2 Tangible fixed assets and depreciation

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

2 Donations and legacies

	2021 £	2020 £
Donations and gifts	<u>126,718</u>	<u>109,786</u>

3 Incoming resources from charitable activities

	2021 £	2020 £
Sale of teaching material	<u>98,308</u>	<u>63,576</u>

4 Other incoming resources

	Total 2021 £	Total 2020 £
Gift Aid reclaimed	<u>-</u>	<u>30,000</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2021

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2021 £	Total 2020 £
Charitable activities						
Grant funding of activities	-	-	-	16,002	16,002	885
Activities undertaken directly	-	-	10,214	-	10,214	11,063
	-	-	10,214	16,002	26,216	11,948
Governance costs	102,011	373	85,509	-	187,893	146,668
	102,011	373	95,723	16,002	214,109	158,616

6 Grants payable

2021 £	2020 £
16,002	885

7 Employees

There were 5 employees during the year.

Employment costs	2021 £	2020 £
Wages and salaries	90,222	91,126
Social security costs	4,371	5,225
Other pension costs	7,418	8,004
	102,011	104,355

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2021

8 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 December 2020	1,368
Additions	1,058
At 30 November 2021	2,426
Depreciation	
At 1 December 2020 and at 30 November 2021	1,308
Net book value	
At 30 November 2021	1,118
At 30 November 2020	433

9 Debtors	2021 £	2020 £
Trade debtors	359	781
Other debtors	3,595	34
Prepayments and accrued income	991	296
	4,945	1,111

10 Creditors: amounts falling due within one year	2021 £	2020 £
Trade creditors	-	2,169
Other creditors	148,540	159,041
Accruals	13,947	13,531
	162,487	174,741

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NOTES TO THE ACCOUNTS (CONTINUED) *FOR THE YEAR ENDED 30 NOVEMBER 2021*

11 Pension and other post-retirement benefit commitments
Defined contribution

	2021	2020
	£	£
Contributions payable by the company for the year	7,418	8,004
	<u> </u>	<u> </u>