

KNOWLEDGE TO ACTION
TRUSTEES REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2022

KNOWLEDGE TO ACTION

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 2022

The trustees present their report and accounts for the year ended 30 November 2022.

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 Incorporated 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 resources, training and services.

Our work plays a vital role in tackling societal and intergenerational problems such as: 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 sense of identity, belonging and responsibility.

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.

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:

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TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2022

Summary of Main Activities - continued

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 Recovery

The financial reporting period 2021-22 was a challenging year for Knowledge to Action. We, as an organisation as well as our partner institutes, sought to recover from the lingering impact of Covid-19 pandemic. Despite the easing of restrictions, donations had not yet reached pre-Covid levels, necessitating a significant shift in our focus towards generating income from sales of our resources and related training services to sustain our operations.

Income generated from consultancy services, both in the UK and globally contributed to our expansion efforts between 2021-22, with collaborations that generated output such as: free educational resources downloaded in over 50 countries, as well as a series of webinars for teachers and parents.

This financial year underscored the adaptability and dedication of Knowledge to Action as we navigated new and ongoing challenges related to recovery from the pandemic and a looming cost of living crisis. While we faced disruptions and financial constraints, our commitment to serving our community remained steadfast, and our efforts to support parents and educators throughout this challenging periods are a testament to our organisation's enduring mission and resilience.

Achievement and Performance

Despite the persistent uncertainty and disruptions brought about by the COVID-19 pandemic and subsequent recovery, the financial year 2021-22 was marked by a series of notable achievements for Knowledge to Action.

Having adapted our methods of delivery during the previous two financial years, we remained committed to our mission and were dedicated to serving our community with a range of innovative resources and services:

1. New Storybook for Character Development: During this period, we successfully developed the first in a new series of storybooks designed to nurture the character of young learners and encourage children and parents to explore and learn together within the outdoors. The storybook sold out in the UK and was a highly sought-after product for international partners.

2. Dissemination of Free High-Quality Resources: Working in partnership with a UK based charity, we were able to create and disseminate 6 highly transformative character development toolkits which were made available for free downloads as well as being printed and posted out to over 20 educational institutes and youth groups from underserved communities.

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TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2022

Achievement and Performance - continued

3. A Series of Videos and Tutorials: Knowledge to Action launched a series of webinars and "webtutorials" specifically designed for parents and educators during April-May 2022. These educational sessions were transformative, providing over 2000 parents and educators with valuable insights and tools to support children's holistic development.

The impact of our webinar series was significant, with keen interest stemming from various countries around the world who expressed their interest in receiving similar training for their educators. In response, we were able to expand our reach by delivering webinars to international audiences ranging from Australia to the USA.

4. Teacher Training: A cohort of over 100 teachers benefited from our comprehensive teacher training program, enhancing their capacity to deliver effective and impactful character education to their students.

5. Sales of Curricula: We expanded our reach by selling our educational curricula to both new and existing partner institutes.

6. Global Market Expansion: On the back of the success of our webinars and webtutorials, Knowledge to Action made significant strides by entering global markets, providing consultancy services around leadership and curriculum development to educational institutions worldwide.

Despite the ongoing challenges posed during this financial reporting period, we continued to serve hundreds of parents and teachers and benefit thousands of learners, with our suite of printed and digital resources, virtual learning initiatives, outdoor events, and activities.

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.

During this recovery period, Knowledge to Action generated a surplus of £135. The charity's principal funding is from donations, which totalled £82,832 (2021: £126,718) for the financial year ending November 2022.

The donations are primarily received from private and community donors. However, the trustee 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 existing and new resources raised £80,042 (2021: £98,308); a modest increase on the previous year. Associated costs over this period totalled £14,104 (2021: £26,216).

Support costs constitute the bulk of expenditure at £162,739 (2021: £214,109), of which the following are the key cost categories contributing to this:

- Staff costs totalled £97,606 (2021: £102,011) which covered the salaries of a small team of full-time staff, consultants and volunteers.

- General travel costs totalled £17,442 (2021: £12,173) to meet the needs of staff and consultants working in and travelling to different cities. Travel costs picked up during this year due to an increased demand for teacher training and outdoor events.

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.

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TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2022

Future Plans

The end of this financial year brings with the prospects of a looming cost of living crisis that has created a sense of urgency for those operating within the education sector (charities and educational institutes) to continue innovating in order to move from a position of survival to strength and growth.

For the foreseeable future, the charity has decided to focus on securing partnership and funding from several national partners in order to further subsidise the cost of Knowledge to Action's resources and services for its end users. Additional funding streams will be generated through international consultancy work which will provide opportunities for Knowledge to Action to make further inroads into overseas markets and regenerate profits for the sake of research projects and new resources. In the short terms, whilst sales of resources are expected to take more time to pick up; the charity will continue to secure additional funding through grants and community donations.

Knowledge to Action will look to reduce further costs in the upcoming years by streamlining our storage and office space as well as by moving to a fully remote working model. This will significantly impact our expenditure and allow the charity to increase its reserves.

Knowledge to Action is committed to making character and life skills education accessible - both online and in person - to more young people within Britain's most disadvantaged towns and cities. We will use this opportunity to continue with our research and development and will look to scale up our services by developing a business model fit for the post-Covid-19 world.

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

On behalf of the board of trustees



Ms Munira Bhaiyat

Trustee

Dated: 20 October 2023

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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 2022, which are set out on pages 6 to 10.

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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UK

Dated: 20 October 2023

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 NOVEMBER 2022

	Notes	2022 £	2021 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	82,832	126,718
Incoming resources from charitable activities	3	80,042	98,308
Total incoming resources		162,874	225,026
<u>Resources expended</u>	4		
Charitable activities			
Direct cost		3,445	16,002
Archive and storage		10,659	10,214
Total charitable expenditure		14,104	26,216
Governance costs		148,635	187,893
Total resources expended		162,739	214,109
Net income for the year/ Net movement in funds		135	10,917
Fund balances at 1 December 2021		39,594	28,677
Fund balances at 30 November 2022		39,729	39,594

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BALANCE SHEET

AS AT 30 NOVEMBER 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	7		3,129		1,118
Current assets					
Stocks		69,944		33,582	
Debtors	8	17,598		4,945	
Cash at bank and in hand		114,581		162,436	
		<u>202,123</u>		<u>200,963</u>	
Creditors: amounts falling due within one year	9	<u>(165,523)</u>		<u>(162,487)</u>	
Net current assets			<u>36,600</u>		<u>38,476</u>
Total assets less current liabilities			<u><u>39,729</u></u>		<u><u>39,594</u></u>
Income funds					
Unrestricted funds			<u>39,729</u>		<u>39,594</u>
			<u><u>39,729</u></u>		<u><u>39,594</u></u>

Oct 20, 2023

The accounts were approved by the Trustees on



Ms Munira Bhaiyat
Trustee

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 NOVEMBER 2022

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

	2022 £	2021 £
Donations and gifts	<u>82,832</u>	<u>126,718</u>

3 Incoming resources from charitable activities

	2022 £	2021 £
Sale of teaching material & consultancy income	<u>80,042</u>	<u>98,308</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2022

4 Total resources expended

	Staff costs £	Other costs £	Grant funding £	Total 2022 £	Total 2021 £
Charitable activities					
Grant funding of activities	-	-	3,445	3,445	16,002
Activities undertaken directly	-	10,659	-	10,659	10,214
	-	10,659	3,445	14,104	26,216
Governance costs	97,606	51,029	-	148,635	187,893
	97,606	61,688	3,445	162,739	214,109

5 Grants payable

2022 £	2021 £
3,445	16,002

6 Employees

There were 5 employees during the year.

Employment costs	2022 £	2021 £
Wages and salaries	85,215	90,222
Social security costs	4,466	4,371
Other pension costs	7,925	7,418
	97,606	102,011

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2022

7 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 December 2021 and at 30 November 2022	4,437
Depreciation	
At 1 December 2021 and at 30 November 2022	1,308
Net book value	
At 30 November 2022	3,129
At 30 November 2021	1,118

8 Debtors	2022 £	2021 £
Trade debtors	16,571	359
Other debtors	731	3,595
Prepayments and accrued income	296	991
	<u>17,598</u>	<u>4,945</u>

9 Creditors: amounts falling due within one year	2022 £	2021 £
Trade creditors	2,798	-
Other creditors	149,194	148,540
Accruals	13,531	13,947
	<u>165,523</u>	<u>162,487</u>

10 Pension and other post-retirement benefit commitments Defined contribution

	2022 £	2021 £
Contributions payable by the company for the year	<u>7,925</u>	<u>7,418</u>