



Releasing potential in the community

St Clement & St James  
Community Development Project  
(A company limited by guarantee and a registered charity)

**REPORT AND FINANCIAL  
STATEMENTS**

For the year ended  
**31 AUGUST 2019**

Company number: 2677427  
Charity number: 1009253

95 Sirdar Road • London • W11 4EQ • 020 7221 8810

**Letter from the Chairman**  
**Julian Knott**

We are pleased to enclose our report and accounts for the year ending 31 August 2019. This year our total expenditure exceeded £1 million for the first time. We supported 1,952 children and young people and 1,103 adults. Highlights included:

- 258 students from our children and young people's education programme have obtained places at university in the last twelve months.
- 98 of our clients who attended our employment support programme are now in employment or training.
- 579 local people received support and advice from our wellbeing and support programmes.
- 275 adults from our adult learning programme met their learning targets.

As the Grenfell enquiry starts its second phase, the scars from the tragedy are still evident in the community. Much of our work is still, and will be for the foreseeable future, addressing the needs arising directly and indirectly from the Grenfell fire.

Anyone visiting us knows that at the core of ClementJames is a dedicated and enthusiastic team which now numbers 36 people, 25 staff who deliver our programmes directly to our clients and students. The majority of our recruits are young graduates who we believe can embrace the ClementJames culture. We are fortunate to have no shortage of people wanting to join us which in no small part is a tribute to the culture which is fostered by our Senior Leadership Team led by our Chief Executive, Clare Richards MBE.

Turning to the future, much thought is being given to our future space requirements. Most of our programmes are oversubscribed and space is one of the principal constraints on further growth. We hope to advance our plans to address this issue during the course of this coming year.

In May we welcomed Adekunle Awodele as a new Trustee. Adekunle attended our young people's education programme before taking a degree in Architecture at Cambridge University. The dedication of our Board of Trustees, both on the board and our various committees and through active support of the work of ClementJames is much appreciated.

As always, my most important role is to thank our supporters without whom all the work outlined in this report would not be possible. A big thank you to all of you from our clients and the ClementJames team.

Julian Knott



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**Year ended 31 August 2019**

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**REPORT OF THE TRUSTEES**  
**Year ended 31 August 2019**

The trustees present their report and audited financial statements for the year ended 31 August 2019.

**Reference and Administrative Information**

**Charity Name:** St Clement & St James Community Development Project  
**Working Name:** The ClementJames Centre (hereafter referred to as 'the charity')  
**Governing Document:** The company was established under Memorandum and Articles which established the objects and powers of the charitable company on 30.05.1985, as amended by Special Resolution on 27.09.2005.  
**Charity Number:** 1009253  
**Company Number:** 2677427  
**Registered Office and Operational Address:** 95 Sirdar Road, London W11 4EQ

**Trustees**

Adekunle Awodele*	
Vanessa Casey	
Belinda Davie	
Manuel de Souza Girão	
The Rev'd Dr Alan Everett†	Vicar of St Clement & St James Parish
Joanna Gardner	
Julian Knott	Chairman
Setor Lassey	
Sophia Lewisohn	
Richard Ryan	
Katherine Soanes	

\* Appointed 01.05.2019 † Resigned 01.05.2019

**Audit & Risk Committee**

Setor Lassey (Chair)  
Joanna Gardner  
Richard Ryan

**Fundraising & Development Committee**

Katherine Soanes (Chair)  
Belinda Davie  
Julian Knott  
Sophia Lewisohn

**Investment Committee**

Manuel de Souza Girão  
Belinda Davie  
Richard Ryan

**Nominations & Remuneration Committee**

Julian Knott (Chair)  
Belinda Davie  
Sophia Lewisohn  
Katherine Soanes

**Development Board**

Rachael Bradford	Suzie Campbell	and members of the Fundraising & Development Committee
Isobel Carter	Jennie Dalton	
Lady Julia Higgs	Eva Rice	
Carolyn Johnston	Lesley Swain	
Richard Payne	Viola Procovio	
	Alyona Kadatskaya	

**Senior Management Team**

Clare Richards MBE	Chief Executive
Silke Mehrgott	Chief Operations Officer
Hannah Starr	Chief Programmes Officer

**Senior Leadership Team**

Lauren Best-Shaw	Hub Manager
Fiona Naismith	Fundraising Manager
Esther Pickering	IntoUniversity Centre Leader
Nicola Millbery	Adult Learning Manager

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2019**

**Auditor**

Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG

**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ  
Barclays Bank, Westmoreland House, Scrubs Lane, London NW10 6AH  
CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ

**Grenfell Tower fire and Grenfell United**

The ClementJames Centre is situated in Sirdar Road, adjacent to the Grenfell Tower and serves nearly 3,000 local residents each year, including more than 1,700 children, many of whom will have been directly or indirectly affected by the disaster. Because of its long history of community service over several decades, local people instinctively identified The ClementJames Centre as a place where they could find practical and compassionate care.

Not long after the fire, a group of survivors meeting at The ClementJames Centre founded Grenfell United, an organisation which seeks to represent survivors and bereaved families affected by the Grenfell Tower fire. One of the senior members of our team, Howard Taylor, was seconded to Grenfell United and has since left The ClementJames Centre to support them full-time. During the past two years The ClementJames Centre acted as a custodian of funds for Grenfell United, regularly monitored by the Charity Commission. This arrangement ended on 5 November 2019. See also page 12 for more detail on the charity's response to the Grenfell Tower fire and related activities.

**Structure, Governance and Management**

Governing Document

The charity is a company limited by guarantee, incorporated on 14 January 1992 and registered as a charity on 13 March 1992. The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The charity operates under the working name of The ClementJames Centre.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. The trustees who served up to the date of this report are set out on page 4. The Report of the Trustees is the Directors' Report in accordance with s.415 of the Companies Act 2006. The trustees are the only members of the company, and are each liable for a maximum of £1 in the event of the winding up of the charity.

The board of trustees consists of the incumbent of the Parish of St Clement Notting Dale and St James Norlands; not more than four persons appointed by the Parochial Church Council; and such other person/s as the trustees may appoint by ordinary resolution. The board aims to be representative of the community as a whole and to ensure that it has available a broad range of skills and expertise amongst its trustees.

## REPORT OF THE TRUSTEES - continued

### Year ended 31 August 2019

The board carries out an annual audit of the trustees to ensure a broad range of skills, that members of the local community and users of the charity are represented, and to identify the need for new trustees (due to vacancies or having decided that one or more new trustees with specific skills are needed to help run the charity more effectively). Having agreed the skills and experience needed, the trustees consider the best method of attracting desirable candidates and agree a process for recruitment that complies with the governing document. The Nominations Committee receive CVs, shortlist candidates and conduct interviews. Successful candidates are invited to join the trustees, subject to references and approval by the full trustee board.

#### Trustee Induction and Training

An information pack about the organisation is sent to new trustees, including their duties and the organisation's expectations of them, and a full induction process is arranged. New trustees meet existing trustees, key members of staff and volunteers and are introduced to the charity's work and programmes. All trustees are offered training to develop their abilities and competence. Staff and trustees (where possible) attend an annual 'Vision Day' to evaluate existing services, set targets for future provision and develop strategic objectives.

#### Risk Management

During the year the trustees have reviewed the significant risks to which the charity is exposed and the means by which these risks are either removed, managed or controlled. These risks range from political and legal to safeguarding and financial risks. The trustees are satisfied that all major risks have been identified, that awareness of these risks is the single most effective way to manage them, and that appropriate internal controls are in place to manage the charity's exposure. Below is a summary of the key categories of risk faced by the charity and the steps taken to mitigate such risks.

Risk Identified	Action to mitigate risk
<b>Financial</b> (core operating costs & capex / major expenditure)	<ul style="list-style-type: none"> <li>• All capex projects will be fully funded before work begins and work above £5k requires board approval</li> <li>• If we need to make costly repairs to the main building, will first investigate insurance cover, then seek funding. If critical then consider funding via reserves however this requires board approval and alternative funding sources should be applied for.</li> <li>• Any additional costs must be approved by CEO and Trustee Board</li> <li>• Liaise with other local supporting agencies in order to ensure the local need is met</li> <li>• Utilise resources provided by partners</li> <li>• Recruit more volunteers</li> <li>• Continue to actively seek new sources of funding to diversify income base</li> <li>• Maintain a good relationship between the ClementJames IU programme and the rest of the IU network</li> <li>• Continue and seek to develop diverse funding base across government, corporates and other donors</li> </ul>
<b>Political</b>	<ul style="list-style-type: none"> <li>• Continue to secure best practice accreditations for our service and ensure the local authority is aware of our services through</li> </ul>

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2019**

	<p>publicity.</p> <ul style="list-style-type: none"> <li>• Maintain close relationships with key local authority stakeholders</li> <li>• Attend regular steering groups and boards to keep up-to-date with developments in the borough</li> <li>• Invite local authority staff to our centre to meet our beneficiaries and see our projects in action</li> <li>• Remain aware of provision and quality of competitor offerings in the market to ensure we are well placed relative to our peers</li> <li>• Implement a positive marketing strategy to continue to tell story across key stakeholders</li> </ul>
<b>Service Quality and Delivery</b>	<ul style="list-style-type: none"> <li>• Maintain high quality provision meeting any targets required</li> <li>• Regularly seek feedback on provision from funders / donors, users and other stakeholders in local community</li> <li>• Continue to be a preferred provider of solutions to key challenges in the local community within our mandate</li> </ul>
<b>Staff and volunteers</b>	<ul style="list-style-type: none"> <li>• Regularly review staffing and management structures for appropriateness – ensuring appropriate delegation of responsibilities and sharing of information</li> <li>• Continue to maintain high quality recruitment process for staff, trustees and volunteers and appropriate staff retention incentives</li> <li>• Train trustees, staff and volunteers thoroughly and provide ongoing support (both professional and wellbeing)</li> </ul>
<b>Legal, Safeguarding and Reputational</b>	<ul style="list-style-type: none"> <li>• Maintain up to date Safeguarding policy and regularly review</li> <li>• Appoint a Safeguarding Manager, Deputy Designated Safeguarding Leads and a Trustee to act as a coordinator on Safeguarding</li> <li>• All staff, volunteers and Trustees are regularly updated and trained</li> <li>• All staff, volunteers and Trustees will be DBS checked</li> <li>• Ensure appropriate governance, oversight and reporting to Trustees</li> <li>• Periodically obtain external advice on policies, systems and procedures as required</li> <li>• Ensure appropriate systems and controls to mitigate key risks (including anti bribery and corruption) with internal training</li> <li>• Ensure organisation operates within all legal obligations and requirements</li> <li>• Review data protection policies to ensure compliance with General Data Protection Regulation</li> <li>• Regular provision of data protection training for all staff</li> <li>• Ensure policies regarding data protection are adhered to by staff</li> </ul>

Organisational Structure

During the year the board met five times (including its Vision Day); these meetings also include members of the charity's staff as appropriate. The role of the board is to provide oversight of the charity's activities, including planning, approval of annual budgets, review of results and provision of general support to the chief executive and her staff. The day to day running of the charity is carried out by the permanent staff, with support from volunteers and under the leadership of the chief executive, Clare Richards, who reports directly to the chairman and the board.



## REPORT OF THE TRUSTEES - continued Year ended 31 August 2019

### Relationship with the IntoUniversity charity

The IntoUniversity charity ('IntoUni') started its first year of independent operation in 2007. The new charity grew out of the IntoUniversity work of The ClementJames Centre and was established by two of its trustees. IntoUniversity is based in offices rented from the parish at 95 Sirdar Road, London, W11. The ClementJames Centre has the right to appoint at least one and no more than three trustees to the board of IntoUniversity. These are currently Sophia Lewisohn and Clare Richards. IntoUniversity now has 30 centres in Birmingham North, Bow, Brent, Brighton, Bristol East, Bristol South, Brixton, Clacton-on-Sea, Coventry, East Ham, Hackney Downs, Hackney South, Hammersmith, Haringey, Islington, Kennington, Leeds East, Leeds Extension, Leeds South, Liverpool, Manchester, North Kensington, Nottingham Central, Nottingham West, Nottingham East, Oxford, Southampton, Walworth and Weston-super-Mare. IntoUniversity contributed £190,000 towards the IntoUniversity programme at The ClementJames Centre from 1 September 2018 to 31 August 2019. The IntoUniversity work of the charity is therefore affiliated to, and receives grants from IntoUniversity, but remains under the governance of The ClementJames Centre and the management of The ClementJames Centre's chief executive. IntoUniversity refers to the IntoUniversity programme at The ClementJames Centre as IntoUniversity North Kensington.

### Relationship to the Church

The ClementJames Centre was established by the Parochial Church Council to provide support in the wider community. The Centre benefits from extensive premises that are leased from the diocese and the Parochial Church Council of the Parish of St Clement and St James. The Incumbent of the Parish of St Clement and St James is a member of the Board of Trustees. The role of Incumbent of the Parish has been vacant since May 2019.

### Volunteers

The trustees would like to thank the dedicated volunteers, of whom there are over 150. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients.

### Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

## **Objectives and Activities**

The objectives of The ClementJames Centre, as stated in the Memorandum and Articles are:

- a) To advance the education of the inhabitants and in particular of children and young people within the parish of St Clements Nottingdale St James Norlands or any united parish comprising St Clements Nottingdale St James Norlands and any other ecclesiastical parish associated with or added to them (hereinafter called "the parish");
- b) To relieve poverty among the inhabitants and in particular among the children and young people within the parish;
- c) To relieve the needs of the elderly within the parish;



**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2019**

- d) To provide or assist in the provision of facilities for the recreation and other leisure time occupation of the inhabitants of the parish and in particular of those who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty, or social and economic circumstances in the interests of social welfare and with the object of improving their conditions in life.

The Main Activities of The ClementJames Centre

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most disadvantaged areas. It targets children, young people and adults most at risk of failing to meet their potential to go onto higher education or employment, and helps them to achieve more by improving their use of English, helping them to learn and providing them with personalised guidance and support. The charity reduces isolation, poverty and unemployment through three aligned programmes and the provision of a community hub and garden:

**1. Adult Learning**

We support adults to improve their English, Maths and ICT skills. This gives our students the confidence and knowledge to help them succeed and strengthens their place in the community. We offer a wide range of Functional Skills courses and intensive literacy and numeracy support.

**The problem the Adult Learning programme addresses:**

- Pre-Entry English courses are not offered by colleges.
- Many local adults learning English as an Additional Language ("EAL") are intimidated by formal learning environments.
- Many local EAL adults are struggling to interact with their community, their children's school, the doctor etc.
- Many local EAL adults have had negative learning experiences in the past.
- Over 1,400 local residents do not speak English at all or have a very limited grasp of the language.

**What the Adult Learning programme offers:**

- **Functional Skills English classes** Accredited Functional Skills English ("FSE") courses from Entry-Level 1 to Level 2 enable and encourage progression and lead to a recognised language qualification. Classes maintain a high staff to student ratio to cater for individual needs. The focus of FSE classes is to provide individuals with the English language skills necessary to integrate fully into their workplace and community and to fulfil their potential.
- **Functional Skills Maths classes** Accredited Functional Skills Maths courses from Entry Level to Level 1 enable learners to gain a recognised Maths qualification and often support learners who did not gain these qualifications when in mainstream education.
- **Functional Skills ICT classes** Accredited Functional Skills ICT courses from Entry Level 3 to Level 1 support learners to develop their ICT skills and help improve learners' employability.
- **Sunday Classes** Two Functional Skills English classes, from low level to intermediate level, and one ICT class are held on Sundays to allow domestic workers to participate.
- **Community Learning Classes** A wide range of courses offer a number of preparation options to get learners ready for Functional Skills qualifications.

## REPORT OF THE TRUSTEES - continued

### Year ended 31 August 2019

- **One-to-one literacy and numeracy support** When appropriate, students can benefit from intensive one-to-one English and Maths support by trained staff or volunteers.
- **Advice and Guidance** Students are able to drop in to ask for advice and assistance, for example regarding further education options.

## 2. Children & Young People's Education

We help children and young people to learn, flourish and achieve their full potential. This allows them to feel fulfilled and have the opportunities to build the future that they choose. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities.

### The problem the Children & Young People's Education programme addresses:

Young people from Britain's poorest backgrounds face considerable educational disadvantage:

- They do far less well at school.
- Are less likely to go to university.
- Have little chance of entering the professions.

These young people lack the educational support and aspiration that is often taken for granted in better off homes.

### What the Children & Young People's Education programme offers:

We provide sustained academic support, motivation and encouragement to give disadvantaged young people a fair chance of realising their full potential. We provide 7-18 year olds with a combination of:

- **Academic Support** School children receive help with homework, coursework, literacy and numeracy from trained tutors. We also offer one-to-one support with GCSE, AS Level, A2 Level and degree options, coursework, revision, exam techniques, UCAS forms, interview techniques and gap years. Academic support raises levels of achievement, increases confidence and motivation, and helps young people re-engage with learning outside school hours.
- **FOCUS provision** Children are given the opportunity to experience the pleasure of learning through an educational activity lasting between a day and a week. The charity takes children on visits to universities thereby introducing them to the idea that university is something to which they might aspire. The Careers in FOCUS and Business in FOCUS programmes introduce the students to a diverse range of careers and skills through workshops led by professionals. Throughout the summer the charity runs a carnival arts programme where children and young people work in partnership with artists, choreographers, musicians, staff and volunteers to design and create their own carnival costumes and performance pieces for the Notting Hill Carnival.
- **Mentoring** The charity works with the University of London and a wide range of other universities. Mentors help the young people with their education as well as their social skills, introducing them to their campus and acting as positive role models, and encourage the young people to think about their futures and raise their aspirations. Some Year 13 students are paired with a mentor from one of our corporate partners. On the mini-mentoring programme known as the Buddy Scheme, trained undergraduates work with Year 8 students, providing hands-on workshops and an insider's view of their campus. The Futures Fast Track scheme runs in conjunction with UBS and provides a group of Year 12s with personal support with their employment skills, through a combination of face-to-face and email support.

## REPORT OF THE TRUSTEES - continued

### Year ended 31 August 2019

- **One-to-one literacy and numeracy support** Children and young people can benefit from intensive one-to-one Maths and English support by trained staff or volunteers to help them catch up with their academic skills, build their confidence and ultimately improve their grades.
- **Summer carnival arts** During the summer holidays we offer a three-week creative arts programme for children and young people, culminating in participation in Notting Hill Carnival.

### 3. Employment Support

We help people to gain meaningful and sustainable employment. This enables our clients to improve their quality of life, security and independence. We do this through tailored advice and support, mentoring and work skills activities.

#### The problem the Employment Support programme addresses:

- There has been an increase in the number of unemployed adults and young people in the area surrounding the centre.
- Over 6,600 local residents do not have any qualifications.
- In our ward of Notting Dale alone, 76% of households suffer from at least one form of deprivation around income, housing, education or health.

#### What the Employment Support programme offers:

- **A needs assessment** Identifying transferable skills and training needs.
- **Benefit & work advice** Including potential challenges to work.
- **Job & training search** Identifying long-term job opportunities and sectors where there are job opportunities.
- **Interview, CV and application preparation.**
- **Development of personal skills** Including effective timekeeping, communication, presentation (clothing and etiquette), self-confidence, motivation, self-esteem, teamwork, leadership, flexibility & ability to adapt, self-awareness and commitment.
- **Outreach** Involving employment/training support offered at other local community organisations.
- **Business Engagement Days** Corporate volunteering days to increase clients' confidence and presentation and interview skills.
- **Youth Employment Programme** For 16-24 year olds including one-to-one support and coaching.
- **School's provision** To develop work-place skills and confidence for young people seeking work after leaving school.
- **Adult Mentoring** A three-month long mentoring scheme for adult clients providing additional support covering a wide range of focus areas.

### 4. Wellbeing & Support

We empower people to overcome barriers and challenges and to engage with their own wellbeing. This enables our clients to pursue their goals. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities.

## **REPORT OF THE TRUSTEES - continued**

### **Year ended 31 August 2019**

#### **The problem the Wellbeing & Support programme addresses:**

As many students and clients face a range of barriers affecting their ability to progress, it is not enough for us to limit our services to education and employment support. Some children and adults are facing personal problems that affect their ability to study or find employment, for example problems at school, debt or inadequate housing. Some of our users, children as well as adults, also suffer from low-level mental health problems, most commonly anxiety and depression.

#### **What the Wellbeing & Support programme offers:**

- **Advice and Guidance** on a wide range of issues such as housing, benefits, education, finance and debt.
- **Health and Wellbeing** at the Centre includes activities such as mindfulness, gardening and a weekly Wellbeing Clinic. Our clinic offers certified NADA ear acupuncture, relaxation and health and wellbeing advice. With the support of other organisations we also provide parenting classes and a reading group.
- **Women's Confidence programme** The Women's Confidence programme is a seven week course which gives local women the opportunity to focus on themselves: their needs, aspirations, and ways in which they can successfully achieve their goals in life.

## **5. Grenfell Tower fire response and related activities**

The ClementJames Centre is situated in Sirdar Road, adjacent to the Lancaster West estate, which includes and surrounds Grenfell Tower. Prior to the fire, we supported over 300 families from the estate. Because of its long history of community service, local people instinctively identified The ClementJames Centre as a place where they could find practical and compassionate care.

Since the fire, we have continued to provide support to those affected through our regular provision and have provided more intensive support wherever possible. This includes:

- Delivering our Employment Support programme at Grenfell United (the organisation representing many of the survivors and bereaved) two days per week, to provide survivors and bereaved with tailored employment support.
- Providing intensive literacy and numeracy support to children and young people who have been struggling with their academic work since the fire.
- Employing a Young People's Counsellor to deliver counselling support on-site twice a week.
- Offering young people's creative courses during the holidays, enabling them to come together, support each other and express their feelings
- Extending our weekly drop-in Wellbeing Clinic – providing NADA ear acupuncture, relaxation and health and wellbeing advice with a qualified practitioner.
- Offering regular therapeutic gardening sessions in our beautiful community gardens

A member of our senior leadership team was seconded to Grenfell United and has since left The ClementJames Centre to support them full-time. In addition, a member of our delivery team worked for ClementJames and the Rugby Portobello Trust between December 2017 and June 2018, providing a Community Links service to support Grenfell survivors to access financial support and wellbeing services, to resettle into new permanent accommodation and to rebuild their lives.

## **REPORT OF THE TRUSTEES - continued**

### **Year ended 31 August 2019**

We have hosted a number of specialist services on site, such as Crosslight debt advice, Latimer Art Therapists and Child Bereavement UK – Adult and Children workshops.

ClementJames is committed for as long as it takes to serving this community and we will remain a place of care and service.

The charity works closely in partnership with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and corporates.

Other activities that the charity provides for the local community include:

**Community Garden** providing an outdoor recreational space and classroom.

**Support, Guidance & Training** for local organisations and individuals.

**Premises** made available for the use of other community groups.

What distinguishes The ClementJames Centre from the work of many other organisations is that we provide services for the whole family, welcoming every client as an individual and nurturing their potential to achieve and contribute more. We tailor our approach to meet each client's needs – building a package of support that has measurable impact.

### **Achievements and Performance**

In the academic year 2018-2019, the charity supported **1,952** children and young people (2017-18: 1,796) and **1,103** adults (2017-18: 1,162) from its target group. The charity has also been successful in raising sufficient funds both to meet all of its operating costs and to maintain the organisation on a sound financial footing. The principle sources of funding have been the local authority and trusts.

During the academic year 2018-2019:

#### **Adult Learning**

- **312** students completed a course on the Adult Learning Programme throughout the year (2017-18: 320).
- **All** students also received Information, Advice and Guidance upon enrolment.
- **156** learners took accredited courses and **81%** (127) achieved their accreditation (this was the first year with Pearson Edexcel Exam Board).
- **156** learners took non-accredited courses and **95%** (148) achieved the outcomes of the course (2017-18: 99%)
- **34** adult learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities.
- **46** learners received intensive literacy and numeracy support (44 in 2017-18).
- **82%** of adults receiving intensive literacy and numeracy support, who attended three or more one-to-one sessions, improved their level (86% in 2017-18).



## REPORT OF THE TRUSTEES - continued

Year ended 31 August 2019

### Children & Young People's Education

- **277** IntoUniversity students attended 3 or more academic support sessions (2017-18: 212), **1352** took part in the school FOCUS programme (2017-18: 1,296).
- **204** participated in holiday and out-of-school FOCUS workshops (2017-18: 201).
- **141** students benefited from the mentoring and buddy schemes (2017-18: 124).
- In 2018, **77% (258)** of IntoUniversity North Kensington's Year 13 students progressed directly to university (2017: 82%) and 3% are taking a gap year and applying next year. The remaining 14% went into employment, an apprenticeship or further study, and 6% were undecided or looking for employment (due to rounding up these figures exceed 100%).
- **74%** of Academic Support students said they are 'more likely to go to university'.
- **94** children and young people received intensive numeracy and literacy support (2017-18: 78).
- **79%** of children and young people receiving centre-based literacy and numeracy support, who attended three or more one-to-one sessions, significantly improved their levels.

### Employment Support

- The Employment Support Programme supported **648** clients in 2017-18 (2017-18: 564). Of the 276 clients seen for one-to-one support, 164 were seen five times or more. **68%** (111 of the 164) are now in employment or training (2017-18: 70%).
- **52** survivors from Grenfell Tower and bereaved relatives received one-to-one employment support at Grenfell United. **52%** (27) gained employment or training.
- **71** young people at risk of permanent exclusion from education attended a series of employment-based workshops and one-to-ones (2017-18: 33). Over the past year our young people's Employment Support programme has continued to focus on early intervention, through providing tailored support to young people who are most at risk of becoming NEET (not in education, employment or training).
- **260** young people attended a series of employment workshops at local schools and colleges. These workshops focus on increasing young people's knowledge of career pathways and developing transferable work-place skills (2017-18: 172).
- **70** clients benefited from eight successful Business Engagement Days (with, amongst others, dunnhumby, FIS Global, Lloyds Bank and Mace), where a team of volunteers from the business worked with a number of our clients on a one-day challenge designed to develop skills, build confidence and help them manage under pressure (2017-18: 99).
- Our baseline and end evaluations revealed that **90%** of Business Engagement Day attendees increased their confidence presenting in front of a group of people and **84%** felt more prepared for interview and more confident about presenting themselves well.

### Wellbeing & Support

- **205** local people received information, advice and guidance (2017-18: 199).
- Our staff helped our clients to resolve **183** advice issues (2017-18: 148) and made **25** referrals to specialist providers (2017-18: 44)

## **REPORT OF THE TRUSTEES - continued**

### **Year ended 31 August 2019**

- **455** adults attended a range of wellbeing group workshops and events designed to build their support network, confidence and resilience. This included: a community gardening group, a healthy living day, a range of confidence building workshops, a wellbeing fair and creative workshops (2017-18: 347).
- This year we used comprehensive baseline and end evaluations to capture the full impact of each one-off wellbeing workshop and events. **74%** of attendees reported an increase in their support network, **76%** reported an increase in their confidence and **56%** reported an increase in their resilience.
- **82** women participated in the Women's Confidence Programme, which includes the 6-week course, a 2-day confidence and wellbeing conference and skills sharing sessions.
- **100%** of the women who took part in the 6-week Women's Confidence Course reported an increase in their support network, **83%** reported an increase in confidence and **83%** reported an increase in resilience.
- **107** adults benefitted from the Wellbeing Clinic (2017-18: 92). Qualitative feedback revealed that attendees felt more relaxed, less stressed and in better health after receiving acupuncture.
- **19** primary and secondary school students and **13** adults benefited from Art Therapy, providing a space to process and express their emotions (2017-18: 40).
- **18** young people benefited from one-to-one counselling from our on-site therapist, helping them come to terms with the trauma linked to the Grenfell Tower Fire and improve their self-esteem and emotional regulation.

### **Awards and improvements**

- In the summer of 2019 The ClementJames Centre was shortlisted for the national Charity Times Charity of the Year Award (with an income of £1 million – £10 million).

### **Plans for the Future**

The charity continues to respond to changing local needs and adapt programmes accordingly. Over the financial year 2019-20 both the quality and the scope of the charity's services will be developed as the charity completes its ambitious five year development plan to include:

- Consolidating the charity's recent growth, now with a larger staff team and increased fundraising operations.
- Developing our premises to enable us to accommodate the increased provision and provide a source of income.
- Reviewing our offer of support to all those affected by the Grenfell Tower fire, ensuring that the community's needs are fully understood and addressed in a holistic and compassionate way.

### **Financial Review**

Total expenditure for the year amounted to **£1,060,957** including **£8,451** held for Grenfell United (August 2018: £1,098,672 including £135,247 held for Grenfell United). Total income amounted to **£1,091,724** including **£8,451** held for Grenfell United (August 2018: £1,172,800 including £135,247 held for Grenfell United). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £345,034 (August 2018: £245,363) and



**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2019**

**IntoUniversity** £190,000 (August 2018: £190,000). Further details of the income from **IntoUniversity** can be found in note 14 of the accounts. All restricted funds were fully expended in the year and at 31 August 2019 the charity had unrestricted net assets of **£569,997** (£552,008 unrestricted funds and £17,989 fixed assets) (2018: £539,280 none of which were for restricted purposes).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, other institutions and individuals that supported the charity throughout the year. For further information about the voluntary income of the charity see note 2 of the accounts.

During the past two years The ClementJames Centre acted as a custodian of funds for Grenfell United, regularly monitored by the Charity Commission. This arrangement was ended on 5 November 2019.

**Reserves Policy**

As at 31 August 2019 the charity held free reserves of £552,008 (unrestricted funds and excluding fixed assets). The trustees have reviewed the charity's need for reserves, particularly in the current financial climate, and consider that it is appropriate to seek to set aside free reserves to cover up to six months' running costs. Current free reserves are sufficient to meet our forecast for six months' running costs in 2019-20. The trustees are continuing in their fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's free reserves is to provide the charity with the means to counter possible risks to continued operation in the event of a lack of funding in the short term or meet unexpected opportunities which cannot be funded out of normal operating income in addition to providing the financial security necessary for the continued growth of the charity.

**Investment Policy**

Reserves are held in cash on deposit. Periodically, funds not required in the near future are put on a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited. During the year, a full review of the charity's investment policy was undertaken.

**Fundraising Activity Statement**

The ClementJames Centre undertakes a range of fundraising activities and receives donations from a broad spectrum of donors and supporters, including companies and trusts, individuals and public bodies.

The great majority of the charity's income is generated from fundraising activities targeted at trusts and foundations and the local authority. Income from individual donations is achieved through three to four fundraising events a year, at which attendees can participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

The ClementJames Centre does not outsource any of its fundraising activities to third parties.

The charity received no complaints relating to its fundraising activities in 2018-2019.

## **REPORT OF THE TRUSTEES - continued**

### **Year ended 31 August 2019**

#### **Responsibilities of the Trustees**

The trustees (who are also the directors of St Clement and St James Community Development Project for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the result of the charity for that period.

In preparing these financial statements, the trustees are required to:

- o select suitable accounting policies and then apply them consistently;
- o observe the methods and principles of the Charities SORP;
- o make judgments and accounting estimates that are reasonable and prudent;
- o state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- o prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the trustees are aware:

- o there is no relevant audit information of which the charity's auditor is unaware; and
- o the trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2019**

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

**Auditor**

A resolution to appoint haysmacintyre as auditor for the ensuing year will be proposed at the annual general meeting in accordance with section 489 of the Companies Act 2006.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting for Charities (issued March 2005 and revised in July 2008).

Approved by the trustees on .....20.11.2019..... and signed on their behalf by:

  
..... (Chairman)  
Julian Knott

## **Independent auditor's report to the members of St Clement & St James Community Development Project**

We have audited the financial statements of St Clement and St James Community Development Project for the twelve month period ended 31 August 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows, 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 the charitable company's affairs as at 31 August 2019 and of the charitable company's net movement in funds for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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, including the FRC's Ethical Standard, 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.

### **Responsibilities of trustees for the financial statements**

As explained more fully in the Statement of Trustees' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 charitable company'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 charitable company or to cease 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.

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

### **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 charitable company'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.

## **Independent auditor's report to the members of St Clement & St James Community Development Project – continued**

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. 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 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.

### **Matters on which we are required to report by exception**

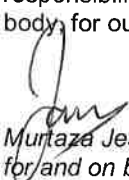
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the strategic report and the directors' report).

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 by the charitable company; or
- the charitable company 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.

### **Use of our report**

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

  
Murtaza Jessa (Senior statutory auditor)  
for and on behalf of Haysmacintyre LLP, Statutory Auditor

10 Queen Street Place  
London  
EC4R 1AG

Date: 20/11/2019.

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)  
FOR THE YEAR TO 31 AUGUST 2019**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Notes</b>				
<b>INCOME FROM:</b>					
Donations and legacies	<b>2</b>	514,499	568,125	1,082,624	1,155,867
Other trading activities	<b>3</b>	8,584	-	8,584	16,687
Investments		516	-	516	246
<b>Total Income</b>		<b>523,599</b>	<b>568,125</b>	<b>1,091,724</b>	<b>1,172,800</b>
<b>EXPENDITURE ON:</b>					
Raising funds	<b>4</b>	60,637	-	60,637	36,244
Charitable activities	<b>4</b>	432,195	568,125	1,000,320	1,062,428
<b>Total Expenditure</b>		<b>492,832</b>	<b>568,125</b>	<b>1,060,957</b>	<b>1,098,672</b>
<b>Net income</b>		<b>30,767</b>	<b>-</b>	<b>30,767</b>	<b>74,128</b>
<b>Funds brought forward</b>		<b>539,230</b>	<b>-</b>	<b>539,230</b>	<b>465,102</b>
<b>Funds at 31 August 2019</b>		<b>569,997</b>	<b>-</b>	<b>569,997</b>	<b>539,230</b>

The notes on pages 24-35 form part of these financial statements.

The statement of financial activities includes all gains and losses recognised in the year. All amounts derive from continuing activities.

Full comparatives for 2018 are presented in note 15.

**BALANCE SHEET AT 31 AUGUST 2019**

**Company number: 2677427**

		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>	<b>Notes</b>		
	<b>7</b>	17,989	21,639
<b>Current Assets:</b>			
Debtors	<b>8</b>	179,313	142,465
Cash at bank & in hand		467,108	614,023
		<u>646,421</u>	<u>756,488</u>
<b>Creditors:</b>			
Amounts falling due within one year	<b>9</b>	94,413	238,897
<b>Net current assets</b>		<u>552,008</u>	<u>517,591</u>
<b>Net assets</b>		<u>569,997</u>	<u>539,230</u>

**The funds of the charity:**

Unrestricted funds: General	<b>10, 11</b>	552,008	517,591
Unrestricted funds: Designated	<b>10, 11</b>	17,989	21,639
Unrestricted funds		<u>569,997</u>	<u>539,230</u>

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

The financial statements were approved by the Board of Trustees on 20.11.2019 and signed on their behalf by:



**Julian Knott**

The notes on pages 24-35 form part of these financial statements.



## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2019

	Note	2019 £	2018 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	(147,431)	182,110
<b>Cash flows from investing activities:</b>			
Interest income		516	246
<b>Net cash provided by investing activities</b>		<u>516</u>	<u>246</u>
<b>(Decrease)/increase in cash and cash equivalents in the year</b>		(146,915)	182,356
Cash and cash equivalents at the beginning of the year		614,023	431,667
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		<u>467,108</u>	<u>614,023</u>

### A RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2019 £	2018 £
<b>Net movement in funds</b>	30,767	74,128
Add back depreciation charge	3,650	3,650
Deduct interest income	(516)	(246)
(Increase)/decrease in debtors	(36,848)	92,851
Increase/(decrease) in creditors	(114,484)	11,727
<b>Net cash provided by operating activities</b>	<u>(147,431)</u>	<u>182,110</u>

## **NOTES TO THE FINANCIAL STATEMENTS**

### **Year ended 31 August 2019**

#### **1. ACCOUNTING POLICIES**

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **Basis of preparation**

The financial statements have been prepared in accordance 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 1 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 ClementJames Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **Preparation of accounts on an going concern basis**

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. The review of the charity's financial position, reserves levels and future plans gives trustees confidence the charity remains a going concern for the foreseeable future.

##### **Income recognition**

All income is recognised once the charity has entitlement to income, receipt is probable and the amount of income receivable can be measured reliably.

##### **Expenditure recognition**

All expenditure is recognised on an accruals basis as a liability is incurred.

##### **Financial Instruments**

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## **NOTES TO THE FINANCIAL STATEMENTS - continued**

### **Employee benefits**

#### **Short term benefits**

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

#### **Employee termination benefits**

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

#### **Pension scheme**

The charity operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held independently from those of the charity in an independently administered fund. The pensions costs charged in the financial statements represent the contributions payable during the year.

### **Legal status**

The ClementJames Centre is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The members are the trustees. There were 10 members at 31 Aug 2019 (2018: 11).

### **Judgements and key sources of estimation uncertainty**

Preparation of the financial statements requires management to make significant judgements and estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## NOTES TO THE FINANCIAL STATEMENTS – continued

2. Donations & Legacies 2019	Unrestricted £	Restricted £	Total 2019 £	Total 2018 £
29th May 1961 Charitable Trust	-	5,000	5,000	6,250
Arts Council England	-	10,000	10,000	-
Blackrock	1,205	15,663	16,868	38,078
Calleva Foundation	-	4,167	4,167	3,333
Campden Charities	8,000	-	8,000	6,000
Catalyst Housing	-	-	-	1,266
Children in Need	-	24,550	24,550	23,596
Childwick Trust	5,000	-	5,000	-
Church Heritage Fund	-	-	-	100
City Bridge Trust	-	30,133	30,133	32,00
Constance Travis Trust	-	-	-	25,000
Co-op	2,534	-	2,534	610
Cultivating K&C	-	-	-	600
Dick and Charles Williams Trust	-	-	-	3,000
Du Plessis Family Foundation	10,000	-	10,000	-
Estates of Peter and David Lund	-	-	-	10,000
Goldsmiths' Company	-	-	-	3,000
Grove Trust	-	-	-	12,500
Hain Daniels	-	-	-	10,000
Hammersmith & Fulham, London Borough of	-	340	340	-
HBV Enterprise	-	29,167	29,167	20,833
Henry Smith Foundation	-	31,200	31,200	30,600
Hollick	-	-	-	5,000
IntoUni*	-	190,000	190,000	190,000
John Lyons Charity	-	-	-	10,000
J Paul Getty Jnr Charitable Trust	40,000	-	40,000	10,000
KCSC - Community Living Well	-	1,273	1,273	-
K&C Foundation	4,680	38,170	42,850	500
Lloyds Foundation	-	31,250	31,250	25,000
London Community Fund & Sycamore Fund	2,945	-	2,945	-
London Funders	-	37,000	37,000	84,815
Morrisons Foundation	-	3,000	3,000	-
News UK & Ireland	-	-	-	1,000
Octavia Foundation	-	5,000	5,000	-
Open Hand	-	40,000	40,000	30,000
Paddington Dev. Trust: Community Grants	-	5,000	5,000	-
Porticus	-	-	-	55,000
Prudential plc	-	1,500	1,500	-
Royal Garden Hotel with the K&C Foundation	1,000	-	1,000	-
Santander Foundation	-	-	-	5,000
Sheila's Fund	5,000	-	5,000	-
Tesco	-	1,250	1,250	-
The Plum Trust with the K&C Foundation	-	3,750	3,750	3,750
The Royal Borough of Kensington & Chelsea	313,665	31,369	345,034	245,363
Thomas's Schools Foundation	-	2,500	2,500	2,500
West London Zone	-	22,843	22,843	16,700
Westway Trust	-	-	-	2,500
Wyelands Bank	505	-	505	-
Wyseliot	-	4,000	4,000	3,000
Individual donations	119,965	-	119,965	104,331
<b>Total Donations &amp; Legacies</b>	<b>514,499</b>	<b>568,125</b>	<b>1,082,624</b>	<b>1,020,620</b>

\* See note 14

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

**2. (continued) Donations & Legacies – 2018 comparatives**

<b>2a. Donations &amp; Legacies 2018</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>
29th May 1961 Charitable Trust	-	6,250	6,250
Arts Council England	-	-	-
Blackrock	77	38,001	38,078
British Airways	-	-	-
Cadogan Endowment Fund with the K&C Foundation	-	-	-
Calleva Foundation	2,500	833	3,333
Campden Charities	6,000	-	6,000
Catalyst Housing	-	1,266	1,266
Cath Kidston	-	-	-
Children in Need	-	23,596	23,596
Church Heritage Fund	100	-	100
City Bridge Trust	-	32,000	32,000
Constance Travis Trust	25,000	-	25,000
Co-op	610	-	610
Cultivating K&C	-	600	600
Delancey with the K&C Foundation	-	-	-
Dick and Charles Williams Trust	-	3,000	3,000
Estates of Peter and David Lund	10,000	-	10,000
Garfield Weston	-	-	-
Goldsmiths' Company	-	3,000	3,000
Grove Trust	-	12,500	12,500
Hain Daniels	10,000	-	10,000
HBV Enterprise	-	20,833	20,833
Henry Smith Foundation	-	30,600	30,600
Hollick	-	5,000	5,000
IntoUni*	-	190,000	190,000
John Lyons Charity	-	9,395	9,395
J Paul Getty Jnr Charitable Trust	10,000	-	10,000
K&C Foundation	-	500	500
Lloyds Foundation	-	25,000	25,000
London Community Fund	-	-	-
London Funders	-	84,815	84,815
National Churches Trust	-	-	-
News UK & Ireland	1,000	-	1,000
Open Hands	-	30,000	30,000
Porticus	40,000	15,000	55,000
Royal Garden Hotel with the K&C Foundation	-	-	-
Santander Foundation	-	5,000	5,000
Shanly Foundation	-	-	-
The Plum Trust with the K&C Foundation	3,750	-	3,750
The Royal Borough of Kensington & Chelsea	200,189	45,174	245,363
Thomas's Schools Foundation	-	2,500	2,500
Wates Foundation	-	-	-
West London Zone	-	16,700	16,700
Westway Trust	-	2,500	2,500
Wyseliot	-	3,000	3,000
Individual donations	104,331	-	104,331
<b>Total Donations &amp; Legacies</b>	<b>413,557</b>	<b>607,063</b>	<b>1,020,620</b>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

**2. (continued) Donations & Legacies – 2018 comparatives**

<b>2b. Donations &amp; Legacies 2018 – held for Grenfell United</b>	<b>Grenfell United</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>
Beaverbrook Foundation	5,000	5,000
Grenfell Foundation	1,252	1,252
London Funders	34,920	34,920
The Royal Borough of Kensington & Chelsea	4,997	4,997
Individual donations	89,078	89,078
<b>Total Donations &amp; Legacies – held for GU</b>	<b>135,247</b>	<b>135,247</b>
<b>Total Donations &amp; Legacies (2a &amp; 2b) 2018</b>		<b>1,155,867</b>

**3. Other Trading Activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
Rentals	4,968	-	4,968	3,972
Miscellaneous	3,616	-	3,616	12,715
	<b>8,584</b>	<b>-</b>	<b>8,584</b>	<b>16,687</b>

All 2018 income was unrestricted.

**4. Total Expenditure**

	<b>Staff Costs</b>	<b>Direct Costs</b>	<b>Support Costs</b>	<b>Total</b>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Raising funds	60,637	-	-	60,637

**Charitable Activities**

Capital	-	-	-	-
Adult Learning	177,046	13,461	16,419	206,926
Children & Young People	240,065	18,403	11,695	270,163
Depreciation	-	3,650	-	3,650
Employment Support	271,509	20,024	16,942	308,475
Wellbeing & Support	176,742	12,493	14,710	203,945

**NOTES TO THE FINANCIAL STATEMENTS – continued**  
**Year ended 31 August 2019**

**Governance**

External Audit	-	-	7,020	7,020
Trustees Indemnity Insurance	-	-	141	141

	865,362	68,031	66,927	1,000,320
<b>Total Expenditure 2019</b>	<b>925,999</b>	<b>68,031</b>	<b>66,927</b>	<b>1,060,957</b>

**4. (continued) Total expenditure – 2018 comparatives**

	<b>Staff Costs 2018</b>	<b>Direct Costs 2018</b>	<b>Support Costs 2018</b>	<b>Grenfell United 2018</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Raising funds</i>	34,371	1,873	-	-	36,244
<b>Charitable Activities</b>					
<i>Capital</i>	-	-	31,181	-	31,181
<i>Adult Learning</i>	149,951	15,476	17,345	-	182,772
<i>Children &amp; Young People</i>	244,221	18,579	17,170	-	279,970
<i>Depreciation</i>	-	3,650	-	-	3,650
<i>Employment Support</i>	218,215	17,839	22,037	-	258,091
<i>Wellbeing &amp; Support</i>	134,633	8,875	20,308	-	163,816
<i>Grenfell United</i>	-	-	-	135,247	135,247
<b>Governance</b>					
<i>External Audit</i>	-	-	6,750	-	6,750
<i>Trustees Indemnity Insurance</i>	-	-	951	-	951
	747,020	64,419	115,742	135,247	1,062,428
<b>Total Expenditure 2018</b>	<b>781,391</b>	<b>66,292</b>	<b>115,742</b>	<b>135,247</b>	<b>1,098,672</b>



**NOTES TO THE FINANCIAL STATEMENTS – continued**  
**Year ended 31 August 2019**

<b>5. Net movement in funds for the year</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
Audit	7,020	6,750
Other Services	-	1,800
	<u><b>7,020</b></u>	<u><b>8,550</b></u>

No Trustee received remuneration in the current or prior year.

<b>6. Staff costs and numbers</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Staff Costs were as follows:</b>		
Salaries and wages	816,551	697,751
Social security costs	66,783	45,639
Pension contributions	33,957	31,031
Other staff costs	8,708	6,970
	<u><b>925,999</b></u>	<u><b>781,391</b></u>

In both 2018 and 2019 one employee received more than £60,000 (£60,000-£70,000).

The total cost to the charity of employing its key management personnel of the charity were £315,050 (2018: £252,478). The key management personnel of the charity are considered to be the 3 team managers, the fundraising manager, the safeguarding manager, the chief operations officer, the chief programmes officer and the chief executive. It should be noted that a significant percentage of team managers' time is spent delivering their programmes.

	<b>2019</b>	<b>2018</b>
	<b>Number</b>	<b>Number</b>
The average number of employees during the year was as follows:		
Project delivery staff	21	21
Management & support staff	7	5
	<u><b>28</b></u>	<u><b>26</b></u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

**7. Fixed Assets**

	<b>Land &amp; Buildings</b>
<b>Cost</b>	<b>£</b>
At 1 September 2018	25,289
Additions	-
At 31 August 2019	<u>25,289</u>
<b>Accumulated Depreciation</b>	
at 1 September 2018	14,800
Charge for year	3,650
At 31 August 2019	<u>18,450</u>
<b>Net Book Value</b>	
At 31 August 2019	<u>17,989</u>
At 31 August 2018	<u>21,639</u>

**8. Debtors**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Accrued income	176,948	141,398
Other debtors	2,365	1,067
	<u>179,313</u>	<u>142,465</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

**9. Creditors: Amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Accruals	44,834	57,410
Deferred income	49,167	180,950
Other taxes and social security costs	412	537
	<b>94,413</b>	<b>238,897</b>

Deferred income relates to grants and donations paid in advance of the period in which they are to be spent.

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Analysis of deferred income:		
Balance brought forward 1 September 2018	180,950	156,528
Released to income during the year	(180,950)	(156,528)
Amount deferred during the year	49,167	180,950
Balance at 31 August 2019	<b>49,167</b>	<b>180,950</b>

**10. Analysis of net assets between funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	17,989	-	17,989
Current assets	646,421	-	646,421
Current liabilities	(94,413)	-	(94,413)
Net current assets at 31 August 2019	<b>569,997</b>	<b>-</b>	<b>569,997</b>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

**11. Designation and Restriction of funds**

		at 1 Sept 2018	Income	Expenditure	at 31 Aug 2019
<b>Programme Designation:</b>		£	£	£	£
Capital					
	Restricted	-	-	-	-
	Unrestricted	-	30,679	-	30,679
			<b>30,679</b>	-	
Adult Learning					
	Restricted	-	61,387	(61,387)	-
	Unrestricted	-	163,669	(163,167)	502
			<b>225,055</b>	<b>(224,554)</b>	
Children & Young People					
	Restricted	-	205,500	(205,500)	-
	Unrestricted	-	78,723	(78,223)	500
			<b>284,223</b>	<b>(283,723)</b>	
Employment Support					
	Restricted	-	187,656	(187,656)	-
	Unrestricted	-	137,718	(136,412)	1,306
			<b>325,374</b>	<b>(324,068)</b>	
Wellbeing & Support					
	Restricted	-	113,582	(113,582)	-
	Unrestricted	-	112,810	(111,380)	1,430
			<b>226,392</b>	<b>(224,962)</b>	
Designated Fund (Fixed Asset)					
	Restricted	-	-	-	-
	Unrestricted	21,639	-	(3,650)	17,989
			-	<b>(3,650)</b>	
General Fund					
	Restricted	-	-	-	-
	Unrestricted	517,591	-	-	517,591
			-	-	
Total Restricted		-	568,125	(568,125)	-
Total Unrestricted		539,230	532,919	(492,832)	569,997
<b>Total Funds</b>		<b>539,230</b>	<b>1,091,723</b>	<b>(1,060,957)</b>	<b>569,997</b>

The purposes of restricted funds are more fully described in the Report of the Trustees. They are for the provision of the adult learning programme, the wellbeing and support activities, the children and young people's education programme and the employment programme. The designated fund refers to the charity's fixed assets (the eco-garden studios).

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

<b>2018 Comparatives</b>		<b>at 1 Sept 2017</b>	<b>Income</b>	<b>Expenditure</b>	<b>at 31 Aug 2018</b>
<b>Programme Designation:</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Capital</i>	<i>Restricted</i>	-	31,181	(31,181)	-
	<i>Unrestricted</i>	-	<b>31,181</b>	<b>(31,181)</b>	-
				<b>(92,613)</b>	
<i>Adult Learning</i>	<i>Restricted</i>	-	32,833	(32,833)	-
	<i>Unrestricted</i>	-	180,958	(160,926)	20,033
			<b>213,791</b>	<b>(193,759)</b>	
<i>Children &amp; Young People</i>	<i>Restricted</i>	-	244,796	(244,796)	-
	<i>Unrestricted</i>	-	65,995	(46,160)	19,834
			<b>310,791</b>	<b>(290,956)</b>	
<i>Employment Support</i>	<i>Restricted</i>	-	167,565	(167,565)	-
	<i>Unrestricted</i>	-	125,074	(103,710)	21,364
			<b>292,639</b>	<b>(271,274)</b>	
<i>Wellbeing &amp; Support</i>	<i>Restricted</i>	-	161,869	(161,869)	-
	<i>Unrestricted</i>	-	27,283	(10,736)	16,547
			<b>189,152</b>	<b>(172,605)</b>	
<i>Designated Fund (Fixed Asset)</i>	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	25,289	-	(3,650)	21,639
			-	<b>(3,650)</b>	
<i>General Fund</i>					
	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	439,813	-	-	439,813
			-	-	
<i>Sub-total Restricted</i>		-	607,063	(607,063)	-
<i>Sub-total Unrestricted</i>		465,102	430,490	(356,362)	539,230
<b><i>Sub-total Funds</i></b>		<b>465,102</b>	<b>1,037,553</b>	<b>(963,425)</b>	<b>539,230</b>
<i>Funds held for Grenfell United</i>					
	<i>Restricted</i>	-	5,000	(5,000)	-
	<i>Unrestricted</i>	-	130,247	(130,247)	-
			<b>135,247</b>	<b>135,247</b>	
<i>Total Restricted</i>		-	612,063	(612,063)	-
<i>Total Unrestricted</i>		465,102	560,737	(486,609)	539,230
<b><i>Total funds</i></b>		<b>465,102</b>	<b>1,172,800</b>	<b>(1,098,672)</b>	<b>539,230</b>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2019**

**12. Accommodation**

The charity leases its main building at a peppercorn rent from the Parish of St Clement & St James and additional premises from the Church at sub commercial rates. Since this accommodation would not be available on the open market, it is not possible to quantify this benefit. The charity is responsible for all repairs and maintenance required on its premises.

**13. Control**

The charity has no individual who can exercise ultimate control.

**14. Related party transaction**

During the period the charity received grants from **IntoUniversity** totaling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of **IntoUniversity** during the period; Clare Richards, who is chief executive of the charity, is also a trustee of **IntoUniversity**.

At the year end, a balance of £17,282 was owed to **IntoUniversity** by the charity and a balance of £164 was owed to the charity by **IntoUniversity**.

The aggregate of donations received from the Trustees in the year was £18,178 (2018: £13,581 - including Grenfell related donations).

**15. Comparative Statement of Financial Activities 2018**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Sub-total £</b>	<b>Grenfell United £</b>	<b>Total 2018 £</b>
<b>INCOME FROM:</b>					
<i>Donations and legacies</i>	413,557	607,063	1,020,620	135,247	1,155,867
<i>Other trading activities</i>	16,687	-	16,687	-	16,687
<i>Investments</i>	246	-	246	-	246
<b>Total Income</b>	<b>430,490</b>	<b>607,063</b>	<b>1,037,553</b>	<b>135,247</b>	<b>1,172,800</b>
<b>EXPENDITURE ON:</b>					
<i>Raising funds</i>	36,244	-	36,244	-	36,244
<i>Charitable activities</i>	320,118	607,063	927,181	135,247	1,062,428
<b>Total Expenditure</b>	<b>356,362</b>	<b>607,063</b>	<b>963,425</b>	<b>135,247</b>	<b>1,098,672</b>
<b>Net income</b>	<b>74,128</b>	<b>-</b>	<b>74,128</b>	<b>-</b>	<b>74,128</b>
<b>Funds brought forward</b>	<b>465,102</b>	<b>-</b>	<b>465,102</b>	<b>-</b>	<b>465,102</b>
<b>Funds at 31 August 2018</b>	<b>539,230</b>	<b>-</b>	<b>539,230</b>	<b>-</b>	<b>539,230</b>