

URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

Company Number 3446256

Registered Charity No. 1092258

**DIRECTORS' AND TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018**

ELLIOT, WOOLFE & ROSE

Chartered Accountants

Registered Auditors

London



URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

Charity Number 3446256

Company Number 1092258

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

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URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

YEAR ENDED 31ST MARCH 2018

LEGAL AND ADMINISTRATIVE INFORMATION

Incorporation Number: 3446256

Registered Charity Number: 1092258

Trustees/Directors: B. Al
M. Camacho
F. Chen
J. Daly appointed 22nd February 2018
H. Hanlan
A. Inglis Jones
A. Nadeem
G. Poku
M. Rooney Resigned 11th December 2017
K. Sanghani
E. Sutherland
C. Tragni
J. Wood

Key Management Personnel A. Sharpe Company Secretary and Chief Executive
U. Bal Project and Performance Manager
J. Wood Project Manager
J. Boyce Project and Building Manager
R. Hayden Project Manager

Registered Office: Masbro Centre,
87, Masbro Road,
London W14 0LR

Auditors: Elliot, Woolfe & Rose,
Chartered Accountants
Equity House, 128-138 High Street,
Edgware, Middlesex HA8 7TT

Solicitors: Russell-Cooke Solicitors
2 Putney Hill
London SW15 6AB

Bankers: HSBC
21, Kings Mall, King Street,
London W6 0QF

Governing Document: Memorandum and Articles of Association
dated 8th October 1997

URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

Charity Number 3446256

Company Number 1092258

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018

The Directors and trustees present the annual report and the financial statements for the year ended 31st March 2018

LEGAL AND ADMINISTRATIVE DETAILS

Urban Partnership Group is incorporated under the Companies Act 2006 as a company Limited by Guarantee. The Company obtained charitable status with the Charity Commission on 29th May 2002 under registration number 1092258. Only members of the Company may be appointed Directors/Trustees. New Trustees go on an Induction Course when first appointed.

The following Directors who are regarded as trustees of Urban Partnership Group held office during the year 31st March 2018.

B. Al
M. Camacho
F. Chen
J. Daly appointed 22nd February, 2018
H. Hanlan
A. Inglis Jones
A. Nadeem
G. Poku
M. Rooney resigned 11th December, 2017
K. Sanghani
E. Sutherland
C. Tragni
J. Wood

TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with the applicable law and regulations

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Have due regard to guidance published by the Charity Commissioners on public benefit;
- Prepare the financial statements on the going concerns basis unless it is inappropriate to presume that the company will continue in business.

Urban Partnership Group

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018 **(continued)**

The trustees are responsible for keeping proper accounting records that disclose with the reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with normally accepted accounting conventions. They are also responsibly taking steps for the prevention and detection of fraud and other irregularities. They delegate day-to-day running of the Charity to the C.E.O. and oversee remuneration of all employees.

The trustees are responsible for the maintenance and integrity of the corporate financial information included on the company's website. None of our Trustees receive remuneration, expenses or other benefits from the Charity.

Statement as to disclosure to our auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Mission Statement

UPG is a registered charity and company limited by guarantee. It is funded principally by London Borough of Hammersmith and Fulham with additional support from central government agencies, grant making trusts, foundations and local businesses. UPG is run by a board of directors that meet every two to three months to agree the strategic direction of the organisation.

The overall mission of the Urban Partnership Group is to build community involvement in the economic, social and environmental regeneration in the London Borough of Hammersmith & Fulham and surrounding areas.

Aims

- Enhance and promote the health, leisure, social welfare and community environment of people in the Borough of Hammersmith and Fulham and surrounding areas.
- Reduce inequalities and remove discrimination and other cause of social exclusion in disadvantaged groups and communities in order to ensure that Hammersmith & Fulham is a place where everyone has the opportunity to live healthy and prosperously in tolerant, caring communities.
- Rebuild communities and improve opportunities for disadvantaged people to participate in work and other aspects of community life.
- Continually improve the delivery of services and implement innovative solutions to meet changing local needs and community aspirations.

Public Benefit

The Trustees confirm that they abide by the Charity Commission's general guidance on public benefit, complying with S4 of the Charities Act 2011 to have due regard to public benefit in pursuance of its' objectives and activities.

Urban Partnership Group

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018 **(continued)**

Review of Progress and Achievements

Put simply our mission is to improve the health, wealth and wellbeing of people who live and work in Hammersmith and Fulham and the surrounding areas. We have held good to our values over the years and this is now paying dividends not only to the organisation but the people we work with.

The holistic ethos of the organisation has been retained with an ongoing commitment to work with marginalised sections of the community.

Putting children and families first is part of the ethos through our Children's Centres that not only includes Masbro but Masbro Brook Green Family Centre, Flora Gardens Children's Centre, Shepherds Bush Family Project & Children's Centre, and Edward Woods Community Centre. Securing the Central Area Locality Children's and Borough wide parenting contract has been extremely timely with funding to the Confident Parent Happy Child coming to an end at the end of March 2018 by the Big Lottery Reaching Communities Fund. The opportunity to reinstate a full time Youth and Community Manager will enhance our youth provision and give us an opportunity to explore joint working with Sulgrave Youth Club which is part of the central area contract. To add to our nursery a 'Good' when inspected by Ofsted in February 2017 – the nursery provides 16 places for children whose parents are eligible for 15 hours free childcare, the outreach team work closely with these parents supporting them for example into training or work. We have established another 16 place Nursery in Masbro Brook Green. We work with LBHF Foodbank which offers food vouchers to families in need. We have also joined the Rose Voucher scheme first piloted in the south of the borough and which now will be delivered at all central Children's Centres offering vouchers of fresh fruit to families. Through our programme, of services and activities, a holistic model of delivery which is embedded in a targeted programme of evidence-based interventions. A vibrant programme of activities is run from all the five centres including Play and Learn, baby information workshops, legal advice sessions, birth registrations, developmental checks and much more. We work closely with a range of partners from health services, statutory authorities to third sector groups. We also have a policy of encouraging parents to have a real say in the planning and delivery of services.

To complement our children's services, we have been running evidence-based parenting programmes and this was funded up to March 2018 by the Big Lottery "Reaching Communities Fund". The Confident Parent Happy Child parenting programme has built on the last three years funding to develop a comprehensive range of parenting approaches from Triple P, Strengthening Families, Strengthening Communities, Mellow and Boys Development, to enable local people to build on their parenting skills and work together to develop programmes in their communities. This will now be continued through the Central Area Locality and Borough wide evidence-based parenting programme contract secured from Hammersmith and Fulham Council.

The Masbro Youth Club has worked with over 140 young people during the year. A four-week summer programme included a three-day bike project in partnership with Bike Works, Hammersmith & Fulham Council and the local police. A three-day residential to Hindleap Warren where young people enjoyed activities such as abseiling, canoeing, high ropes and lots more. The annual summer trip to Thorpe Park always popular with members along with trips to Snow Camp where young people learnt to ski and snow board on real snow. We have recently appointed a Youth and Community Manager restoring a full-time worker to the project and this has already reaped instant benefits with an uplift in attendances.

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018 **(continued)**

The Elders Project creates opportunities for people to get together, socialise, discover new horizons and enjoy life. The Tuesday afternoon Tea Club had 46 sessions during the year including 11 outings of interest. This summer visits were made to Kensington Palace, Kew Gardens, the Wallace Collection and Fulham Palace and Buckles Hard in the New Forest. The summer party was held on one of the hottest days of the year at the Glasshouses in Ravenscourt Park and for Silver Sunday at the Science Museum. Weekly art classes and a singing group encouraging people to discover their creativity and learn new skills in a friendly and relaxing environment led by professional tutors. We continue to recruit, train and support a vibrant cohort of volunteer Befrienders who offer vital companionship to frail, older, housebound people in the community.

The Skills Factory helping local people into training, volunteers and employment. This year we have helped adult learners gain 145 qualifications in English, Maths, and IT functional skills. We have supported 61 people into work through our ESF funded employment support projects known as Sweet and Gold running until September 2019. We have been working in partnership with Toynbee Hall delivering Money Mentoring qualifications.

A successful Careers Advancement project funded by Trust for London has been extended for a further 2 years. The project helped 60 local people in low pay jobs get better paid work. The new "Step Up Project" will look at zero-hour contracts with particular reference to taxi drivers. UPG is a London Living Wage Employer.

The Masbro Centre is a unique community resource with indoor sports pitch, gym, dance studio, pottery and art workshops, training rooms, exhibition space, reception areas, offices, crèche, children's centre and youth facilities. With over 100 activities a week and footfall of over 3000 people a week this is a "one stop shop" for services to the local community. The Centre offers a holistic programme of sports, leisure and learning activities for people of all ages and abilities complementing the Children's Centre and parenting programmes. These include:

Arts and pottery classes
Careers Advice and Guidance
Employment and training services
Events

Health & Fitness
Older People Services
Volunteering
Youth Services

In addition, the Masbro outreach programme brings both information and services directly to communities in Hammersmith and Fulham ensuring equal access for residents, borough-wide.

The Edward Wood Community Champions project continues to offer local residents opportunities to participate in a range of activities designed to improve the health and wellbeing of the whole community. This year we have run circus skills sessions, drumming workshops, training in mental health first aid and food hygiene, and a Mindfulness course. Healthy eating is a core element of the programme which includes Kids Get Cooking workshops for 5-11-year olds and Eat Well Spend Less a popular course on nutrition and healthy cooking for parents and children plus the summer coach outing programme for families, children and older people.

What the Tech has proven to be a huge success with students from Imperial College who provide a weekly drop-in for older people who need help and support with their tech devices such as laptops, tablets and mobiles. The Community Kitchen helping homeless people and low-income households suffering from benefit cuts has met an important need as Food poverty has become a major issue in the area. We are seeking funding to develop this programme which is currently run by volunteers.

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018 **(continued)**

Addison Community Champions continues to go from strength to strength. They have a weekly programme of coffee mornings, yoga sessions, platinum club relaxation and mindfulness elders' group, Zumba dance class and a gardening club. A number of accredited training such as Understanding Health Improvement and Behaviour Change, Paediatric and Mental Health First Aid courses, amongst other personal development opportunities. Holiday projects include outings to Kew Gardens, Cammas Hall Farm and Broadstairs. Events include the Men's Health awareness campaign and Beat the winter blues promotional event.

For Addison Community Champions the run up to and participating in the Race for Life London Hyde Park 5k Marathon was one of the highlights of the year. Several Champions had been affected directly and indirectly by cancer and wholeheartedly engaged in activities to promote cancer awareness, signpost to local health services and fundraise for cancer research. The team raised almost £900 from fundraising events and online donations. Eleven Champions completed the Cancer Research UK 5k marathon in London Hyde Park on 29 July. Crucially, this provided an invaluable opportunity for the Champions to develop new skills such as managing the activities of their chosen theme, communications, the ability to motivate others, organisation and team work.

Edward Woods Community Centre has introduced, sustained or hosted over 52 regular/weekly activities for people of all ages and interests. The footfall to the Centre has almost doubled and local residents are pleased with the additional activities, improved facilities, signage and marketing resources. The introduction of two major events the older people Xmas party and the Edward Woods summer party are now regular features on the calendar.

Volunteering is a key element of service delivery and we have been ably supported by an army of volunteers for big events such as our hugely successful summer parties, delivering befriending and outings for isolated older people, community champions plus office and administrative support. Another feature has been the support of local businesses helping with gardening at Brook Green and a new kitchen and painting at Edward Woods.

Maintaining the fabric of the building has been an important focus now that we have signed off the freehold for Masbro and Edward Woods on the 4th October, 2017. The renovation of the Richard Joseph (sic Milson Road) entrance is part of an ambitious programme of planned maintenance over the coming years.

Future Work

Over the past year we have improved connectivity between our five operating centres – Masbro, Edward Woods, Masbro Brook Green, Flora gardens and Charecroft. We will consider other potential sites that will enhance our model of promoting health, wealth and wellbeing for local residents in Hammersmith and Fulham & surrounding areas. An ambitious programme of refurbishment of £250,000 a year on our freehold sites is planned, including sustainable developments such as solar panels to power our own electricity needs.

Key features of future years' work will be the development of the community kitchen at Edward Woods to combat food poverty an area of great concern, development of affordable childcare, establish a pool of parenting trainers and facilitators, increase youth and older people provision, promote employment and training opportunities. We plan to be at the cutting edge of social entrepreneurship delivering services both responsive and receptive to the emerging needs of local residents.

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

UPG provides holistic solutions to complex problems based on mixed communities and cultural diversity. In difficult times the ability to provide opportunities and make a difference is central to our work. We have the vision to create the solutions for the future.

Risk Management

Financial Risk

The Trustees have the overall responsibility for ensuring that UPG has an appropriate system of controls, financial and otherwise, across the entire organisation in order to provide reasonable assurance that:

- Proper records are maintained,
- Financial information is regularly available,
- Its assets are safeguarded against unauthorised use or disposition.

Regulatory Risk

UPG ensures that there are systems and controls in place to ensure that it complies with all relevant laws and regulations

Operational Risk

The Board of Trustees has concentrated on those areas where the charity is potentially at risk and includes continuation of funding to ensure solvency. Public liability, employee liability, and volunteers' personal risk when on site all have insurance cover. The security of all members of the communities we serve, and our staff are of paramount importance.

Through these procedures, the Trustees are satisfied that all major risks have been identified and procedures implemented so that key risks are adequately minimised.

Reserves Policy

The aim of UPG's Reserves Policy is to ensure that its ongoing and future activities are reasonably protected from unexpected financial risks. These could include:

- Unexpected changes in funding streams or costs,
- Changes in working capital requirements to meet cash-flow needs,
- Specific funds required to meet unexpected one-off items of expenditure.

The Board of Trustees review regularly the adequacy of reserves to ensure solvency and continuity of operations. It is always an aspiration to have at least six months or more operating costs readily available as reserves, whilst continuing to maintain and improve the facilities we provide.

As at 31st March 2018, Restricted and Designated Reserves amounted to £10,200 and £245,000 respectively, and Unrestricted Funds amounted to £327,250 (see Notes 11, 12 and 13). Restricted and Designated Funds will be spent only on the conditions under which they were provided.



Andy Sharpe
Company Secretary & Chief Executive Officer
26 November 2018

URBAN PARTNERSHIP GROUP

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018

INDEPENDENT AUDITORS REPORT

Opinion

We have audited the accounts of Urban Partnership Group Limited (the 'charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities including Income and Expenditure, the Balance Sheet, the notes to the accounts, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources for the period 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 accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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.

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 accounts is not appropriate; or
- the trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the charity'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 accounts are authorised for issue.

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018

INDEPENDENT AUDITORS REPORT (continued)

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. Our opinion on the accounts 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 accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the accounts are prepared is consistent with the accounts; and
- the Directors' Report included within 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 charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts 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 company is not entitled to claim exemption from preparing a strategic report due to it being a member of an ineligible group.

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DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2018

INDEPENDENT AUDITORS REPORT (continued)

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the trustees, who are also directors of the charitable company for the purposes of company law, are responsible for the preparation of the accounts 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 accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the trustees are responsible for assessing the charity'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 directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts 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 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 accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's 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.



S.N. Seifert B.A. F.C.A.
(Statutory Auditor)

26 November 2018

For and on behalf of
Elliot, Woolfe & Rose, Statutory Auditor
Equity House, 128-138 High Street,
Edgware, Middlesex HA8 7TT

URBAN PARTNERSHIP GROUP

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**STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2018**

		Unrestricted Funds			Restricted Funds		
	Note	Designated	General	Total	Total	Total 2018	Total 2017
		£	£	£	£	£	£
INCOME FROM:							
Donations, Legacies & Grants	2	—	—	—	277,154	277,154	328,683
Charitable Activities	2	—	283,145	283,145	842,960	1,126,105	849,080
Investment Income		—	6,055	6,055	—	6,055	5,298
		<u>£—</u>	<u>£289,200</u>	<u>£289,200</u>	<u>£1,120,114</u>	<u>£1,409,314</u>	<u>£1,183,061</u>
EXPENDITURE ON:							
Raising Funds	3	—	44,039	44,039	—	44,039	41,437
Charitable Activities	3	—	178,915	178,915	1,128,373	1,307,288	1,081,099
Other	3	—	32,543	32,543	—	32,543	8,056
		<u>£—</u>	<u>£255,497</u>	<u>£255,497</u>	<u>£1,128,373</u>	<u>£1,383,870</u>	<u>£1,130,592</u>
NET INCOME		—	33,703	33,703	(8,259)	25,444	52,469
Transfers between Funds		20,000	(20,000)	—	—	—	—
NET MOVEMENT IN FUNDS		20,000	13,703	33,703	(8,259)	25,444	52,469
Total Funds Brought Forward		225,000	313,547	538,547	18,459	557,006	504,537
TOTAL FUNDS CARRIED FORWARD		<u>£245,000</u>	<u>£327,250</u>	<u>£572,250</u>	<u>£10,200</u>	<u>£582,450</u>	<u>£557,006</u>

The Notes on pages 13 to 22 form part of the Financial Statements.
There are no recognised gains or losses other than the surplus for the year.

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BALANCE SHEET AS AT 31ST MARCH 2018

		<u>2018</u>		<u>2017</u>	
	Note	£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Fixed Assets	6		22,305		44,240
<u>CURRENT ASSETS</u>					
Debtors	7	80,655		38,990	
Cash at Bank and In Hand		<u>568,908</u>		<u>537,049</u>	
		<u>649,563</u>		<u>576,039</u>	
<u>CURRENT LIABILITIES</u>					
Creditors: amounts falling due within one year	8	<u>89,416</u>		<u>63,273</u>	
<u>NET CURRENT ASSETS</u>			560,147		512,766
Provision for Liabilities and Charges			—		—
NET ASSETS			<u>£582,452</u>		<u>£557,006</u>
<u>FUNDS EMPLOYED</u>					
Capital Reserve	6		2		—
Restricted Funds	13		10,200		18,459
Designated Funds	15	245,000		225,000	
Unrestricted Funds	14	<u>327,250</u>		<u>313,547</u>	
			<u>572,250</u>		<u>538,547</u>
			<u>£582,452</u>		<u>£557,006</u>

The Notes on pages 13 to 22 form part of the Financial Statements.

These Financial Statements have been prepared in accordance with the Companies Act 2006 relating to Small Companies.

Approved by the Trustees/Directors on 16 November 2018 and signed on their behalf by:



K. Sanghani
Chair of Trustees

URBAN PARTNERSHIP GROUP

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Charity Number 3446256

Company Number 1092258

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

1. ACCOUNTING POLICIES

Accounting Policies

The Financial Statements of the Charity are prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" 2017, issued by the Charity Commission, the Companies Act 2006 and comply with the Company's Memorandum and Articles of Association, and are drawn up on the historical cost accounting basis.

Fund Accounting

Grants and other Income are accounted for on a receivable basis.

Income Streams will be identified as either Restricted or Unrestricted and reported in the Financial Statements appropriately.

Restricted Funds are monies raised for and their use restricted to a specific purpose or Grants subjected to donor-imposed conditions.

Unrestricted Funds comprise those monies which may be used towards meeting the Charitable Objectives of the Charity at the discretion of the Trustees.

All Income, including Grants is credited to the Statement of Financial Activities on a receivable basis. Restricted Income is credited to the Statement of Financial Activities irrespective of the period to which it relates, and any unspent monies are carried forward as Restricted Funds

Tangible Fixed Assets and Amortization

Tangible fixed assets are included in the balance sheet at cost and include any incidental expenses relating to refurbishment works to the Opportunities Centre and the acquisition of other furniture and office equipment.

Depreciation

In order to match the useful life of the funding with its Assets, the following Depreciation policy has been used:

- 1) For assets acquired under short life projects, the amortization period is the time span of the project.
- 2) For all other assets, three years on the straight-line basis.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

1. **ACCOUNTING POLICIES (continued)**

Leased Assets

Rentals applicable to operating Leases, where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statements of Financial Activities on a straight-line basis over the term of the lease.

Pension Costs

Staff who previously worked for the Council continue to subscribe to the Local Government pension scheme (a defined benefit pension scheme) operated by Hammersmith & Fulham Council. The employers' contributions to the scheme are funded by the Urban Partnership Group.

Pension Costs in the current year were £67,940 (2017 – £63,524).

For other staff, Urban Partnership Group is in process of complying with the statutory auto-enrolment requirements.

Taxation

UPG is a registered charity and not subject to Income or Corporation tax on its Income or Activities provided that resources are expended on the defined Charitable Activities.

These accounts comply with The Charities SORP FRS 102.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

2. INCOMING RESOURCES

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>2018</u> £	<u>2017</u> £
<u>DONATIONS AND LEGACIES</u>				
<u>General Grant provided by Local Government</u>				
London Borough of Hammersmith and Fulham	—	£133,100	£133,100	£143,000
	<u>—</u>	<u>£133,100</u>	<u>£133,100</u>	<u>£143,000</u>
<u>CHARITIES AND TRUSTS</u>				
Big Lottery Fund	—	89,736	89,736	89,734
Trust for London	—	22,500	22,500	37,500
Trusts and Businesses - Other	—	31,818	31,818	14,558
John Lyons Charity	—	—	—	33,000
City Bridge Trust	—	—	—	10,891
	<u>£—</u>	<u>£144,054</u>	<u>£144,054</u>	<u>£185,683</u>
	<u>£—</u>	<u>£277,154</u>	<u>£277,154</u>	<u>£328,683</u>
<u>CHARITABLE ACTIVITIES</u>				
<u>Service Contracts</u>				
LBHF - Sure Start	—	370,732	370,732	323,000
LBHF - Adult Learning Contract	—	28,561	28,561	48,249
LBHF - Youth S.L.A.	—	47,000	47,000	50,000
LBHF - Edward Woods & Brook Green	—	189,838	189,838	41,556
LBHF - Community Champions	—	112,500	112,500	90,750
BOF ESF and LCC Gold	—	70,889	70,889	50,191
PDT Skills Funding Agency	—	23,440	23,440	—
	<u>£—</u>	<u>£842,960</u>	<u>£842,960</u>	<u>£603,746</u>
<u>Activities and Fees</u>				
Childcare Fees	56,197	—	56,197	54,199
Masbro and Edward Woods Income	125,399	—	125,399	92,583
Course and Entrance Fees	67,361	—	67,361	57,056
Rental Income	14,014	—	14,014	17,040
D.B.S.	4,881	—	4,881	3,916
Sundry and Other Income	15,293	—	15,293	20,540
	<u>£283,145</u>	<u>£—</u>	<u>£283,145</u>	<u>£245,334</u>
	<u>£283,145</u>	<u>£842,960</u>	<u>£1,126,105</u>	<u>£849,080</u>

URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

Charity Number 3446256

Company Number 1092258

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

3. ANALYSIS OF EXPENDITURE

	<u>Total</u> <u>2018</u> <u>£</u>	<u>Total</u> <u>2017</u> <u>£</u>
(a) <u>Fundraising</u> - all Unrestricted Funds		
Incurred in seeking grants	12,160	19,017
Advertising & Publicity	23,879	14,420
Premises Costs	8,000	8,000
	<u>£ 44,039</u>	<u>£41,437</u>
(b) <u>Charitable Activities</u> - (Restricted and Unrestricted)		
Wages	841,036	691,582
Premises	110,148	87,770
Repairs and Maintenance	19,383	21,535
Post, Printing and Stationary	23,339	20,292
Project Activities and Other Costs	268,882	225,804
Tutors, Assessors & Registration Fees	35,779	29,163
Depreciation	8,721	4,953
	<u>£ 1,307,288</u>	<u>£1,081,099</u>

Note:

- Costs are incurred only as deemed necessary for the proper performance of activities and projects. Where costs exceed Grants and other Restricted Funds received, they are met from Unrestricted Funds. It is, therefore, not feasible to differentiate that element of cost which is from Unrestricted Funds except in total.
- UPG uses a Departmental structure to record specific costs of each activity. General overheads and support costs are allocated on an area and cost basis for structure, and time spent basis for staff. Support costs may be regarded as Premises, Repairs and Maintenance, and Post, Printing and Stationery costs as noted above.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

(continued)

3. ANALYSIS OF EXPENDITURE (continued)

	<u>Total</u> <u>2018</u> <u>£</u>	<u>Total</u> <u>2017</u> <u>£</u>
(c) <u>Staff</u>		
Salaries	722,931	593,662
Social Securities' Costs	60,165	50,540
Pensions	67,940	63,524
	<u>£ 851,036</u>	<u>£707,726</u>

The average number of employees, analysed by function, was:

Management and Administration	7	4
Projects	21	20
	<u>28</u>	<u>24</u>

Of these posts, part time staff were

<u>22</u>	<u>17</u>
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No member of staff earned over £59,999.

In addition, there were 175 Volunteers whose services were used during the year.

(d) Other Costs

Professional costs related to abortive merger with another charity	£ Nil	£8,056
Impairment of Assets (see note 6)	<u>£32,543</u>	<u>£ Nil</u>

(e) Fees for Examination of the Accounts

Independent Examiners' fees	£ 6,800	£6,800
Other fees	<u>£ 2,485</u>	<u>£4,000</u>

URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

Charity Number 3446256

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

4. DESCRIPTION OF PROJECTS (Restricted & Unrestricted Income and Costs)

	<u>Masbro Centre</u>	<u>Masbro Centre Projects</u>	<u>Masbro Children's Centre & Nursery & Flora Gardens</u>	<u>Edward Woods & Brook Green Centres</u>	<u>Addison & Edward Woods Community Champions</u>	<u>TOTAL 2018</u>	<u>TOTAL 2017</u>
	£	£	£	£	£	£	£
<u>Significant Income</u>							
(Other than Main Grants)							
Service Contract	—	138,150	370,732	189,838	—	698,720	553,555
Course and Entrance Fees	135,601	3,119	56,097	65,607	—	260,424	230,529
Trust and Business	—	55,276	750	10,125	11,605	77,756	145,915
Rent and Other Income	18,467	—	2,603	—	1,653	22,723	15,030
	<u>£154,068</u>	<u>£196,545</u>	<u>£430,182</u>	<u>£265,570</u>	<u>£13,258</u>	<u>£1,059,623</u>	<u>£945,029</u>
<u>Charitable Costs</u>							
Staff Costs	74,912	224,456	327,796	153,691	58,676	839,531	706,071
Costs covered by Core Grants	(50,000)	(83,100)	—	—	(120,800)	(253,900)	(143,000)
by Other Grants	—	(89,736)	—	—	—	(89,736)	(89,734)
Other Costs	114,882	178,777	84,643	60,238	73,256	511,796	419,421
	<u>£139,794</u>	<u>£230,397</u>	<u>£412,439</u>	<u>£213,929</u>	<u>£11,132</u>	<u>£1,007,691</u>	<u>£892,758</u>
Surplus/(Deficit)	14,274	(33,852)	17,743	51,641	2,126	51,932	52,271
Investment Income	6,055	—	—	—	—	6,055	5,298
<u>Project Outcome for the Year</u>	<u>£20,329</u>	<u>£(33,852)</u>	<u>£17,743</u>	<u>£51,641</u>	<u>£2,126</u>	<u>£57,987</u>	<u>£57,569</u>

URBAN PARTNERSHIP GROUP

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Charity Number 3446256

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

MASBRO CENTRE PROJECTS

4(a) **DESCRIPTION OF PROJECTS (Restricted & Unrestricted Income and Costs)**

<u>INCOME</u>	<u>Access to Education & Employment</u>	<u>Confident Parent, Happy Child</u>	<u>Masbro Older People</u>	<u>Masbro Youth Club</u>	<u>TOTAL 2018</u>	<u>TOTAL 2017</u>
	£	£	£	£	£	£
<u>Significant Income</u> (Other than Core Grants)						
Service Contract	91,150	—	—	47,000	138,150	98,249
Trust and Business	47,796	2,000	480	5,000	55,276	132,582
Course and Entrance Fees	1,775	—	1,319	25	3,119	2,804
	<u>£140,721</u>	<u>£2,000</u>	<u>£1,799</u>	<u>£52,025</u>	<u>£196,545</u>	<u>£233,635</u>
<u>Charitable Costs</u>						
Staff Costs	95,838	79,921	40,160	8,537	224,456	253,900
Costs covered by Core Grants	—	(40,000)	(43,100)	—	(83,100)	(83,000)
by Other Grants	—	(89,736)	—	—	(89,736)	(89,734)
Other Costs	54,925	51,815	10,929	61,108	178,777	151,599
	<u>£150,763</u>	<u>£2,000</u>	<u>£7,989</u>	<u>£69,645</u>	<u>£230,397</u>	<u>£232,765</u>
<u>Project Outcome for the Year</u>	<u>£(10,042)</u>	<u>£0</u>	<u>£(6,190)</u>	<u>£(17,620)</u>	<u>£(33,852)</u>	<u>£870</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

5. TRUSTEES' REMUNERATION AND DONATIONS

The Trustees received no Remuneration, Expenses or Benefits, with one exception (see Note 10). No indemnity insurance is paid for trustees. No Donations to UPG were made by the Trustees.

6. TANGIBLE FIXED ASSETS

	Equipment, Fixtures & Fittings	Freehold & Leasehold Premises	Refurbishment Costs	Total
	£	£	£	£
Balance at 1 st April 2017	156,848	32,543	248,282	437,673
Additions	19,327	—	—	19,327
Addition of Freeholds (note below)	—	2	—	2
Balance at 31 st March 2018	<u>£176,175</u>	<u>£32,545</u>	<u>£248,282</u>	<u>£457,002</u>
Depreciation at 1 st April 2017	150,211	—	243,222	393,433
Impairment of Assets	—	32,543	—	32,543
Depreciation Charge for year	6,191	—	2,530	8,721
Depreciation at 31 st March 2018	<u>£156,402</u>	<u>£32,543</u>	<u>£245,752</u>	<u>£434,697</u>
Net Book Value at 1 st April 2017	<u>£6,637</u>	<u>£32,543</u>	<u>£5,060</u>	<u>£44,240</u>
Net Book Value at 31 st March 2018	<u>£19,773</u>	<u>£2</u>	<u>£2,530</u>	<u>£22,305</u>

Two Freehold properties, Masbro Centre and Edward Woods Community Centre, were transferred to the Company on October 4th, 2017 at no cost from the London Borough of Hammersmith and Fulham. They were transferred with Restrictive Covenants, so as to preserve their current use for the Borough. Consequently, their open market value is taken as £1 each, and a Capital Reserve has been created to show the transfer.

As the value of Freeholds transferred has been taken as £1, the professional costs brought forward associated with the transfer have been written off as Impairments (see note 3d).

URBAN PARTNERSHIP GROUP

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
7. <u>DEBTORS</u>		
Revenue Grants	57,975	21,523
Other Debtors & Prepayments	22,680	17,467
	<u>£80,655</u>	<u>£38,990</u>

8. CREDITORS
due within one year

Hammersmith & Fulham Council	6,545	8,009
Other Creditors	36,070	10,313
Grants, Rents & Fees in Advance	19,735	10,375
Taxation	15,807	13,886
Accrued Expenses	11,259	20,690
	<u>£89,416</u>	<u>£63,273</u>

9. CAPITAL EXPENDITURE

The authorised capital and refurbishment commitments at 31st March 2018 were £ Nil (2017 – £ Nil).

10. CONTINGENT LIABILITIES

There were no contingent liabilities at 31st March 2018 (2017 – £ Nil).

11. RELATED PARTY TRANSACTIONS

The Related Party transactions to be reported are the Contracts of Employment for:-
Mrs Alecia Sharpe, wife of the C.E.O., as a Project administrator for the Edward Woods Community Champions Project at a salary of £17,972, and
Ms Judy Wood, a Trustee who is on the Board as required by Ofsted, as the Children's Centre Manager at a Salary of £42,089

12. REMUNERATION OF KEY MANAGEMENT PERSONNEL

Compensation	<u>£228,882</u>	<u>£169,072</u>
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URBAN PARTNERSHIP GROUP

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018
(continued)

13. MOVEMENT ON RESTRICTED FUNDS

	<u>Balance at</u> <u>1st April</u> <u>2017</u> <u>£</u>	<u>Income</u> <u>£</u>	<u>Expenditure</u> <u>£</u>	<u>Balance at</u> <u>31st March</u> <u>2018</u> <u>£</u>
LBHF — Main Funding	—	133,100	133,100	—
LBHF — Sure Start	—	370,732	370,732	—
LBHF — Community Champions	8,517	112,500	112,500	8,517
LBHF -- Edward Woods	—	139,272	139,272	—
LBHF -- Brook Green	—	50,566	50,566	—
LBHF — Other Projects	—	75,561	73,878	1,683
Big Lottery Fund	—	89,736	89,736	—
Trust for London	7,500	22,500	30,000	—
PDT Skills Funding Agency	—	23,440	23,440	—
Better Opportunities Fund	1,647	37,164	38,811	—
LCC Gold	795	33,725	34,520	—
Other Trusts & Businesses	—	31,818	31,818	—
	<u>£18,459</u>	<u>£1,120,114</u>	<u>£1,128,373</u>	<u>£10,200</u>

The balances at 31st March 2018 represent sums unspent at 31st March 2018.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>UNRESTRICTED</u> <u>£</u>	<u>RESTRICTED</u> <u>£</u>	<u>TOTAL</u> <u>£</u>
Tangible Fixed Assets	22,303	—	22,303
Debtors	80,655	—	80,655
Cash at Bank/in Hand	558,708	10,200	568,908
Creditors	(89,416)	—	(89,416)
	<u>£572,250</u>	<u>£10,200</u>	<u>£582,450</u>

15. DESIGNATED FUNDS

The Trustees have designated part of the Unrestricted Funds as a Repairs and Maintenance Fund, to maintain the premises and facilities that the Charity uses.