

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 2021**

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 2021

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URBAN PARTNERSHIP GROUP

(A Company limited by Guarantee)

YEAR ENDED 31ST MARCH 2021

LEGAL AND ADMINISTRATIVE INFORMATION

Incorporation Number: 3446256

Registered Charity Number: 1092258

Trustees/Directors: B. Al resigned 27th May 2020
M. Camacho
F. Chen
J. Daly
H. Hanlan
V. Leitao appointed 27th May 2020
G. Poku
K. Sanghani
E. Sutherland resigned 1st October 2020
C. Tragni
J. Wood resigned 27th May 2020

Key Management Personnel A. Sharpe Company Secretary and Chief Executive
U. Bal Project and Performance Manager
V. Leitao Project Manager
J. Boyce Project and Building Manager
R. Hayden Project Manager
D. Warren Fundraising & Strategy Officer

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

Auditors: Elliot, Woolfe & Rose,
Chartered Accountants
8th Floor Elizabeth House, 54-58 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 2021

The Directors and trustees present the annual report and the financial statements for the year ended 31st March 2021

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 2021.

B. Al resigned 27th May 2020
M. Camacho
F. Chen
J. Daly
H. Hanlan
V. Leitao appointed 27th May 2020
G. Poku
K. Sanghani
E. Sutherland resigned 1st October 2020
C. Tragni
J. Wood resigned 27th May 2020

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.

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Charity Number 3446256

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2021
(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 2021 **(continued)**

Review of Progress and Achievements

It has been another challenging year as we continue to work with the Covid 19 pandemic which has taken a great toll on our communities. The vaccination programme is one of the measures which is helping us combat the pandemic along with a blended programme of activities ensuring that we keep in touch with our users and give them the best possible safe and secure service we can provide. With initiatives such as family hubs, self-care programmes, a green investment plan, pathways out of food poverty, greater adult education and employment opportunities + holistic programme for young and old alike we are well placed to be part of a reconstruction programme post Covid.

In response to Covid 19 we have recalibrated our services.

We have established a Connect Care and Connect programme ensuring we are in contact with our users.

Establish a safe and secure Covid 19 secure environment for people to come together and enjoy services.

Promote the vaccination and booster programme.

Supported the most vulnerable in our communities with food distributions centres at Edward Woods and White City.

Made use of computer technology to streamline back-office services.

Promoted a green agenda with the installation of solar panels on Masbro and Edward Woods Community Centres.

Invested in infrastructure such as our Woodland Play space at Brook Green Children's Centre & Nursery and Art studio facilities at Masbro Centre.

In terms of UPG's service delivery we are implementing the London Mayor's recovery plan and tackling the London poverty profile by delivering:-

A robust safety net through our food distribution services which operates from two estates in the Borough Edward Woods and White City. Since the pandemic in March 2020, we have supplied over 30,000 households with approximately £1.5 million of food. In addition to food, we are offering family outreach support, parenting courses, youth opportunities, social care for the elderly, volunteering, adult learning and employment advice.

Strong Communities Through our Contact Connect and Care approach we have made over 35,000 contacts with Children Centre Families and 10,000 elderly people in the past year. More services are coming back into our centres such as art and pottery classes, parenting and adult learning courses, children and youth services, therapy and advice sessions, faith groups and gym sessions. The introduction of services has been undertaken through Covid-19 secure guidelines and a vigorous cleaning regime.

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2021 **(continued)**

Family Hubs Putting children and families first is part of our ethos running through our children centres and the development of family hubs offering a range of children centre, parenting and youth facilities is part of our existing programme and ambitious plans to develop further offering a holistic package of care and support.

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.

Mellow and Boys Development, to enable local people to build on their parenting skills and work together to develop programmes in their communities. To complement our children's services, we have been running evidence-based parenting programmes. The Confident Parent Happy Child parenting programme has built up a comprehensive range of parenting approaches from Triple P, Strengthening Families, Strengthening Communities,

Good Work for Londoners Through funding from City Bridge Trust we offer adult education support particularly English for Speakers of Other Languages (ESOL) and offer potential pathways for employment.

Invest in facilities Last year we spent over £200K on improving Masbro Brook Green Nursery and developing a fantastic Woodland Play Area, transformed the art room, made over the training room and brought in new signage at Masbro. We are determined to make our facilities carbon neutral by 2030 and are seeking investment to make this a reality.

Young People Through a £20K grant from Addison Youth we have developed a junior youth programme and created three jobs for young local people. The Masbro Youth Club is an inspiring three nights a week youth programme helping young people to achieve, contribute and enjoy. The summer programme included outings, trips and a residential leadership programme to Avon Tyrell.

Healthy Food and Weight The Easter and summer "Fit and Fed" youth programme were outstanding successes and we aim to continue this service through the junior youth programme. We have introduced recipes to our food distribution services to encourage healthy eating.

Digital Access for All Addison Community and Maternity Champions has put together an impressive "zoom programme" of health and wellbeing activities and coffee mornings. We are keen to promote self-care strategies as part of a wellbeing process on low-cost housing estates.

A Green New Deal Our "run on sunshine" campaign has led to Edward Woods Community Centre installing solar panels. This is part of our ongoing process to become carbon neutral by 2030.

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2021 **(continued)**

A key part of UPG success is the development of a portfolio of community centres offering different services such as Edward Woods, Masbro and White City Community Centres, Brook Green Family Centre and Flora Gardens Children's Centre. These centres have all contributed to our holistic and family hub model of service delivery.

While Edward Woods and White City have promoted food distribution and community & maternity champion activities. Addison Community and Maternity Champions have offered a blended programme of online services as well as a programme of activities at the Masbro Centre while the tenants hall has been closed.

Family and children services run through the Centres along with Nursery provision at Brook Green Family Centre which has benefitted from the timely investment of a Woodland Garden.

Future Plans

Urban Partnership Group continues to be ambitious not only for itself but also for the community it serves. Four key goals are:

- **Family Hubs** – establishing family hubs across our centres will put children and young people first. Our hubs would provide a central access point for integrated services for families. This would enable families to make the most of all that UPG and its strategic partners have to offer.
- **Greener Service Infrastructure** – ensuring we are matching the Council's ambition to be Carbon Neutral by 2030. This will mean we continue to monitor and adapt services and premises so we can do things better and reduce our impact on the environment and its precious resources. We will also support the community to make the changes necessary to play their part too.
- **Pathways out of food poverty** – since 2020 UPG have been offering an emergency food distribution service. We are developing a community programme by which we can actively link current users into other services that will help to elevate them out of food poverty.
- **Holistic solutions for reconstruction of services after COVID** – while COVID has had a devastating impact on the community, UPG have learnt some valuable lessons and been forced to do things differently. Whether it be through technology changes and patterns of working, opening up new avenues of communication and service delivery UPG is showing flexibility and creativity in providing inclusive services for all.

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DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2021 **(continued)**

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.

UPG is a London Living Wage Employer.

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 2021, Restricted and Designated Reserves amounted to £17,264 and £191,240 respectively, and Unrestricted Funds amounted to £252,853 (see page 12 and Note 13). Restricted and Designated Funds will be spent only on the conditions under which they were provided.



Andy Sharpe
Company Secretary & Chief Executive Officer
6th December 2021

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INDEPENDENT AUDITORS REPORT
REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Opinion

We have audited the accounts of Urban Partnership Group Limited (the 'charity') for the year ended 31 March 2021 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 2021 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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INDEPENDENT AUDITORS REPORT (continued) **REPORT FOR THE YEAR ENDED 31ST MARCH 2021**

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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INDEPENDENT AUDITORS REPORT (continued) **FOR THE YEAR ENDED 31ST MARCH 2021**

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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.

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INDEPENDENT AUDITORS REPORT (continued)
FOR THE YEAR ENDED 31ST MARCH 2021

- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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.



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

6th December 2021

For and on behalf of
Elliot, Woolfe & Rose, Statutory Auditor
8TH Floor Elizabeth House, 54-58 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 2021**

	Note	Unrestricted Funds			Restricted Funds	Total 2021 £	Total 2020 £
		Designated £	General £	Total £	Total £		
INCOME FROM:							
Donations, Legacies & Grants	2	—	—	—	356,383	356,383	242,128
Charitable Activities	2	—	383,261	383,261	1,116,179	1,499,440	1,675,355
Investment Income		—	473	473	—	473	2,379
		<u>£—</u>	<u>£383,734</u>	<u>£383,734</u>	<u>£1,472,562</u>	<u>£1,856,296</u>	<u>£1,919,862</u>
EXPENDITURE ON:							
Raising Funds	3	—	101,634	101,634	—	101,634	82,489
Charitable Activities	3	—	439,715	439,715	1,488,713	1,928,428	1,810,142
		<u>£—</u>	<u>£541,349</u>	<u>£541,349</u>	<u>£1,488,713</u>	<u>£2,030,062</u>	<u>£1,892,631</u>
NET INCOME		—	(157,615)	(157,615)	(16,151)	(173,766)	27,231
Utilisation of Designated Funds		(110,468)	110,468	—	—	—	—
NET MOVEMENT IN FUNDS		(110,468)	(47,147)	(157,615)	(16,151)	(173,766)	27,231
Total Funds Brought Forward		301,708	300,000	601,708	33,415	635,123	607,892
TOTAL FUNDS CARRIED FORWARD		<u>£191,240</u>	<u>£252,853</u>	<u>£444,093</u>	<u>£17,264</u>	<u>£461,357</u>	<u>£635,123</u>

The Notes on pages 14 to 23 form part of the Financial Statements. There are no recognised gains or losses other than the surplus for the year. The Deficit for the Year of £173,766 includes Refurbishment work carried out during lockdown of £110,468. These costs have been offset against Funds from previous years designated for that purpose. Accordingly, the Deficit for the Year is £63,298 of which Restricted Funds accounts for £16,151. The Operating Deficit from General Funds is thus £47,147

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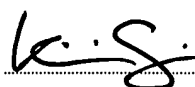
BALANCE SHEET AS AT 31ST MARCH 2021

	Note	£	2021	£	2020	£
<u>FIXED ASSETS</u>						
Tangible Fixed Assets	6		205,195		136,415	
<u>CURRENT ASSETS</u>						
Debtors	7	107,943		62,076		
Cash at Bank and In Hand		<u>332,077</u>		<u>534,191</u>		
		<u>440,020</u>		<u>596,267</u>		
<u>CURRENT LIABILITIES</u>						
Creditors: amounts falling due within one year	8	<u>183,856</u>		<u>97,557</u>		
<u>NET CURRENT ASSETS</u>			256,164		498,710	
Provision for Liabilities and Charges			—		—	
NET ASSETS			<u><u>£461,359</u></u>		<u><u>£635,125</u></u>	
<u>FUNDS EMPLOYED</u>						
Capital Reserve	6		2		2	
Restricted Funds	13		17,264		33,415	
Designated Funds	15	191,240		301,708		
Unrestricted Funds		<u>252,853</u>		<u>300,000</u>		
			<u>444,093</u>		<u>601,708</u>	
			<u><u>£461,359</u></u>		<u><u>£635,125</u></u>	

The Notes on pages 14 to 23 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 6th December 2021 and signed on their behalf by:



K. Sanghani
Chair of Trustees

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

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 relating to future periods is not recognised as Income but is carried forward in Creditors as Income or Grants in Advance.

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

Following on from the major refurbishing and upgrading done during Lockdown, and in the light of guidance from the Audit Regulators, a fundamental review has been carried out on the Depreciation policies of the Charity, bearing in mind the special uses to which the buildings are put, their age and condition.

The Freeholds of the Masbro Centre and the Edward Woods Community Centre were transferred to the Charity in 2017, with Restricted Covenants preserving their use at the time, for the benefit of the London Borough of Hammersmith and Fulham. Due to these Restrictions, the value of these sites, though of significant value on the open market, has been brought into the Accounts at £1. Due to the age and usage of the buildings, it is difficult to assign any material value to them, as on the open market it is believed the most likely option would be for the sites to be cleared and redeveloped into housing.

Accordingly, no further Depreciation will be charged in the Financial Statements as regards buildings and refurbishment costs. Further extensive refurbishment is envisioned, which will be charged to the Statement of Financial Activities as incurred, or charged against Designated Funds, which have been set aside from the General Funds of the Charity for this purpose.

As regards Fixtures Fittings and Equipment, Depreciation has been charged based on the estimated useful life, on a Straight-Line basis for the year. The rates used vary between 3 to 7 years estimated life. Assets acquired specifically for short life projects are depreciated over the time span of the project.

An additional Designation of Funds is envisaged, when finances permit, for major works on the roof, with estimates in the current post pandemic circumstances varying from £600,000 to £900,000.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021
(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 £74,186 (2020 – £78,297).

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.

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 2021****(continued)****2. INCOMING RESOURCES**

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>2021</u> £	<u>2020</u> £
<u>DONATIONS AND LEGACIES</u>				
<u>General Grant provided by Local Government</u>				
London Borough of Hammersmith and Fulham	—	133,000	133,000	£133,200
Solar Panels Appeal	—	—	—	32,186
	<u>£—</u>	<u>£133,000</u>	<u>£133,000</u>	<u>£165,386</u>
<u>CHARITIES AND TRUSTS</u>				
Trust for London	—	32,000	32,000	37,000
Trusts and Businesses - Other	—	127,295	127,295	30,062
BBC Children in Need	—	9,680	9,680	9,680
	—	54,408	54,408	—
	<u>£—</u>	<u>£223,383</u>	<u>£223,383</u>	<u>£76,742</u>
	<u>£—</u>	<u>£356,383</u>	<u>£356,383</u>	<u>£242,128</u>
<u>CHARITABLE ACTIVITIES</u>				
<u>Service Contracts</u>				
LBHF – Family Support Contract	—	726,000	726,000	752,000
LBHF – Adult Learning Contract	—	5,922	5,922	17,136
LBHF – Edward Woods & Brook Green	—	166,228	166,228	166,228
LBHF – Community Champions	—	142,500	142,500	165,500
LBHF – Other Grants	—	—	—	5,265
BOF ESF and LCC Gold	—	75,529	75,529	86,050
NHS	—	—	—	5,000
PDT Skills Funding Agency	—	—	—	4,798
	<u>£—</u>	<u>£1,116,179</u>	<u>£1,116,179</u>	<u>£1,201,977</u>
<u>Activities and Fees</u>				
Childcare Fees	97,992	—	97,992	130,328
Masbro, Edward Woods & Brook Green	62,228	—	62,228	139,909
Income	—	—	—	—
Course and Entrance Fees	8,326	—	8,326	74,564
Rental Income	—	—	—	14,910
D.B.S.	5,467	—	5,467	8,529
White City Community Centre	75,900	—	75,900	97,591
Sundry and Other Income	826	—	826	7,547
HMRC Furlough Claims	90,100	—	90,100	—
Business Interruption Claim	42,422	—	42,422	—
	<u>£383,261</u>	<u>£—</u>	<u>£383,261</u>	<u>£473,378</u>
	<u>£383,261</u>	<u>£1,472,562</u>	<u>£1,855,823</u>	<u>£1,917,483</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 2021

(continued)

3. ANALYSIS OF EXPENDITURE

	<u>Total</u> <u>2021</u> <u>£</u>	<u>Total</u> <u>2020</u> <u>£</u>
(a) <u>Fundraising</u> - all Unrestricted Funds		
Incurred in seeking grants	70,759	49,641
Advertising & Publicity	21,875	23,848
Premises Costs	9,000	9,000
	<u>£101,634</u>	<u>£82,489</u>
(b) <u>Charitable Activities</u> - (Restricted and Unrestricted)		
Wages	1,119,777	1,188,111
Premises	132,590	132,371
Repairs and Maintenance	164,662	38,902
Post, Printing and Stationery	25,515	24,713
Project Activities and Other Costs	440,493	360,809
Tutors, Assessors & Registration Fees	13,468	49,295
Depreciation	31,923	15,941
	<u>£1,928,428</u>	<u>£1,810,142</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.

(c) Designated Funds - all Unrestricted Funds

Costs incurred during the year of £110,468 regarding major repairs have been written off against this fund.

URBAN PARTNERSHIP GROUP

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Charity Number 3446256

Company Number 1092258

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

3. **ANALYSIS OF EXPENDITURE (continued)**

	<u>Total</u> <u>2021</u> <u>£</u>	<u>Total</u> <u>2020</u> <u>£</u>
(d) <u>Staff</u>		
Salaries	1,020,134	997,116
Social Securities' Costs	74,325	82,945
Pensions	74,186	131,053
	<u>£1,168,645</u>	<u>£1,211,114</u>

It should be noted that £90,100 was received as a contribution towards staff costs from HM Revenue & Customs under the Furlough assistance scheme.

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

Management and Administration
Projects

10	10
32	35
<u>42</u>	<u>45</u>
28	28

Of these posts, part time staff were

No member of staff earned over £59,999.
In addition, there were 121 Volunteers whose services were used during the year.

(e) **Fees for Audit of the Accounts**

Audit fees	£5,500	£5,500
Other fees	<u>£5,000</u>	<u>£5,000</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 2021
(continued)

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

	<u>Masbro Centre & COVID 19 Response</u>	<u>Masbro Centre Projects</u>	<u>Masbro Children's Centre & Nursery & Flora Gardens</u>	<u>Edward Woods, Brook Green & White City Centres</u>	<u>Addison, Edward Woods & White City Community Champions</u>	<u>TOTAL 2021</u>	<u>TOTAL 2020</u>
	£	£	£	£	£	£	£
Significant Income							
(Other than Main Grants)							
Service Contract	—	247,589	470,301	253,378	—	971,268	948,611
Course and Entrance Fees	20,844	723	97,992	27,451	—	147,010	437,079
Trust and Business	95,685	91,828	150	11,240	24,480	223,383	76,742
Rent, Other Income and Furlough Receipts	87,174	8,603	34,604	19,544	18,302	168,227	62,485
	<u>£203,703</u>	<u>£348,743</u>	<u>£603,047</u>	<u>£311,613</u>	<u>£42,782</u>	<u>£1,509,888</u>	<u>£1,524,917</u>
Charitable Costs							
Staff Costs	70,244	343,062	439,166	202,559	124,302	1,179,333	1,349,921
Costs covered by Core Grants	(50,000)	(83,000)	—	—	(131,250)	(264,250)	(303,700)
by Other Grants	—	(81,685)	—	—	—	(81,685)	(88,866)
Other Costs	264,701	188,939	125,316	103,592	57,713	740,261	542,710
	<u>£284,945</u>	<u>£367,316</u>	<u>£564,482</u>	<u>£306,151</u>	<u>£50,765</u>	<u>£1,573,659</u>	<u>£1,500,065</u>
Surplus/(Deficit)	(81,242)	(18,573)	38,565	5,462	(7,983)	(63,711)	24,852
Investment Income	473	—	—	—	—	473	2,379
Project Outcome for the Year	<u>(£80,769)</u>	<u>£(18,573)</u>	<u>£38,565</u>	<u>£5,462</u>	<u>£(7,983)</u>	<u>(£63,298)</u>	<u>£27,231</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021
(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 2021</u>	<u>TOTAL 2020</u>
	£	£	£	£	£	£
<u>Significant Income</u>						
(Other than Core Grants)						
Service Contract	73,575	—	—	174,014	247,589	266,913
Trust and Business	59,500	—	2,250	30,078	91,828	59,062
Course and Entrance Fees & Furlough Receipts	672	806	2,044	5,804	9,326	4,356
	<u>£133,747</u>	<u>£806</u>	<u>£4,294</u>	<u>£209,896</u>	<u>£348,743</u>	<u>£330,331</u>
<u>Charitable Costs</u>						
Staff Costs	78,779	106,228	41,388	116,667	343,062	366,926
Costs covered by Core Grants	—	(40,000)	(43,300)	—	(83,000)	(83,200)
by Other Grants	—	(81,685)	—	—	(81,865)	(88,866)
Other Costs	76,796	15,457	3,457	93,229	188,939	139,694
	<u>£155,575</u>	<u>£0</u>	<u>£1,845</u>	<u>£209,896</u>	<u>£367,316</u>	<u>£334,554</u>
<u>Project Outcome for the Year</u>	<u>£(21,828)</u>	<u>£806</u>	<u>£2,449</u>	<u>£0</u>	<u>£(18,573)</u>	<u>£(4,223)</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

(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 2020	228,473	32,545	341,595	602,613
Additions	26,578	74,125	—	100,703
Balance at 31 st March 2021	<u>£255,051</u>	<u>£106,670</u>	<u>£341,595</u>	<u>£703,316</u>
Depreciation at 1 st April 2020	176,033	—	257,622	433,655
Impairment of Assets brought and carried forward	—	32,543	—	32,543
Depreciation Charge for year	31,923	—	—	31,923
Depreciation at 31 st March 2021	<u>£207,956</u>	<u>£32,543</u>	<u>£257,622</u>	<u>£498,121</u>
Net Book Value at 1 st April 2020	<u>£52,440</u>	<u>£2</u>	<u>£83,973</u>	<u>£136,415</u>
Net Book Value at 31 st March 2021	<u>£47,095</u>	<u>£74,127</u>	<u>£83,973</u>	<u>£205,195</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, at a value of £2.

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.

Following a major refurbishment during lockdown, a review of the value of the sites has been carried out, and no Depreciation is being charged on Refurbishment costs, as noted in Note 1 Depreciation on page 14.

CAPITAL RESERVE

	<u>2021</u>	<u>2020</u>
Reserve	<u>£2</u>	<u>£2</u>

URBAN PARTNERSHIP GROUP

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

	<u>2021</u> <u>£</u>	<u>2020</u> <u>£</u>
7. <u>DEBTORS</u>		
Revenue Grants and Insurance Claim	94,818	2,000
Other Debtors & Prepayments	13,125	60,076
	<u>£107,943</u>	<u>£62,076</u>
8. <u>CREDITORS</u> due within one year		
Hammersmith & Fulham Council	9,080	10,044
Other Creditors	142,444	37,156
Grants, Rents & Fees in Advance	6,000	13,034
Taxation	-	21,725
Accrued Expenses	26,332	15,598
	<u>£183,856</u>	<u>£97,557</u>
9. <u>CAPITAL EXPENDITURE</u>		
The authorised capital and refurbishment commitments at 31 st March 2021 were £Nil (2020 – £ Nil).		
10. <u>CONTINGENT LIABILITIES</u>		
There were no contingent liabilities at 31 st March 2021 (2020 – £ Nil).		
11. <u>RELATED PARTY TRANSACTIONS</u>		
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 £24,928, and Ms Vallon Leitao, a Trustee who is on the Board as required by Ofsted, as the Children's Centre Manager at a Salary of £49,008.		
12. <u>REMUNERATION OF KEY MANAGEMENT PERSONNEL</u>		
Remuneration Costs Of 6 Key Personnel (see Page 1)	<u>£244,082</u>	<u>£289,854</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021
(continued)

13. MOVEMENT ON RESTRICTED FUNDS

	<u>Balance at</u> <u>1st April</u> <u>2020</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>Balance at</u> <u>31st March</u> <u>2021</u> £
LBHF — Main Funding	—	133,000	131,596	1,404
LBHF — Family Support Contract	—	726,000	726,000	—
LBHF — Community Champions	—	142,500	142,500	—
LBHF — Edward Woods and Brook Green	12,197	166,228	178,425	—
LBHF — Other Projects	—	5,922	5,922	—
Trust for London	8,198	32,000	40,198	—
City Bridge Trust	—	50,000	49,328	672
London Community Response	—	54,408	54,408	—
Better Opportunities Fund	—	62,856	62,856	—
LCC Gold	—	4,798	4,798	—
ESF Equip	13,020	7,875	19,875	1,020
BBC Children in Need	—	9,680	9,680	—
Other Trusts & Businesses	—	77,295	63,127	14,168
	<u>£33,415</u>	<u>£1,472,562</u>	<u>£1,488,713</u>	<u>£17,264</u>

The balances at 31st March 2021 represent sums unspent at 31st March 2021.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>UNRESTRICTED</u> £	<u>RESTRICTED</u> £	<u>TOTAL</u> £
Tangible Fixed Assets	205,195	—	205,195
Debtors	107,943	—	107,943
Cash at Bank/in Hand	314,813	17,264	332,077
Creditors	(183,856)	—	(183,856)
	<u>£444,095</u>	<u>£17,264</u>	<u>£461,359</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.

Costs incurred during the year of £110,468 regarding major repairs have been written off against this fund.

Total Funds Carried Forward are £191,240 as shown on page 11.