

Charity Registration No. 1061373

Company Registration No. 3332555 (England and Wales)

**INVOLVE COMMUNITY SERVICES
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

INVOLVE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I R J Harrison (Chair) M F Dudson (Vice Chair) G H Taylor F M Kelly J Rogers R Kramer S Goodchild M Nicholson
Treasurer trustee	R Radountcheva
Charity number	1061373
Company number	3332555
Principal address	The Court House Town Square Bracknell Berkshire RG12 1AE
Registered office	The Court House Town Square Bracknell Berkshire RG12 1AE
Independent examiner	Andrew Beet FCA Rice Associates Limited Market Chambers 3-4 Market Place Wokingham Berkshire RG40 1AL
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ

INVOLVE COMMUNITY SERVICES

CONTENTS

	Page
Trustees' report	1-9
Independent examiners' report	10
Statement of financial activities	11
Balance sheet	12
Notes to the accounts	13-21

INVOLVE COMMUNITY SERVICES

FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

The Trustees present their report and financial statements for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Structure, governance, and management

The charity is a company limited by guarantee and a registered charity. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. The Memorandum of Association was last updated on 28 January 2021.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

I R J Harrison (Chair)
M F Dudson (Vice Chair)
R Radountcheva (Treasurer)
G H Taylor
F M Kelly
R Kramer
S Goodchild (Appointed 25 June 2020)
M Nicholson (Appointed 07 July 2020)
J Rodgers (Resigned 08 October 2020)

None of the Trustees has any beneficial interest in the Company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity's purpose as set out in the object's clause of the company's memorandum of association are to:

- Promote any charitable purpose for the benefit of the community in Bracknell Forest, Berkshire, and the Thames Valley, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- Promote and organise co-operation in the achievement of this objective and bring together in council representatives of voluntary organisations and statutory authorities within the area of benefit.
- Promote effective community service and activity in Bracknell Forest, Berkshire and the Thames Valley, to strengthen voluntary organisations by offering a range of vital services and to provide opportunities to draw them together within the voluntary sector and to act as a strategic partner with local statutory agencies.

During the reporting year the Trustees reviewed and agreed that the focus of involve should continue with its core functions. The main functions are infrastructure, volunteering, funding, trustee recruitment and training support. This review looks at what has been achieved and the results of involve's work in the previous 12 months. The review helps to ensure our aims and objectives remain focused on involve's stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit and the trustees consider how planned activities will contribute to the aims and objectives set.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Governance

All policies and procedures are reviewed either on an annual basis or when it is legally necessary.

The CEO (or nominated individual fulfilling such role as agreed and identified by the Trustees, hereon referred to as the CEO) is responsible for the day to day decisions, including expenditure on items up to £500, with the exception of the Payroll. The Trustees agree Policies and Procedures and any substantial financial decisions affecting the long term aims of the organisation.

New Trustees are normally recruited by the Trustees, although there are arrangements in place for members to nominate a person to be a Trustee. Trustees are appointed by an ordinary resolution of the charity. In identifying potential new trustees, the Trustees are mindful of any identified shortfalls in the skill set of the current Trustees. Appropriate training will be offered to new trustees in the light of their existing skills and experience.

Via the Business Plan, Business Continuity Plan and Policies such as involve's Reserves Policy the Trustees and the CEO have covered risks including financial, physical and operational risks. These are reviewed by the Board of Trustees and systems or procedures are in place to manage these identified risks.

involve is affiliated to the National Association of Voluntary Community Action (NAVCA).

Review of Activities 2020/21

2020/21 proved an extraordinary year, with the challenges of the COVID pandemic impacting individuals and communities locally, nationally, and across the world. Despite the turmoil caused, involve Community Services demonstrated considerable resilience, responding flexibly to the new challenges facing the lives of residents, neighbourhoods, community groups, charities, and social enterprises across Bracknell Forest and Wokingham Borough. Trustees would like to thank all staff and volunteers who responded to need with great compassion and humility. The board recognises the resilience, strength and resolve shown in this respect.

In February 2021, involve's General Manager, Philip Cook, left his post to move to pastures new. The trustees would like to express their sincere gratitude to Phil for the dedication he showed during his 6-years in leadership. The growth of the organisation under his management has been considerable, and the achievements, a solid foundation on which to continue to build.

We were delighted that Deputy General Manager, Philip Bell, stepped into the role of Chief Executive Officer, a post created upon Philip Cook's departure. Philip provides ongoing stability for the charity whilst nurturing new ideas and ambition to support its furtherance. The Trustees would like to extend their thanks to Phil, in stepping into this role and providing continued leadership within the organisation, capitalising on the foundations put in place by Phil Cook, and continuing to enable involve to grow in both services and reputation.

Staff and volunteers at involve Community Services have worked tirelessly to ensure the charities core business is delivered and charitable purposes supported. A big thank you goes to Jackie Eddolls, Finance Manager, for her continued commitment and diligence of the charity's funds. In addition, the Boards thanks go to Clarissa Webb, Administrator and Web Media Support, who works to keep the charity's websites and newsletters, as well as to support reception duties. We also extend our thanks to Tracy Howat for her ongoing administrative and building facilities support.

The Trustees have welcomed: Miranda Millan, Grant Writer; Milly Randall-Davies, Social Prescriber; Matt Wilson, Winter Pressures Navigator and Aimee Knight, the team's new Operations Manager. All those named have settled quickly into the team and are already making significant contributions in their respective areas of delivery.

We have also welcomed and said our goodbyes to Liz Bird, Community Navigator (maternity cover); Dave Fergus, Grant Writer; and Martin Lindup, Database Implementation Lead; who all joined the charity for a fixed term during this financial year. Our thanks are extended to each of them for their contribution.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

A huge thank you must go to all existing involve staff; Diane Benford, Volunteer Services Manager; Claire Page, Training Coordinator; Mike Allen, Trustee Recruitment; Jackie Leslie, Funding Advisor; Angie Cowan, Community Choices and Supported Volunteering; Liz Penn, Community Navigation Coordinator; Vickie Randall, Cancer Support Network Manager; Jason Bowles, Social Prescriber; Yolanda Romero-Cummins, Marketing and Social Media Lead; and Hannah Ellis, Community Navigator, who continue to support our customers and to make a real difference locally.

Our board of Trustees remains strong with eight individuals in these leadership roles, James Harrison remains as Chairperson, Roumie Radountcheva as Treasurer and Malcolm Dudson as Vice Chair.

The Board of Trustees would like to extend their thanks to all organisations who have provided funding to involve Community Services in 2020/21. These include Bracknell Forest Council, Wokingham Borough Council, the Berkshire West Clinical Commissioning Group, Wokingham North Primary Care Network, Get Berkshire Active, Berkshire Community Foundation, CAF Resilience Fund, Shanly Foundation, Boehringer Ingelheim, the Co-op Community Fund, the Card Factory Foundation, and Syngenta.

We are also very grateful to those charities, groups and organisations who have interacted with involve Community Services during the year. Specific thanks go to those who have accessed one of our paid for services. Access to our paid for offers has been primarily achieved through our training provision, through the inTRUSTed Trustee Recruitment and Liaison Service has also generated needed income.

Finally, the Board would like to express its thanks to any partner or stakeholder not formerly covered. We are fortunate to have many existing relationships and are truly grateful for each of them.

Though the account below cannot offer full detail of involve Community Services' achievements in 2020/21, it does give a summary of performance against the charity's 5 key delivery areas.

Core Service Delivery Area	Key Achievements in 2020/21
Training: Source, broker, and providing training for Volunteers and VCFS organisations.	Over 1,000 learners attended an involve training course in 2020/21 with more than 103 courses delivered. Our training is well attended, highly regarded, and is provided by experienced facilitators.
Funding advice: Identify and promote grant funding opportunities and support organisations with applications as required.	<p>The Funding Advisory Service assisted nearly 81 organisations with either bespoke funding searches or critical friending of grant applications. It also sent out weekly funding alert newsletters to over 300 subscribers. The service delivered 9 related teaching sessions and helped to create funding applications to the value of £1.2 million.</p> <p>In addition to the general Funding Advisory Service, involve was fortunate to secure additional finance in year from Bracknell Forest and Wokingham Borough Council to provide a free grant writing service to the local Voluntary and Community Sector. This has helped to combat the significant financial impact of COVID on local community groups, registered charities, and social enterprises. The Grant Writing service has drafted grants to the value of £1.7 million, and to date has successfully brought in £180k across the 2 boroughs with a significant volume of applications awaiting an outcome.</p>
Information: Provide new and existing VCFS organisations with constitutional, management, administrative and developmental	Over 160 offers of support, governance advice, start-up assistance and networking have been provided to local charities and community groups over the last year. Areas of focus have included good governance, organisational development, policy creation, leadership advice and more.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

information whilst working as an activist and advocate of the sector.	Delivery has been facilitated face to face, online, and via telephone and email. involve continues to advocate on behalf of the sector at various statutory partnerships and boards.
Trustee Recruitment and Liaison: Recruiting, preparing and matching skilled individuals to trustee vacancies whilst offering ongoing support and training to ensure clarity of role and responsibility.	Our inTRUSTed Recruitment and Liaison Service has successfully placed 20 trustees into local charities, as well as generating a bank of potential trustees for the future. In addition, 7 training courses have been delivered to over 60 learners, all of whom have either been newly appointed to their respective board, or who want to refresh their learning regarding trustee roles and responsibilities.
Volunteer recruitment: Including Business in the Community, building opportunity through the 'get involved' volunteer portal, and supporting those who require additional assistance to volunteer.	Bracknell Forest only – The online volunteer centre – 'Bracknell Forest Get Involved' showcased an average of between 120-140 live volunteering opportunities. 230 volunteers submitted expressions of interest directly to the office, The online volunteer centre had over 5,500 new visitors in the year. 1,200 plus of the sessions on our website lead to people clicking on links to find out more about an opportunity or to make contact (with 22% of these directly contacting the organisation, approximately 265 email/calls). We also saw a decrease in business volunteering, with involve enabling 30 corporate volunteering days. A total of 48 people volunteered through their place of employment. Covid volunteering 500 applications, 150 active volunteers.

In addition to its 5 core areas of delivery, involve Community Services also brings attention to its other areas of delivery:

Covid Community Response

In this extraordinary year, involve Community Services worked in partnership with the Ark Trust and Bracknell Forest Council to build and deliver a community response that supported residents most vulnerable to the impact of Covid-19. Together, we worked to recruit an army of volunteers, then matching these supporters to those residents who required help to access food supplies, prescription medication and other essential supplies. In addition, a bank of involve volunteers extended the hand of friendship through telephone befriending.

Within Wokingham Borough, involve Community Services supported the creation of a collective voluntary and community sector offer in which several organisations undertook assigned roles in accordance with their charitable purpose. Recognition should also go to the many community covid groups that set themselves up so to support their neighbourhoods across both boroughs.

In addition to the above, staff undertook a substantial number of welfare calls to vulnerable residents within Bracknell Forest and Wokingham Borough, coordinating with fellow partner agencies as appropriate. Overwhelmingly, recipients of these calls expressed gratitude for the time and care shown.

involve Community Services was fortunate to receive additional funding for its Covid-19 work from the Berkshire Community Foundation, the CAF Resilience Fund, Shanly Foundation, and Wokingham and Bracknell Forest Councils.

Cancer Support Network

The Cancer Support Network moved from its second and third year of delivery in the Autumn of 2020. Towards the end of the financial year the network secured funding from the Wokingham Better Care Fund and the East

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Berkshire Clinical Commissioning Group to continue providing support into 2021/22 to residents of Wokingham Borough whilst also growing the network into the East of Berkshire.

During the year, the Cancer Support Network supported nearly 80 residents affected by cancer with the demand growing steadily. The service enabled opportunity for users to access online wellbeing activity as well as peer support sessions, and a managed WhatsApp group, physical events and cancer champion volunteers who are suitably trained to listen and support a member throughout their cancer journey.

Y referred by Macmillan into the Cancer Support Network in July 2020. Following a diagnosis of bowel cancer, he was very anxious and distressed about his diagnosis and treatment. The network was able to connect him to another member who was able to talk to him about the treatment and some of the side-effects that he might experience. The network sent him resources that could help him on his cancer journey and with his wider wellbeing. Y was also able to access 1-1 ongoing support through the cancer champion volunteer programme. The network extended a hand of friendship, with Y engaging in several social activities with others who understood. In his own words: "The network has supported me throughout my journey. I do value the support that you provide enormously - thank you."

Supported Volunteering Scheme

Supported Volunteering has seen less demand in 2020/21 due to Covid-19 restrictions. Despite this, the service has responded to the 23 referrals made and has worked to find opportunity wherever it has been able.

Community Navigator Scheme

Community Navigation adapted well to the changing landscape of need caused by the pandemic. The volume of calls for signposting initially reduced heavily as the country moved into lockdown. At this point, the team stepped in to aid the Wokingham GP surgeries and other health and social care partners to undertake welfare calls to those most vulnerable with more than 100 contacts made. Through the summer, the scheme began to return to its core work, with a steady number of residents navigated to services and groups that could support them. In total 310 local people were assisted.

Mrs X was living in a Wokingham Borough Council care home and needed her bed removed and replaced with a medical bed. Community Navigation were contacted by her Social Worker. There is no service for this and due to COVID rules this was exceptionally difficult to arrange. Community Navigators managed to source two volunteers from a local (to service user) Community Support group who offered to carry out the removal of the bed in a timely manner, due to medical bed being delivered. The client and social worker were very grateful and appreciative of our efforts.

Volunteering Pool

involve Community Services understands that not all who would like to volunteer can do this routinely. We have grown our membership from 121 volunteers as at 1st April 2020 to 227 for this purpose as at 31st March 2021. As requests are made for bespoke support, members of our volunteer pool are notified and those available to assist respond. In 2020/21, 67 opportunities to the volunteering pool were offered.

Winter Pressures

involve Community Services was commissioned to deliver a Wokingham Borough Winter Pressures Navigation Scheme for a third consecutive year in 2020/21. A new employee was brought onboard to deliver this work, supporting and aiding residents to keep safe over the colder months. 25 residents were engaged throughout the season. Whilst there was less face to face work than in previous years due to Covid-19 restrictions, the regularity of telephone contact and prompt response to need received very positive feedback from the service users.

'Mrs X was referred by Adult Social Care feeling isolated, lonely and in need of support to maintain her independence at home. She was referred to a local befriending scheme to establish positive social contact, and after experiencing a particularly difficult period of isolation, collaboration led to the frequency of this support being increased. Mrs X was also referred and supported to access a service providing domestic

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

assistance, supporting her with tasks around the home that she was no longer able to manage independently. This service was able to provide continuity and a level of companionship, further reducing feelings of isolation.'

Community Resilience

involve Community Services has worked to support community resilience across both boroughs, bringing attention to key matters such as hate crime, exploitation, knife violence, bullying and more. Working in partnership with statutory partners, involve Community Services has formulated messages and developed campaigns, providing the public with accurate information and support services contacts where applicable. An exploitation prevention conference had been planned for the end of March 2020 but was subsequently cancelled due to covid. A smaller virtual event was then delivered in November with over 60 people attending, and very positive feedback subsequently received.

Social Prescribing

involve Community Services secured further funding from the Wokingham North Primary Care Network to expand the delivery of a social prescribing service in the north of the Wokingham borough, with a second full time worker recruited during the summer. Social Prescribers have made a huge impact to patient outcomes in the North PCN, with non-medical interventions offered to 275 patients in this financial year.

X is a man in his twenties living with autism and anxiety. The social prescribing service worked with X over a six-month period, meeting up face to face every fortnight to provide space to talk and to develop strategies that could assist him to best process his worries and develop aspiration for the future. X enjoyed speaking to someone outside of the medical profession and his family and continues to work towards independence.

Future Leaders

involve Community Services was delighted to finally launch the Future Leaders management course working with Alan Hester Associates. The course has been linked to the government Apprenticeship Scheme so to create an accessible, affordable offer for aspiring leaders in the charity sector. Ten learners are part of this pilot training programme.

VCS Emergencies Partnership Fund

Via the NAVCA network, involve received a small package of funding to work closely with other Council for Voluntary Service (CVS) organisations. The purpose of this collaboration has been to better understand the true impact of the pandemic upon our communities and across the Voluntary, Community and Faith Sector.

Friendship Alliance

The Friendship Alliance is a collaborative of 4 charities, The Link Visiting Scheme, The Wokingham Volunteer Centre, Age UK Berkshire and involve Community Services. The alliance's core purpose is to promote friendship, tackling isolation and loneliness across Wokingham Borough. Despite the challenges of the pandemic, the project has made significant progress in meeting its core objective, keeping residents connected during periods of lockdown. A small amount of funding comes to involve contributing to its Community Navigation scheme who continue to lead on reporting on the outcomes of the Friendship Alliance work.

Funding/Financial Review

involve Community Services continues to deliver its infrastructure support within the communities of Bracknell Forest and Wokingham Borough. The core services grant provided by Bracknell Forest Council remained unchanged at £126,900 (2019/20: £126,900), and in Wokingham Borough, £84,100 (2019/20: £88,500), £72,100 from the local authority and a further £12,000 from the Berkshire West Clinical Commissioning Group. These ongoing funds are a testament to the continuing and strengthening relationship between involve Community Services and the funders with which it works.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

All funds transferred to involve from the Trustees of the Victoria Hall Fund ("VHF") have now been allocated and spent. Income for restricted funds and projects rose again in 2020/21 to £180,975 (2019/20: £164,775), reflecting involve's Community Services broader and more varied reach. The Trustees' policy is to diversify the income base and consider additional projects/opportunities that align with the organisational objectives. Income from other sources principally space sharing, training, management fees and other income generation such as through the Trustee recruitment service decreased slightly to £74,796 from £78,124 (2019/20).

Support costs increased to £293,916, (2019/20: £233,945). Governance costs included therein were *stable* at £12,885 (2019/20: £10,915). Hours worked increased by 37% (2019/20: increased by 7%) compared with the previous period, and is reflective of the growth in some of our service areas.

Unrestricted reserves increased in the year, by £10,976 to £212,262 (2019/20 £201,286). involve remains in a solid financial position and thanks to the strong relationships it continues to foster with core funders, the trustees maintain cautious optimism. (Note: Unrestricted reserves are linked to the 2 core work area income streams in Bracknell Forest and Wokingham Borough).

It is involve Community Services' policy to maintain reserves to the value of at least 5 months' core expenditure. This would allow time to plan a suitable response in the event that funding is reduced, and would allow the charity to wind down its services and to cover its costs effectively should there ever be need into the future.

The Cash Balance of £300,232 (2019/20: £250,266) is sufficient to cover our outstanding restricted fund commitments.

The trustees are of the view that the charity is a going concern.

Future Plans

2020/21 has been successful for involve, and the changes to the team's composition have now been firmly embedded and are paying dividends. The priority for the charity moving forward is to ensure its relevance, sustainability, network & reach, and quality. Integral to this is staying true to the core purpose of the charity, supporting other charities, community groups, and communities, and making a difference locally.

In the year ahead, we will look to maximise our service delivery. Respond sensitively and in a timely fashion to the needs of our communities and the sector, whilst nurturing new opportunity, informed by involves charitable purpose.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Asset cover for funds

Note 13 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Risk

The organisation is supported by a few local organisations (primarily Bracknell Forest Council, Wokingham Borough Council and Berkshire West CCG) in the form of grant income receivable. This grant income is fundamental to the continuation of involve and as such, the potential loss of this income has been identified as one of our primary risks. The risks identified, associated with our core grant income/primary funders are *medium* in the short term. While a complete loss of grant is unlikely, given the challenging outlook for local authority funding in the near term a reduction in grant levels is something that involve should be prepared for. This risk is mitigated by mindful husbandry of the organisation's reputation.

In addition to the risk highlighted above regarding loss of funding from a primary funder, there is also the risk of expenditure being in excess of budget because of unforeseen circumstances. This is monitored by the Trustees and CEO regularly so that, where possible, steps can be taken to mitigate the impact of this.

Reference and administrative details

Charity number: 1061373
Company number: 3332555
Registered office: The Court House, Town Square, Bracknell, RG12 1AE

Independent Examiners

A resolution proposing that Rice Associates Limited be re-appointed as Independent Examiners of the company will be put to the members.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

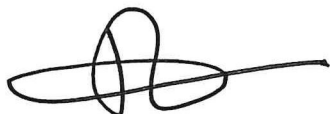
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the special provisions of the small companies regime (Section 419(2) of the Companies Act 2006).

Trustees are all volunteers who are recruited either by personal contact or as the result of advertisements.

On behalf of the Board of Trustees



I R J Harrison (Chair) Trustee

Dated: 18/11/21

INVOLVE COMMUNITY SERVICES

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INVOLVE COMMUNITY SERVICES

I report to the trustees on my examination of the financial statements of Involve Community Services (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Beet FCA

Rice Associates Limited
Chartered Accountants
Market Chambers
3-4 Market Place
Wokingham
Berkshire
RG40 1AL



Dated: 18 November 2021

INVOLVE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds		Restricted Funds		Total	Total
		2021	2020	2021	2020	2021	2020
<u>Income and endowments from</u>	Notes	£	£	£	£	£	£
Core funding	2	211,000	215,400	-	-	211,000	215,400
Income from investments	3	69	245	-	-	69	245
		211,069	215,645	-	-	211,069	215,645
Income from Charitable activities	4	93,574	43,415	180,975	164,774	274,549	208,189
Total income and endowments		304,643	259,060	180,975	164,774	485,618	423,834
Expenditure on Charitable activities	5	293,916	233,946	191,728	181,540	485,644	415,486
Total resources expended		293,916	233,946	191,728	181,540	485,644	415,486
Net (deficit)/income		10,727	25,114	(10,753)	(16,766)	(26)	8,348
Transfers between funds		249	(42,815)	(249)	42,815	-	-
Net movement in funds		10,976	(17,701)	(11,002)	26,049	(26)	8,348
Fund balances at 1 April 2020		201,286	218,987	70,125	44,076	271,411	263,063
Fund balances at 31 March 2021		212,262	201,286	59,123	70,125	271,385	271,411

*2020 has been restated to align with 2021 where internal funds movements have been removed from revenue.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

INVOLVE COMMUNITY SERVICES

BALANCE SHEET AS AT 31 MARCH 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		7,781		9,519
Current assets					
Debtors	10	34,483		20,780	
Cash at bank and in hand		<u>300,232</u>		<u>250,266</u>	
Current assets		334,715		271,046	
Creditors: amounts falling due within one year	11	<u>(71,111)</u>		<u>(9,154)</u>	
Net current assets		263,604		261,892	
			<u>271,385</u>		<u>271,411</u>
Total assets less current liabilities					
Income funds					
Restricted funds	13		59,123		70,125
Unrestricted funds			212,262		201,286
			<u>271,385</u>		<u>271,411</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on

R Radountcheva (Treasurer)
Trustee



I R J Harrison (Chair)
Trustee



Company Registration No. 3332555

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006.

involve Community Services meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going Concern

In their assessment of going concern the trustees have considered the current and developing impact on the charity as a result of the COVID19 virus. The Covid-19 pandemic has had some impact on the charity's operations but generally services have continued. The trustees are aware that if the current situation becomes prolonged further adaptations may have to be considered. Whilst there remains uncertainty regarding the duration, extent and ultimate impact of the pandemic, the trustees cannot estimate with any precision the impact on the financial performance of the charity. In particular, any changes in regulations introduced, as a result of the economic impact of the Covid-19 pandemic, that may have an impact on the services we offer.

A proportion of our people are working remotely in accordance with our risk assessment planning, and this remains a viable scenario. The resilience and adaptability of our people, coupled with the use of existing and embracement of new technologies, has meant that the charity has been able to continue to provide a high level of service to its service users. It is expected that this will continue as appropriate measures are implemented, in line with recommendations and guidance, to allow the continued use of our offices and the return to face-to-face meetings and services.

The charity has considered forecasts which take account of expected changes in the charity's income and expenditure and this demonstrates that the charity will be able to operate within its current level of facilities. Various scenarios relating to the ongoing Covid-19 pandemic show that the trustees expect the charity to have adequate liquidity to meet its obligations as they fall due. On this basis, the trustees consider it appropriate to prepare the financial statements on the going concern basis.

1.3 Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Donations and legacies and other forms of voluntary income are recognised as Income when their receipt is probable and the amount can be measured reliably.

1.4 Expenditure on charitable activities

Liabilities and related expenditure are recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Expenditure falling directly within one activity is allocated only to that activity. Central costs have been apportioned and allocated between support costs and governance costs of the charity on the basis of time spent on each activity. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

1.5 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets of value of less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment	33% straight line
Office equipment	33% straight line

1.7 Debtors

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

1.8 Creditors and provisions

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

1.9 Financial instruments

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

1.10 Pensions

The charity's contribution to employee personal pension plans are charged on a monthly basis within salaries.

1.11 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.12 Legal status of the charity

The charity is a company limited by guarantee incorporated in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

2	Core funding	2021	2020
		£	£
	Grants receivable from Bracknell Forest Council for core activities	126,900	126,900
	Grants receivable from Wokingham Council & NHS Wokingham CCG for core activities	84,100	88,500
		211,000	215,400

Since October 2016, involve has occupied premises owned by Bracknell Forest Council, the value of the rent foregone by the Council £20,000 (2020 £20,000) is included in the grant dealt with above.

3	Investment income	2021	2020
		£	£
	Interest receivable	69	245

All of the charity's investment income arises from money held in interest bearing deposit accounts.

4	Income from charitable activities.	Unrestricted funds		Restricted funds		Total	Total
		2021	2020	2021	2020	2021	2020
		£	£	£	£	£	£
	Grants receivable for charitable activities	-	-	171,585	155,340	171,585	155,340
	Other income	93,574	43,415	9,390	9,434	102,964	52,849
		93,574	43,415	180,975	164,774	274,549	208,189

Included within income relating to grants receivable for charitable activities are the following grants:

Restricted Funds

Specialist Volunteer Co-ordinator	9,135
Core Training	12,500
Community Navigator	45,054
Volunteer Passport Scheme	15,385
Health & Wellbeing Advisor	61,848
Cancer Champions	5,663
WBC Winter Pressures Navigator	17,000
BCF BF Covid Response	5,000
	171,585

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Expenditure on charitable activities

	Staff Costs		Depreciation		Other Costs		Total Costs	
	2021	2020	2021	2020	2021	2020	2021	2020
	£	£	£	£	£	£	£	£
Activities undertaken directly	155,607	134,455		-	36,121	47,086	191,728	181,541
Support costs	240,203	186,911	4,084	6,213	49,629	40,821	293,916	233,945
Total charitable activities	395,810	321,366	4,084	6,213	85,750	87,907	485,644	415,486

6 Support costs

	2021	2020
	£	£
Staff Costs	227,318	175,996
Premises Costs	39,458	37,941
Equipment, Supplies & Support	17,005	18,043
Fees, Recoveries & Sundries	(6,834)	(15,163)
Depreciation	4,084	6,213
Governance Costs	12,885	10,915
	<u>293,916</u>	<u>233,945</u>

Governance Costs include accountancy and independent examiners fees of £2,000 (2020 £2,000), an estimate of time spent by the General and Finance Managers on governance matters and trustee related expenses, if any.

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration, benefits, or reimbursed expenses from the charity during the year.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Employees

Number of employees

The average monthly number of employees for full time equivalent during the year was:

	2021	2020
	Number	Number
Management	2	2
Administration	2	2
Charity support	14	10
	<u>18</u>	<u>14</u>

Employment costs

	2021	2020
	£	£
Wages and salaries	381,040	292,861
Social security	17,661	20,432
Pension costs	4,153	3,114
	<u>402,854</u>	<u>316,407</u>

The average monthly number of employees for actual head count during the year are 14.54 (2020: 14.08).

There were no employees whose annual emoluments were £60,000 or more (2020: nil).

The emoluments of key management personnel amounted to £61,260 (2020: £58,766).

With effect from 1st June 2016, a Workplace Pension Scheme was established by the Trustees in compliance with applicable regulations.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9	Tangible fixed assets		
		Equipment	Total
	At 31 March 2020		
	Cost	£	£
	At 1 April 2020	27,045	27,045
	Additions	2,346	2,346
	Disposals	-	-
	At 31 March 2021	29,391	29,391
	Depreciation		
	At 1 April 2020	17,527	17,527
	Charge for the year	4,083	4,083
	Disposals	-	-
	At 31 March 2021	21,610	21,610
	Net book value		
	At 31 March 2021	<u>7,781</u>	<u>7,781</u>

10	Debtors	2021	2020
		£	£
	Trade debtors	31,541	15,875
	Prepayments and accrued income	2,942	4,905
		34,483	20,780
11	Creditors: amounts falling due within one year	2021	2020
		£	£
	Trade creditors	2,482	1,037
	Accruals and deferred income	68,629	8,117
		71,111	9,154

Income of £64,468 (2020: £4,500) has been deferred as it relates to activities that will be undertaken in the subsequent financial year. Previously deferred income of £4,500 (2019: £13,690) was released in the year.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

12 Share capital

The company is incorporated in England and Wales as limited by guarantee and therefore has no share capital. Every member undertakes to contribute such amount as may be required (not exceeding £1). The number of organisations 31 March 2021 was 454 of which 123 were member organisations (2020: 124). This reflects Wokingham and Bracknell organisations.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

	Movement in funds				
	Balance at 01-Apr-20	Incoming resources	Resources expended	Transfers	Balance at 31-Mar-21
	£	£	£	£	£
LSCB 20/21	283	-	283	-	-
Wokingham Men's Shed 20/21	3,595	-	1,261	-	2,334
Supported Volunteering 20/21	15,122	9,135	11,754	-	12,503
Bracknell Training 20/21	2,205	12,500	15,182	500	23
Community Navigation Wokingham 20/21	6,099	45,054	41,958	-	9,195
Volunteer Passport Scheme 20/21	9,101	15,385	10,907	-	13,579
Wok Health & Wellbeing Advisor 20/21	110	61,848	56,725	-	5,233
BF/WB Community Resilience 20/21	14,026	150	6,421	-	7,755
Cancer Champions 20/21	7,893	13,703	22,577	1,000	19
WBC Winter Pressures Navigator 20/21	11,691	17,000	16,942	(11,749)	-
Future Leaders 20/21	-	1,200	2,718	10,000	8,482
BCF Covid response	-	5,000	5,000	-	-
	<u>70,125</u>	<u>180,975</u>	<u>191,728</u>	<u>(249)</u>	<u>59,123</u>

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Each of these funds is the result of a grant to the company for a specific purpose. The uses to which these funds may be applied is set out in the company's bid or the grant-making bodies' letter of grant. The company is subject to differing accountability requirements from the grant making bodies. Details of the grant making bodies and purposes of Restricted Funds are set out in the following table.

Name	Grant making body	Purposes
Bracknell Training	Bracknell Forest Council	To arrange and deliver training for volunteers, charities & community groups and individuals in Bracknell Forest.
Community Navigation	Wokingham Borough Council	Signposting people to help and support from charities & community groups.
Specialist Volunteer & Community Choices Co-ordinator	Berkshire Community Foundation, Victoria Hall Fund	Enabling people with additional needs to volunteer or get better connected with their local communities.
Volunteer Passport, Projects & CSR	Berkshire Community Foundation, Boehringer Ingelheim, Syngenta, CAF Bank	A partnership project enabling groups using volunteers to work together, avoid duplication, share training opportunities amongst volunteers and upskill volunteers to contribute widely to their communities.
Community Resilience Bracknell	Bracknell Forest Council, Police Crime Commissioners Fund	To look at and instigate projects that increase Community Resilience.
Community Resilience Wokingham	Wokingham Community Safety Partnership	Undertaking listening events and surveys to listen to the community regarding resilience and safety.
Winter Pressures Community Navigator	Wokingham Borough Council	Supporting Adult Social Care over the winter period, providing Community Navigation within the WBC Duty team.
Cancer Champions, Support Network	Wokingham Borough Council, Get Berkshire Active, The Card Factory	To extend and develop the Cancer Support Network in the Wokingham Borough.
Voluntary Sector Development	Wokingham Borough Council	To build capacity to support the Wokingham Hub Development.
Social Prescribing, Health & Wellbeing	Wokingham North PCN	Support GP patients in the North of Wokingham Borough to find alternative help and support to improve Health and Wellbeing.
Future Leaders	Victoria Hall Fund	Future Leaders Training Modules

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

14 Analysis of net assets between funds

Fund balances at 31 March 2021 are represented by:	Unrestricted £	Restricted £	Total funds £
Tangible fixed assets	7,781	-	7,781
Current assets	275,592	59,123	334,715
Creditors: amounts falling due within one year	(71,111)	-	(71,111)
	212,262	59,123	271,385

15 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	3,216	-
Between two and five years	9,648	-
	12,864	-

16 Related party transactions

There were no disclosable related party transactions during the year (2020: none).

