

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 2022**

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	1-8
Independent examiners' report	9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12-21

INVOLVE COMMUNITY SERVICES

FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

The Trustees present their report and financial statements for the year ended 31 March 2022 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 2019).

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
M Nicholson

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 2022

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 2021/22

2021/22 proved a challenging year, with ongoing disruption associated to the COVID pandemic which continued to impact individuals and communities. Despite this, involve Community Services has demonstrated considerable resilience and has furthered its charitable objective, responding flexibly to the emerging needs of the residents, charities, community groups and social enterprises of Bracknell Forest and Wokingham Borough.

As is customary, trustees would like to express their sincere thanks to the staff and volunteers who have contributed to involve Community Services success in the last 12-months. The board recognises both the stamina and determination that has been required in this respect.

In December 2021, Philip Bell's role as Interim Chief Executive Officer was substantiated. He, alongside other staff members at involve Community Services have worked tirelessly to ensure the charity's core business has been effectively delivered within its financial means. Recognition is given to Jackie Eddolls, Finance Manager, for her continued commitment and diligence of the charity's funds; and to Aimee Knight, Operations Manager, who has kept both the Court House and new premises at Waterford House (as of December 21) functional over the last year. In addition, the trustees' 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, and to Julie Bedborough for her efforts in coordinating the new Charity and Community Hub at Waterford House.

The Trustees have welcomed Miranda Millan, Funding Advisor and Grant Writer; Jackie Bowles, Cancer Support Network Coordinator; Joanita Lwanga, Grass Roots Development Worker for Wokingham Borough; Eamon Rafferty, Grass Roots Development Worker for Bracknell Forest; and Lauren Brown, Social Prescriber for the Phoenix Primary Care Network.

We said our goodbyes to Matt Wilson, Social Prescriber for the Wokingham East Primary Care Network; Sarah Sylvester, Community Navigation Administrator; Milly Randall-Davies, Social Prescriber for the Phoenix Primary Care Network; Jackie Leslie, Funding Advisor; and Angie Cowan, Community Choices Coordinator.

Ongoing thanks must go to all existing involve staff not yet referenced; Diane Benford, Volunteer Services Manager; Claire Page, Training Coordinator; Mike Allen, Trustee Recruitment; and Liaison; Liz Penn, Community Navigation Coordinator and Social Media Lead; Vickie Randall, Cancer Support Network Manager; and, Jason Bowles, Social Prescriber for Wokingham North Primary Care Network, who all continue to support our customers and to make a real difference locally.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Our Board remains stable with eight trustees and no changes to its membership.

Trustees would like to extend their thanks to all organisations who have provided funding to involve Community Services in 2021/22. These include Bracknell Forest Council, Wokingham Borough Council, the Berkshire West Clinical Commissioning Group, Wokingham North Primary Care Network, Wokingham East Primary Care Network, Phoenix Primary Care Network, Berkshire East Clinical Commissioning Group, Get Berkshire Active, Berkshire Community Foundation, Wokingham United Charities, and Syngenta.

We are grateful to those charities, groups and organisations who have interacted with involve Community Services over the year. Specific thanks go to those who have accessed one of our paid for services via our training or inTRUSTed offers.

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

Though the overview below cannot offer full details of involve Community Services' achievements in 2021/22, it does provide a summary against the charity's five core delivery areas.

Core Service Delivery Area	Key Achievements in 2021/22
Training: Source, broker, and providing training for Volunteers and VCFS organisations.	We had 965 learners attend a training session in 21/22 with 83 courses delivered. 24 of these courses were in-house deliveries. Our training is consistently well attended and is highly regarded. Courses on offer include adult and child safeguarding, first aid in the workplace, health and safety, and much more.
Funding advice: Identify and promote grant funding opportunities and support organisations with applications as required.	<p>The Funding Advisory Service provided 94 bespoke funding advisory sessions – usually funding searches or critical friending of grant applications for 38 organisations. It also sent out weekly funding alert newsletters to an average of 245 subscribers.</p> <p>The Funding Advisory Service provides free grant writing to the local Voluntary and Community Sectors of Bracknell Forest and Wokingham Borough. This has helped to combat the significant financial impact of COVID, the cost-of-living crisis, and has supported organisations working with Ukrainian guests. Local community groups, registered charities, and social enterprises have also benefitted from this offer. The Grant Writing service has drafted grants to the value of just under 1.3 million in this reporting period, and to date has successfully brought in just under £430,000 across the 2 boroughs since commencing in July 2020, with £177,519 in this period. There remains a significant volume of applications awaiting an outcome.</p>
Information: Provide new and existing VCFS organisations with constitutional, management, administrative and developmental information whilst working as an activist and advocate of the sector.	155 recorded 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. The methods for engagement have ranged in accordance to need and customer preference.
Trustee Recruitment and Liaison: Recruiting, preparing and matching skilled individuals to trustee vacancies whilst offering ongoing	Our inTRUSTed recruitment and liaison service has continued to grow, successfully recruiting another 21 trustees to local charities. This includes the Chair of a Berkshire-wide youth organisation, Chair of a highly regarded autism charity, and a complete Board of Trustees for a Bracknell arts charity, plus enquiries from another 17 groups. Trustee training has continued, repeated on 5

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

support and training to ensure clarity of role and responsibility.	occasions for over 50 attendees. Advice related to governance has grown, with support for 16 groups offered. Needs have ranged from offering start-up assistance to bespoke assistance for already established boards.
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 between 120-140 live volunteering opportunities during the year, with 230 volunteers submitted expressions of interest directly to the office. The online volunteer portal had over 5,500 visitors. More than 1,200 visits to the website led to prospective volunteers clicking to receive contact information for a given organisation or to submit expressions of interest. 30 corporate volunteering days were brokered during the year which offered invaluable assistance to many local charities, groups and other community assets.

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

Cancer Support Network

The Cancer Support Network moved from its third to fourth year of delivery in the Autumn of 2021. Whilst the principal area for delivery had been Wokingham Borough since formation as financed in part via the Better Care Funding within this locality, the network grew in May 2021 to support three further boroughs: Bracknell Forest, Windsor and Maidenhead and Slough, signing up to receive this help for their residents with the help of funding through the East Berkshire Clinical Commissioning Group.

During the financial year, the Cancer Support Network grew its membership from 80 to 198. All members are affected by cancer, either going through their own unique cancer journey to caring for someone else who is. The service enabled opportunity for users to access in-person and online wellbeing activities as well as peer support sessions. In addition, members are eligible to join the WhatsApp members group and receive emotional support and a listening ear via one of the network's Cancer Champion Volunteers.

Supported Volunteering Scheme

For a second year, largely due to the pandemic, involve Community Services Volunteering Scheme has seen a reduction in demand. The service has positively responded to the 18 referrals, finding assistive volunteer opportunities for all. With funding for the scheme running out as at 31st March 22, trustees made the difficult decision to close this area of delivery.

Community Navigator Scheme

Community Navigation is an inclusive, empowering opportunity for all residents of Wokingham Borough. Situated now within the Community & Charity Hub, it continues to support the core objectives of the Friendship Alliance, reducing isolation and loneliness of residents within the borough. During the past year the service has engaged with over 326 residents with requests ranging from carers support, gardening assistance, grant finding, and exercise classes.

Signposting to resources and local assets sometimes takes considerable flexibility, and in the past couple of months the Community Navigation team have responded to a request for a violin from a refugee who previously played in a major orchestra in their home country, and a triple pushchair suitable for triplets born prematurely. In both cases we were successful in our mission with the lives of local people positively affected.

Volunteering Pool

involve Community Services understands that not all who would like to volunteer can do this routinely. We therefore continue to grow our volunteering pool membership from 121 as at 1st April 2021, to 227 as of 31st

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

March 2022. When a bespoke request for volunteering support is made, members of our volunteer pool are notified with those available to assist responding. In 2021/22, 67 opportunities were offered.

Social Prescribing

Over the last year, involve Community Services has been commissioned to provide Social Prescribing to a third Primary Care Network (PCN) within Wokingham Borough. This takes the number of full-time Social Prescribers working for the charity to three, with the North, Phoenix and now East PCN aided by our team.

Annual referrals have been very healthy for both the Phoenix at 131, and North at 162, whilst in the East referral rates are steadily increasing and as at the end of March 2022 stood at 68. In total 361 residents have been supported by this offer.

Future Leaders

involve Community Services continues to work in partnership with Alan Hester Associates to deliver its first Future Leaders course. Aided to the government's apprenticeship scheme, this accessible and affordable level-3 qualification is targeted at aspiring leaders in the charity sector. Ten learners commenced this programme, though due to the pandemic and learners leaving their respective role, only half will complete in the summer of 2022.

Bracknell Forest Recovery Grant

involve Community Services was delighted to work in partnership with Bracknell Forest Council to coordinate the Covid Recovery Grant Scheme for the local Voluntary, Community and Social Enterprise Sector. With £250,000 to support COVID recovery, involve was given sufficient funding to distribute £210k to the wider sector, whilst also recruiting a Grass Roots Development Worker to directly assist organisations and groups who were struggling to recommence their services.

Waterford House Charity and Community Hub

involve Community Services has worked in tandem with Wokingham Borough Council to launch the first Charity and Community Hub in Wokingham Town Centre. 10 charities have been co-located on the 1st Floor of Waterford House since the Winter of 2021. involve Community Services holds the lease on this space and is managing the reception delivery as well as working with the council to ensure day to day operational success and compliance. This is a hugely exciting venture which is already showing great promise in positively impacting the lives of local people.

Friendship Alliance

The Friendship Alliance is now in its second year and is a collaboration of 4 charities - The Link Visiting Scheme, The Wokingham Volunteer Centre, Age UK Berkshire and involve Community Services. The alliance seeks to promote friendship, whilst tackling social isolation and loneliness across Wokingham Borough. Through the funding of the alliance, involve Community Services has been able to recruit to the role of Grass Root Development Worker, assisting and enabling community resources to recover from the impact of the Covid-19 pandemic.

Funding/Financial Review

involve Community Services continues to deliver its core service support within the communities of Bracknell Forest and Wokingham Borough. The core services grant provided by Bracknell Forest Council increased slightly to £134,900 (2020/21: £126,900), and also in Wokingham Borough, £86,263 (2020/21: £84,100), £74,263 from the local authority and a further £12,000 from the Berkshire West Clinical Commissioning Group is gratefully received. These ongoing funds are a testament to the ongoing and strengthening relationship between involve Community Services and the funders with which it works.

All funds transferred to involve from the Trustees of the Victoria Hall Fund ("VHF") have now been allocated and spent.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Excluding the £250,000 Bracknell Forest Recovery Grant noted above, income for restricted funds and projects rose again in 2021/22 to £313,691 (2020/21: £180,975), reflecting involve 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 increased to £79,623 from £74,796 (2019/2020).

Support costs decreased to £254,182, (2020/21: £293,916). Governance costs included therein decreased to £9,976 (2020/21: £12,885). Hours worked increased by 10% (2020/21: increased by 37%) compared with the previous period.

Unrestricted reserves increased in the year, by £23,651 to £235,913 (2020/21 £212,262). 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 £357,227 (2020/21: £300,232) is sufficient to cover our outstanding restricted fund commitments.

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

Future Plans

2021/22 has been proved a successful 12-months for involve Community Services. In now managing two sites, one in Bracknell Forest and one in Wokingham Borough, many of the charity's core objectives have been positively impacted. We plan to continue to listen to our residents and to our customers, ensuring that our services evolve in accordance to need and within our charitable objects.

We will be looking to enhance the Bracknell Forest Volunteering Centre offer in the year ahead through green and active volunteering. Working in partnership with the borough's Parks and Countryside team, with funding from Public Health, we will move to create a volunteering offer that meets local environmental ambitions whilst ensuring that those who gift their time see their wellbeing enriched by the experience.

We will continue to work with our sector partners as well as with our statutory colleagues so as to ensure we are maximising our mission, optimising our performance. We will remain open to new opportunities so long as they align with the charity's purpose.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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 and resources.

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 2022

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 2019) 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: 15 November 2022

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 2022.

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.

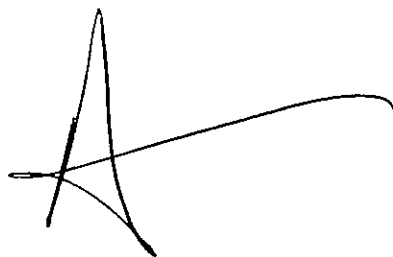
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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: 21 November 2022.

INVOLVE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted Funds		Restricted Funds		Total	Total
		2022	2021	2022	2021	2022	2021
<u>Income and endowments from</u>	Notes	£	£	£	£	£	£
Core funding	2	221,163	211,000	-	-	221,163	211,000
Income from investments	3	17	69	-	-	17	69
		221,180	211,069	-	-	221,180	211,069
Income from Charitable activities	4	63,048	93,574	515,415	180,975	576,463	274,549
Total income and endowments		284,228	304,643	515,415	180,975	799,643	485,618
		90%		285%		165%	
Expenditure on Charitable activities	5	254,182	293,916	483,780	191,728	737,962	485,644
Total resources expended		254,182	293,916	483,780	191,728	737,962	485,644
Net (deficit)/income		30,046	10,727	31,635	(10,753)	61,681	(26)
Transfers between funds		(6,395)	249	6,395	(249)	-	-
Net movement in funds		23,651	10,976	38,030	(11,002)	61,681	(26)
Fund balances at 1 April 2021		212,262	201,286	59,123	70,125	271,385	271,411
Fund balances at 31 March 2022		235,913	212,262	97,153	59,123	333,066	271,385

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 2022

		2022		2021	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		4,378		7,781
Current assets					
Debtors	10	42,679		34,483	
Cash at bank and in hand		<u>357,227</u>		<u>300,232</u>	
Current assets		399,906		334,715	
Creditors: amounts falling due within one year	11	<u>(71,218)</u>		<u>(71,111)</u>	
Net current assets		328,688		263,604	
Total assets less current liabilities			<u>333,066</u>		<u>271,385</u>
Income funds					
Restricted funds	13		97,153		59,123
Unrestricted funds			235,913		212,262
			<u>333,066</u>		<u>271,385</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 2022. 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 15 November 2022

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 2022

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with 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 2019) 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

The charity has continued to deliver services against the backdrop of the COVID pandemic. Having adapted the year previous to include more hybrid working and online delivery, our services have continued with little disruption or extra cost. Trustees continue to monitor both the financial and operational risks that COVID could cause into the future but remain satisfied that mitigations are in place.

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.

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.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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 2022

2 Core funding

	2022	2021
	£	£
Grants receivable from Bracknell Forest Council for core activities	134,900	126,900
Grants receivable from Wokingham Council & NHS Wokingham CCG for core activities	86,263	84,100
	221,163	211,000

Since October 2016, involve has occupied premises owned by Bracknell Forest Council, the value of the rent foregone by the Council £20,000 (2021 £20,000) is included in the grant dealt with above.

3 Investment income

	2022	2021
	£	£
Interest receivable	17	69

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
	2022	2021	2022	2021	2022	2021
	£	£	£	£	£	£
Grants receivable for charitable activities	-	-	494,653	171,585	494,653	171,585
Other income	63,048	93,574	20,762	9,390	81,810	102,964
	63,048	93,574	515,415	180,975	576,463	274,549

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

Restricted funds

Specialist Volunteer Co-ordinator	2,175
Core Training	12,500
Community Navigator	39,700
WBC Friendship Alliance	38,477
Volunteer Project/CSR	2,175
Health & Wellbeing Advisors (North, East & Phoenix)	101,311
Grant Writer	17,500
Cancer Support Network	46,148
Waterford House	13,000
BFC Recovery Grant/Grass Roots	221,667
	494,653

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5 Expenditure on charitable activities

	Staff Costs		Depreciation		Other Costs		Total Costs	
	2022	2021	2022	2021	2022	2021	2022	2021
	£	£	£	£	£	£	£	£
Activities undertaken directly	225,618	155,607	-	-	56,538	36,121	282,056	191,728
Grants	-	-	-	-	201,724	-	201,724	-
Support costs	221,678	240,203	4,802	4,084	27,602	49,629	254,182	293,916
Total charitable activities	447,296	395,810	4,802	4,084	285,864	85,750	737,962	485,644

6 Support costs

	2022	2021
	£	£
Staff Costs	211,702	227,318
Premises Costs	31,203	39,458
Equipment, Supplies & Support	12,574	17,005
Fees, Recoveries & Sundries	(16,075)	(6,834)
Depreciation	4,802	4,084
Governance Costs	9,976	12,885
	<u>254,182</u>	<u>293,916</u>

Governance Costs include accountancy and independent examiners fees of £2,000 (2021 £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 2022

8 Employees

Number of employees

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

	2022	2021
	Number	Number
Management	3	2
Administration	3	2
Charity support	14	14
	<u>20</u>	<u>18</u>
Employment costs	2022	2021
	£	£
Wages and salaries	380,027	381,040
Social security	26,655	17,661
Pension costs	3,971	4,153
	<u>410,653</u>	<u>402,854</u>

The average monthly number of employees for actual head count during the year are 19.58 (2021: 14.54).

There were no employees whose annual emoluments were £60,000 or more (2021: nil).

The emoluments of key management personnel amounted to £50,910 (2021: £61,260).

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 2022

9 Tangible fixed assets

	Equipment	Total
At 31 March 2022		
Cost	£	£
At 1 April 2021	29,391	29,391
Additions	1,399	1,399
Disposals	-	-
At 31 March 2022	30,790	30,790
Depreciation		
At 1 April 2021	21,610	21,610
Charge for the year	4,802	4,802
Disposals	-	-
At 31 March 2022	26,412	26,412
Net book value		
At 31 March 2022	<u>4,378</u>	<u>4,378</u>
At 31 March 2021	<u>7,781</u>	<u>7,781</u>

Debtors

	2022 £	2021 £
10 Trade debtors	31,938	31,541
Prepayments and accrued income	10,741	2,942
	42,679	34,483
11 Creditors: amounts falling due within one year	2022 £	2021 £
Trade creditors	3,972	2,482
Accruals and deferred income	67,246	68,629
	71,218	71,111

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Income of £62,377 (2021: £64,468) has been deferred as it relates to activities that will be undertaken in the subsequent financial year. Previously deferred income of £64,468 (2020: £4,500) was released in the year.

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 2022 was 445 of which 107 were member organisations (2021: 123). 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-21	Incoming resources	Resources expended	Transfers	Balance at 31-Mar-22
	£	£	£	£	£
Wokingham Men's Shed	2,334	-	640	-	1,694
Specialist Volunteer Coordinator	12,503	2,175	11,457	-	3,221
Core Training	23	30,405	23,943	-	6,486
Community Navigator	9,195	39,700	38,159	-	10,736
Friendship Alliance	-	38,477	16,628	2,749	24,598
Volunteer Projects/CSR	13,579	2,175	5,933	-	9,821
Health & Wellbeing Advisor North	5,233	42,641	42,670	-	5,204
Health & Wellbeing Advisor East	-	34,113	34,292	199	20
Health & Wellbeing Advisor Phoenix	-	24,557	25,099	562	20
Community Resilience	7,755	-	653	(7,102)	-
Grant Writer	-	17,500	11,205	8,595	14,890
Cancer Support Network	19	48,123	49,514	1,392	20
Future Leaders	8,482	-	250	-	8,232
Waterford House	-	13,882	10,503	-	3,380
BFC Recovery Grant/Grass Roots	-	221,667	212,834	-	8,833
	<u>59,123</u>	<u>515,415</u>	<u>483,780</u>	<u>6,395</u>	<u>97,153</u>

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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	Purpose
Wokingham Men's Shed	Wokingham United Charities	To enable WMS to help build social connections and friendship, sharing skills and knowledge in Wokingham Borough.
Specialist Volunteer Co-ordinator	Berkshire Community Foundation, Victoria Hall Fund	Enabling people with additional needs to volunteer or get better connected with their local communities.
Bracknell Training	Bracknell Forest Council	Arranging and delivering training for volunteers, charities & community groups, and individuals in Bracknell Forest.
Community Navigation	Wokingham Borough Council	Signposting people to help and support in their communities.
Friendship Alliance	Wokingham Borough Council	Alliance that looks to directly address social isolation and loneliness for the residents of Wokingham Borough through collaborative action.
Social Prescribing, Health & Wellbeing Advisor	Wokingham North PCN.	Supporting GP patients in the North of Wokingham Borough to find alternative help and support to improve their Health and Wellbeing.
Social Prescribing, Health & Wellbeing Advisor	Wokingham East PCN.	Support GP patients in the North of Wokingham Borough to find alternative help and support to improve Health and Wellbeing.
Social Prescribing, Health & Wellbeing Advisor	Wokingham North PCN Phoenix.	Supporting GP patients served by the Phoenix PCN to find alternative help and support to improve their Health and Wellbeing.
Volunteer Projects/Corporate Social Responsibility	Berkshire Community Foundation, South Central Ambulance Service.	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.	Taking proactive action, often in partnership, to strengthen neighbourhoods.
Community Resilience Wokingham	Wokingham Community Safety Partnership.	Undertaking listening events and surveys to listen to the community regarding resilience and safety.
Grant Writer	Bracknell Forest Council, Wokingham Borough Council.	Ensuring that the local Voluntary, Community and Social Enterprise Sector remain sustainable during a difficult financial backdrop.
Cancer Support Network	Wokingham Borough Council, Get Berkshire Active, NHS East Berks, Finchampstead, Warfield and Shinfield Parish Councils.	Supporting the facilitation of the Cancer Support Network in the Wokingham Borough through funded activity.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Future Leaders	Victoria Hall Fund	Financially aiding the facilitation of the learning required to meet the requirements of the course.
Waterford House	Wokingham Borough Council	Bringing together 10 charitable organisations to better support the people of Wokingham Borough via the management of the new Charity and Community Hub.
Bracknell Forest Council Recovery Grant/Grass Roots	Bracknell Forest Council	Supporting community groups and charities to recover from the impact of COVID by assisting them to find finance, premises, training and more.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

14 Analysis of net assets between funds

Fund balances at 31 March 2022 are represented by:	Unrestricted £	Restricted £	Total funds £
Tangible fixed assets	4,378	-	4,378
Current assets	299,595	97,153	396,748
Creditors: amounts falling due within one year	(68,060)	-	(68,060)
	235,913	97,153	333,066

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:

	2022 £	2021 £
Within one year	10,244	3,216
Between two and five years	34,544	9,648
After five years	4,685	-
	49,473	12,864

16 Related party transactions

There were no disclosable related party transactions during the year (2021: none).