

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 2023

INVOLVE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I R J Harrison (Chair) M F Dudson (Vice Chair) R Kramer S Goodchild J Meyjes K Smith R Dhanju
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 Berkshire4 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

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INVOLVE COMMUNITY SERVICES

FOR THE YEAR ENDED 31 MARCH 2023

TRUSTEES' REPORT

The Trustees present their report and financial statements for the year ended 31 March 2023 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 (Resigned 21st April 2023)
R Kramer
S Goodchild
M Nicholson (Resigned 3 February 2023)
F M Kelly (Resigned 13 March 2023)

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.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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 2022/23

Involve Community Services returned to many of its regular activities in 2022/23, with in-person networking, workshops, and face to face training resuming to their former pre-pandemic levels. Whilst the disruption caused by COVID substantially decreased, the national cost-of-living crisis posed a new and emerging threat. Despite this, the charity demonstrated considerable resilience, furthering its core objectives whilst responding flexibly to the needs of the residents, charities, community groups and social enterprises of Bracknell Forest and Wokingham Borough.

As is customary, the Board of Trustees would like to express its thanks to the staff and volunteers who have helped to ensure involve Community Services' success over the last year. The board recognises the commitment and energy required in this undertaking.

The Chief Executive Officer, Philip Bell, alongside fellow staff members have continued to demonstrate significant dedication to all areas of business delivery, managing each aspect within its financial capability. Recognition is given to Jackie Eddolls, Finance Manager, for her continued commitment and diligence of the charity's funds; and to Jo Mason, Operations Manager, who amongst her other commitments has kept both the Court House and Waterford House sites welcoming and compliant over the last year with the support of the respective facilities leads, Tracy Howat and Julie Bedborough. In addition, trustee thanks go to Clarissa Webb, Administrator and Web Media Support, who has maintained and regularly updated the charity's websites whilst producing the weekly community newsletters in addition to her reception duties.

The Trustees have welcomed Janine Oakley, Social Prescriber for the Modality Primary Care Network; Fiona Swan, Volunteer Services and Development Manager; Caroline Pragnell, Green and Active Project Coordinator; Julia Wheeler, Social Prescriber for the Wokingham North Primary Care Network; and Charlotte Woodley, Social Prescriber for the Woosehill and Crowthorne Primary Care Network.

We said goodbye to Diane Benford, Volunteering Services Manager, Jason Bowles, Social Prescriber for Wokingham North Primary Care Network, Kate McDonnell, Community Navigation Assistant, and Jo Mason, Operations Manager. In addition, we said farewell to Jackie Bowles, Cancer Support Network Coordinator; Eamon Rafferty, Grass Roots Development Worker (Bracknell), and Joanita Lwanga, Gass Roots Development Worker (Wokingham) all of whom completed fixed term contracts. Our best wishes and thanks also extend to Angie Cowan, Supported Volunteering Coordinator whose role was made redundant mid-April 2022.

Ongoing appreciation must go to all existing involve staff not yet mentioned: Claire Page, Training Coordinator; Mike Allen, Trustee Recruitment; and Liaison Lead; Liz Penn, Community Navigation Coordinator and Social Media Lead; Vickie Randall, Cancer Support Network Manager; Miranda Millan, Funding Advisor and Grant Writer, and Lauren Brown, Social Prescriber for Phoenix Primary Care Network, all of whom continued to support our customers and to make a genuine difference locally.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Our Board has also seen in-year change with three of its eight trustees stepping down early 2023. Remaining trustees would like to thank Fiona Kelly, Michael Nicholson, and Geoffrey Taylor for their years of services to the board and wish them all every success and happiness for the future.

Trustees offer their gratitude to all organisations who have offered funding support in 2022/23. These include Bracknell Forest Council, Wokingham Borough Council, the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board, Wokingham North Primary Care Network, Wokingham East Primary Care Network (latterly split into Modality and Crowthorne and Woosehill Primary Care Networks), Phoenix Primary Care Network, Berkshire East Clinical Commissioning Group, Bracknell Forest Public Health, Get Berkshire Active, the Berkshire Community Foundation, Wokingham United Charities, the National Lottery Community Fund, the Wokingham Lions Club, Wokingham Town Council, Silva Homes, Easthampstead Rotary Club, and individuals who have primarily donated through Give as You Live. We also thank Carbonxgen Limited who have continued to sponsor the staff teams Perkbox wellbeing package for a second year.

We are grateful to all the residents, charities, groups, and not-for-profit organisations who have interacted and used our services over the year, and who continue to engage and respond to our communications and service offerings.

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

Whilst the overview below cannot offer full details of involve Community Services' achievements in 2022/23, it does provide a summary against the charity's five core infrastructure delivery areas.

Core Service Delivery Area	Key Achievements in 2022/23
Training: Source, broker, and providing training for Volunteers and Voluntary, Community and Social Enterprise organisations.	Our training offer has seen significant growth year on year with 1236 learners undertaking a course in 2022/23, a growth of 271 on the previous year's numbers. In total, 130 courses were facilitated, 47 more than in 2021/22. Of these, 35 were bespoke in-house deliveries. Our courses averaged 9-10 learners, with options including mental health first aid, adult and child safeguarding, volunteer management and many more.
Funding advice: Identify and promote grant funding opportunities and support organisations with both writing and reviewing applications as required.	<p>The Funding Advisory Service has sent weekly funding opportunity alerts to its 273 subscribers, a small growth from 245 in the last financial year. It has also undertaken 22 bespoke funding searches for voluntary sector organisations and has acted as a critical friend, when asked to review others grant applications.</p> <p>The Funding Advisory Service has also provided a free to access grant writing offer to the local Voluntary and Community Sectors of Bracknell Forest and Wokingham Borough. This has helped to combat the significant financial impact of COVID and subsequent cost-of-living crisis, and has supported organisations working with Ukrainian guests.</p> <p>The Grant Writing Service drafted grants to the value of just under £900,000 in this reporting period, with c.£150,000 additional income realised for the local sector. There remains a significant volume of applications awaiting outcomes due to a backlog with many national funders.</p> <p>The service has also written and delivered a series of four training sessions developed to enhance sector skill and confidence in grant writing and project evaluation. All courses were fully booked and received positive reviews.</p>

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

<p>Information: Provide new and existing Voluntary, Community and Social Enterprise organisations with constitutional, management, administrative and developmental information whilst working as an activist and advocate of the sector.</p>	<p>There were 167 recorded support interactions in 2022/23, a small growth from 155 in the year previous. Support needs have included ongoing governance queries, start-up advice, and other infrastructure needs such as policy review. The team worked tirelessly to ensure prompt responses to all enquires, and to give accurate information and direction, strengthening the resilience and compliance of our local Voluntary, Community and Social Enterprise sector.</p>
<p>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.</p>	<p>The inTRUSTed service has bolstered charity compliance through the recruitment and ongoing support of charity trustees across the Bracknell Forest and Wokingham Borough geographies, and the surrounding areas. inTRUSTed have seen some repeat customers, usually at a time where their Boards are looking to recruit new talent.</p> <p>inTRUSTed has recruited 23 new trustees in 2022/23 a small growth in the year previous (21 placements in 2021/22). Many candidates have joined the 56 learners who have undertaken the very popular trustee role and responsibilities training sessions.</p> <p>inTRUSTed has developed and published Guides to "Setting up a group for good", "Registering as a charity", and "Incorporating your charity" which are now readily available via the charity's website.</p>
<p>Volunteer recruitment: Including Business in the Community, building opportunity through the 'get involved' volunteer portal, and supporting those who require additional assistance to volunteer.</p>	<p>Bracknell Forest only – The online volunteer centre 'Bracknell Forest Get Involved' showcased between 112-167 live volunteering opportunities during the year. 132 volunteers submitted direct expressions of interest, The online portal had over 5,300 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 an expression of interest.</p> <p>19 corporate volunteering days were brokered during the year, with 233 business employees undertaking a volunteering activity, offering invaluable assistance to many local charities, community groups and other not-for-profit assets.</p> <p>Having seen a surge in volunteering during the pandemic, enquiries have slowed in 2022/23 to pre-pandemic levels.</p>

In addition to the 5 core areas of delivery, involve Community Services also delivers several wellbeing provision and support schemes. The highlights associating to these can be found below:

Cancer Support Network

2022/23 was a challenging year for the network with the cessation of funding from the former East Berkshire Clinical Commissioning Group. The network was therefore required to downscale operations having upscaled temporarily to support the residents of Bracknell Forest, Windsor and Maidenhead and Slough, instead focussing all energies on Wokingham Borough where financial support has continued.

In the financial year, 71 referrals were received into the network, much higher than in previous years though primarily due to the broadening of the geography for 18 months. The largest presenting areas remained breast and lung cancers. The network continued to offer a plethora of support, from education sessions associating to living well with cancer, peer to peer discussion in person and online, health and wellbeing activity such as Nordic walking, forest bathing and Qigong and more. Social events have also featured heavily with an afternoon tea, and coffee and chat a staple offer.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Community Navigator Scheme

The community navigation has continued to actively listen and to signpost adults living in Wokingham Borough to activities and assets that support wellbeing and social connection. The Community Navigators engaged 471 residents in 2022/23 with requests ranging from community transport, befriending, carer needs, exercise classes and more. The year saw a growth of 145 navigations when compared to the year previous.

Volunteering Pool

involve Community Services understands that not all people can volunteer routinely. For those residents looking to volunteer ad hoc, we support our Volunteering Pool. The number of prospective volunteers continues to grow annually and as at the end of March 2023 stood at 258, a growth of 31 members on the year previous. More than 50 one off volunteering opportunities were released to the network on a first come, first served basis.

Social Prescribing

In 2022/23, involve Community Services secured a fourth social prescribing contract following the dissolution of the former Wokingham East Primary Care Network (PCN) which was replaced with two network areas: Modality, and Woosehill and Crowthorne. Our charity now provides social prescription to four of the six Primary Care Network areas of Wokingham Borough.

Social prescribing referral numbers have grown considerably in 2022/23 with 256 patients referred from the Phoenix PCN (131 in 2021/22), 186 from the East PCN, latterly Modality, and Woosehill and Crowthorne) the first full year of the contract's delivery, and 157 referrals from the North Primary Care Network, a figure consistent with the former year's referral numbers. In total 599 patients were supported by an Involve Community Services Social Prescribing Link worker. This compares to 361 in 2021/22.

Bracknell Forest Recovery Grant

Whilst Involve Community Services distributed the vast majority of the Covid Recovery Grant to fellow not-for-profit organisations in 2021/22, a balance of £8,276.22 remained and was carried into the 2022/23 accounts. During this financial year a total of £3,500 was gifted across four charitable organisations, leaving a balance of £4,776.22 at year end.

Waterford House Charity and Community Hub

Now an established asset within Wokingham Town Centre and open to all residents of Wokingham Borough, the hub holds 10 charitable organisations, who are working often in collaboration to support local people. The premises is a hive of activity and welcomes between 600-700 residents quarterly for needs associating to food poverty, mental wellbeing, social connection, learning, and more.

Friendship Alliance

The Friendship Alliance is in its third year and is a collaboration of 4 charities - The Link Visiting Scheme, Wokingham Volunteer Centre, Age UK Berkshire, and involve Community Services. The alliance works to promote friendship and social connection, tackling loneliness across Wokingham Borough. The funding of the alliance supports the retention of the teams Grass Root Development Worker, who is assisting and enabling community groups and charities to recover from the impact of the Covid-19 pandemic and to navigate the new challenges associating to the cost of living.

Our Ongoing Commitment

We remain committed in the year ahead to best supporting the Voluntary, Community and Social Enterprise Sector of both Bracknell Forest and Wokingham Borough. We will do this through the ongoing writing of grants, whilst building confidence and skill within the sector to undertake this task in-house. Additionally, we will work to mobilise the Bracknell Forest Volunteer Centre, taking our services out onto the road so to stimulate further interest in volunteering. We will continue to offer cost sensitive training, listening to the learning needs of the sector and planning accordingly. We will also seek to recruit skilled trustees to charitable boards building resilience and ability within organisations.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Working in partnership with our statutory services, we will build upon our community mental health offer by bringing Andy's Man Clubs to both local authority areas. We will also build a social, emotional support for our LGBTQIA+ communities, working with Thames Valley charity, Support U, to realise this ambition.

We will continue to bring voice to the value of the Voluntary, Community and Social Enterprise Sectors of Wokingham Borough and Bracknell Forest. We do this by attending various boards and partnerships across the health and social care systems, as well as in the environmental space.

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 decreased slightly to £126,900 (2021/22: £134,900), and in Wokingham Borough, £90,734 (2021/22: £86,263), £77,234 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.

Income for restricted funds and projects in 2022/23 was £315,315 (2021/22: £515,415), 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 £89,522 from £79,623 (2021/2022).

Support costs slightly increased to £255,752 (2021/22: £254,182). Governance costs included therein increased to £13,184 (2021/22: £9,976). Hours worked de-creased by 10% (2021/22: increased by 10%) compared with the previous period.

Unrestricted reserves increased in the year, by £30,840 to £266,752 (2021/22 £235,913). 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 £391,355 (2021/22: £357,227) is sufficient to cover our outstanding restricted fund commitments.

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

Future Plans

Though we will give energy to consolidate and strengthen our existing service offer, involve Community Services remains committed to further undertakings in accordance with its charitable purpose. Our charity is currently brokering communications about the upcoming Voluntary, Community and Social Enterprise Health Sector Alliance across the Frimley system, whilst also engaging with Wokingham Borough Council in reviewing the Adult Social Care Strategy in which the Voluntary and Community Sector is an essential partner.

Internally, the charity will grow its Board of Trustees to former levels (8 directors) and reconfigure its management structure so to meet existing service need, whilst building capacity for further undertakings and workstreams.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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 2023

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: 13 November 2023

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 2023.

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.

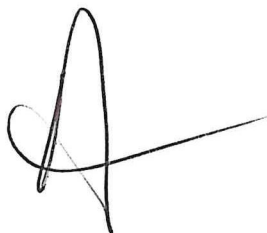
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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: 15 November 2023

INVOLVE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted Funds		Restricted Funds		Total	Total
		2023	2022	2023	2022	2023	2022
<u>Income and endowments from</u>	Notes	£	£	£	£	£	£
Core funding	2	217,634	221,163	-	-	217,634	221,163
Income from investments	3	1,130	17	-	-	1,130	17
		218,764	221,180	-	-	218,764	221,180
Income from Charitable activities	4	61,983	63,048	315,315	515,415	377,298	576,463
Total income and endowments		280,747	284,228	315,315	515,415	596,062	799,643
		99%	90%	101%	285%	100%	165%
Expenditure on Charitable activities	5	255,753	254,182	306,334	483,780	562,087	737,962
Total resources expended		255,753	254,182	306,334	483,780	562,087	737,962
Net (deficit)/income		24,994	30,046	8,981	31,635	33,975	61,681
Transfers between funds		5,845	(6,395)	(5,845)	6,395	-	-
Net movement in funds		30,839	23,651	3,136	38,030	33,975	61,681
Fund balances at 1 April 2022		235,913	212,262	97,153	59,123	333,066	271,385
Fund balances at 31 March 2023		266,752	235,913	100,289	97,153	367,041	333,066

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 2023

		2023	2022
	Notes	£	£
Fixed assets			
Tangible assets	9	2,067	4,378
Current assets			
Debtors	10	30,955	42,679
Cash at bank and in hand		391,355	357,227
Current assets		422,310	399,906
Creditors: amounts falling due within one year	11	(57,336)	(71,218)
Net current assets		364,974	328,688
Total assets less current liabilities		<u>367,041</u>	<u>333,066</u>
Income funds			
Restricted funds	13	100,289	97,153
Unrestricted funds		266,752	235,913
		<u>367,041</u>	<u>333,066</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 2023. 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 13 November 2023

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 20223

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 2023

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 2023

2 Core funding	2023	2022
	£	£
Grants receivable from Bracknell Forest Council for core activities	126,900	134,900
Grants receivable from Wokingham Council & NHS Wokingham CCG for core activities	90,734	86,263
	217,634	221,163

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	2023	2022
	£	£
Interest receivable	1,130	17

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
	2023	2022	2023	2022	2023	2022
	£	£	£	£	£	£
Grants receivable for charitable activities	-	-	292,328	494,653	292,328	494,653
Other income	61,983	63,048	22,987	20,762	84,970	81,810
	61,983	63,048	315,315	515,415	377,298	576,463

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

Restricted funds	2023	2022
GetGreen Active	15,733	2,175
Core Training	12,500	12,500
Community Navigator	42,700	39,700
WBC Friendship Alliance	33,450	38,477
Volunteer Project/CSR	-	2,175
Health & Wellbeing Advisors (North, East & Phoenix), Woosehill & Crowthorne	100,384	101,311
Grant Writer	-	17,500
Cancer Support Network	34,227	46,148
Waterford House	30,000	13,000
BFC Recovery Grant/Grass Roots	23,333	221,667
	292,328	494,653

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5 Expenditure on charitable activities

	Staff Costs		Depreciation		Other Costs		Total Costs	
	2023	2022	2023	2022	2023	2022	2023	2022
	£	£	£	£	£	£	£	£
Activities undertaken directly	237,616	225,618	398	-	68,320	56,538	306,334	282,056
Grants	-	-	-	-	-	201,724	-	201,724
Support costs	221,589	221,678	3,269	4,802	30,895	27,602	255,753	254,182
Total charitable activities	459,205	447,296	3,667	4,802	99,215	285,864	562,087	737,962

6 Support costs

	2023	2022
	£	£
Staff Costs	208,406	211,702
Premises Costs	34,583	31,203
Equipment, Supplies & Support	14,372	12,574
Fees, Recoveries & Sundries	(18,061)	(16,075)
Depreciation	3,269	4,802
Governance Costs	13,184	9,976
	255,752	254,182

Governance Costs include accountancy and independent examiners fees of £2,000 (2022 £2,000), an estimate of time spent by the CEO, Operations Manager and Finance Manager 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 2023

8 Employees

Number of employees

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

	2023	2022
	Number	Number
Management	3	3
Administration	3	3
Charity support	12	14
	<u>18</u>	<u>20</u>

Employment costs	2023	2022
	£	£
Wages and salaries	391,074	380,027
Social security	27,642	26,655
Pension costs	4,718	3,971
	<u>423,434</u>	<u>410,653</u>

The average monthly number of employees for actual head count during the year are 18.17 (2022: 19.58).

There were no employees whose annual emoluments were £60,000 or more (2022: nil).

The emoluments of key management personnel amounted to £46,653 (2022: £50,910).

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 2023

9 Tangible fixed assets

At 31 March 2023

	Equipment £	Total £
Cost		
At 1 April 2022	30,790	30,790
Additions	1,356	1,356
Disposals		
At 31 March 2023	32,146	32,146
Depreciation		
At 1 April 2022	26,412	26,412
Charge for the year	3,667	3,667
Disposals	-	-
At 31 March 2023	30,079	30,079
Net book value		
At 31 March 2023	<u>2,067</u>	<u>2,067</u>
At 31 March 2022	<u>4,378</u>	<u>4,378</u>

10 Debtors

	2023	2022
	£	£
Trade debtors	23,000	31,938
Prepayments and accrued income	7,955	10,741
	30,955	42,679

11 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	2,031	3,972
Accruals and deferred income	55,305	67,246
	57,336	71,218

Income of £51,413 (2022: £62,377) has been deferred as it relates to activities that will be undertaken in the subsequent financial year. Previously deferred income of £47,701 (2022: £64,468) was released in the year.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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 2023 was 434 of which 98 were member organisations (2022: 107). 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-22	Incoming resources	Resources expended	Transfers	Balance at 31-Mar-23
	£	£	£	£	£
Wokingham Men's Shed	1,694	-	1,694	-	-
GetGreen Volunteer Co-ordinator	-	15,733	14,893	-	840
Specialist Volunteer Co-ordinator	3,221	-	1,930	(1,291)	-
Core Training 22/23	6,486	30,670	22,489	-	14,667
Community Navigator	10,736	42,700	35,240	-	18,196
Friendship Alliance	24,598	33,450	25,696	(2,787)	29,565
Volunteer Passport/Projects/CSR	9,821	183	10,022	20,537	20,519
Health & Wellbeing Advisor (North)	5,204	30,190	30,582	-	4,812
Health & Wellbeing Advisor (East)	20	34,113	34,122	-	11
Health & Wellbeing Advisor (Phoenix)	20	34,613	34,512	-	121
Grant Writer	14,890	335	13,961	-	1,264
Cancer Support Network	19	35,819	33,638	-	2,200
Health & Wellbeing Advisor (Woosehill & Crowthorne)		1,968	2,020	174	122
Future Leaders	8,232	-	-	(8,232)	-
Waterford House	3,380	32,207	32,376	-	3,211
BFC Recovery Grant/Grass Roots	8,833	23,333	13,159	(14,246)	4,761
	<u>97,154</u>	<u>315,314</u>	<u>306,334</u>	<u>-5,845</u>	<u>100,289</u>

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Each of these funds is the result of a grant or contract held by the company for a specific purpose. The uses to which these funds may be applied is set out within each condition of grant or contract. Details of the grant making bodies and purposes of Restricted Funds are set out in the following table.

Name	Grant making body	Purpose
Bracknell Training	Bracknell Forest Open Learning Centre	Coordinating and facilitating learning for individuals, charities & community groups in Bracknell Forest.
Community Navigation	Wokingham Borough Council	Signposting residents to wellbeing activities and provision within their community.
Friendship Alliance	Wokingham Borough Council	Address social isolation and loneliness experienced by the residents of Wokingham Borough through collaborative action.
Social Prescribing Link Worker	Wokingham North Primary Care Network.	Health and wellbeing support to patients that are registered in one of the GP surgeries that form the Wokingham North Primary Care Network.
Social Prescribing Link Worker	Wokingham East Primary Care Network, latterly Modality.	Health and wellbeing support to patients that are registered in one of the GP surgeries that form the Wokingham East Primary Care Network, latterly Modality, and Crowthorne and Woosehill Primary Care Networks.
Social Prescribing Link Worker	Phoenix Primary Care Network.	Health and wellbeing support to patients that are registered at one of the GP surgeries that form the Phoenix Primary Care Network.
Grant Writer	Bracknell Forest Council & Wokingham Borough Council.	Helping to support the local Voluntary, Community and Social Enterprise Sector with its sustainability following the impact of COVID and the national cost of living pressures.
Cancer Support Network	Wokingham Borough Council, Berkshire East Clinical Commissioning Group, Berkshire Community Foundation, National Lottery Community Fund, and Get Berkshire Active.	Supporting the facilitation of the Cancer Support Network in the Wokingham Borough and East Berkshire through funded wellbeing and social connection activity.
Waterford House	Wokingham Borough Council	Daily coordination and site support for all 10 charitable organisations based within the premises who in turn work to best support the residents of Wokingham Borough.
Bracknell Forest Council Recovery Grant/Grass Roots	Bracknell Forest Council	Supporting community groups and charities to thrive following the impact of COVID and national cost of living crisis by assisting them to find funding, volunteers, cost sensitive premises, training and other assets that support their core functions.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

14 Analysis of net assets between funds

Fund balances at 31 March 2023 are represented by:	Unrestricted £	Restricted £	Total funds £
Tangible fixed assets	2,067	-	2,067
Current assets	322,021	100,289	422,310
Creditors: amounts falling due within one year	(57,336)	-	(57,336)
	266,752	100,289	367,041

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:

		2023 £	2022 £
Within one year	10,244		
Between two and five years		28,985	
	34,544		
After five years		-	4,685
		39,229	49,473

16 Related party transactions

There were no disclosable related party transactions during the year (2022: none).