

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 2024**

# INVOLVE COMMUNITY SERVICES

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	I R J Harrison (Chair) M F Dudson (Vice Chair) R Kramer S Goodchild J Meyjes K Smith R Marok-Dhanju
<b>Treasurer trustee</b>	R Radountcheva
<b>Charity number</b>	1061373
<b>Company number</b>	3332555
<b>Principal address</b>	The Court House Town Square Bracknell Berkshire RG12 1AE
<b>Registered office</b>	The Court House Town Square Bracknell Berkshire4 RG12 1AE
<b>Independent examiner</b>	Andrew Beet FCA Kirk Rice LLP The Courtyard High Street Ascot Berkshire SL5 7HP
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Mallng ME19 4JQ

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# INVOLVE COMMUNITY SERVICES

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# INVOLVE COMMUNITY SERVICES

## FOR THE YEAR ENDED 31 MARCH 2024

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### TRUSTEES' REPORT

The Trustees present their report and financial statements for the year ended 31 March 2024 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)  
R Kramer  
S Goodchild  
J Meyjes (appointed 12 September 2023)  
K Smith (appointed 12 September 2023)  
R Marok-Dhanju (appointed 18 September 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.

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### 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 2023/24

As is customary, the Board of Trustees would like to begin by expressing its thanks to the many staff and volunteers who have helped to ensure another successful year for involve Community Services (involve). The board recognises the dedication and energy required in this respect.

The Chief Executive Officer, Philip Bell, alongside fellow staff members, has continued to demonstrate significant dedication to all areas of the charity's delivery, managing each within its financial limitations. Gratitude is given to Jackie Eddolls, Finance Manager, for her meticulous daily work in overseeing the charity's funds. Thanks are also given to Lauren Lee, who since starting her role with the team in May 2023 as Partnership and Administration Manager, has overseen amongst other duties the successful delivery of both the Court House and Waterford House sites, ensuring their compliance over the last 12-months with the daily support of the respective facilities leads, Tracy Howat and Julie Bedborough. Further, the trustee thanks extend to Clarissa Webb, Administrator and Web Media Support, who continues to maintain and update the charity's websites whilst producing high quality weekly community newsletters alongside her reception duties.

In addition to Lauren, trustees have also welcomed Sally Franks and Mary-Anne Evans, both in the capacity of Community Navigators; Naomi Brown, Community Development Worker in Wokingham Borough; and Lynne Regan, Voluntary, Community and Social Enterprise Frimley Health Alliance Partnership Manager. The board would also like to recognise Liz Penn a long-standing member of the team who was promoted to the role of Wellbeing Services Manager in May 2023.

We said goodbye to just one team member in this financial year, Jo Mason, the charity's Operations Manager. Our appreciation goes to her for her dedication during her year tenure with the charity.

Ongoing thanks must go to all existing involve staff not yet mentioned: Claire Page, Training Coordinator; Mike Allen, Trustee Recruitment; and Liaison Lead; Fiona Swan, Volunteering Services Manager; Caroline Pragnell, Green and Active Volunteering Coordinator; Vickie Randall, Cancer Support Network Manager; Miranda Millan, Funding Advisor and Grant Writer; Lauren Brown, Social Prescriber for Phoenix Primary Care Network (PCN); Janine Oakley, Social Prescriber for Modality PCN; Julia Wheeler, Social Prescriber for the North PCN; and Charlotte Woodley, Social Prescriber in the Woosehill and Crowthorne PCN, all of whom continue to demonstrate considerable care and commitment to our many customers, and who make a genuine difference locally.

Our Board has seen some welcomed growth over the year with Keith Smith, James Meyjes and Rajdip Marok-Dhanju all joining as trustees in September 2023, taking our total contingent to eight. I thank all my fellow trustees for the time, dedication and wisdom they have gifted over the last year.

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

Trustees offer their gratitude to all organisations who have funded the charity's activities in 2023/24: Bracknell Forest Borough Council, Wokingham Borough Council, the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board, the Wokingham North, Phoenix, Modality, and Crowthorne and Woosehill Primary Care Networks, Bracknell Forest Public Health, Berkshire Health Foundation Trust, Get Berkshire Active, The Department of Work and Pensions (Access to Work grant), Macmillan, Warfield Parish Council, the Postcode Lottery, and the University of Sheffield. We also thank Carbonxgen Limited who have continued to sponsor the staff teams Perkbox wellbeing package for a third year.

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

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

*Whilst the summary below cannot offer a full account of involve Community Services' achievements in 2023/24, it does provide an overview against the charity's five core infrastructure focus areas.*

Core Service Delivery Area	Key Achievements in 2023/24
<b>Training:</b> Source, broker, and providing training for Volunteers and Voluntary, Community and Social Enterprise organisations.	Our training remains a cornerstone of our charity's offer with 1046 learners undertaking a course with involve during the year. In total 109 courses were facilitated, slightly lower than the 130 in the year previous, and with an average attendance of 9-10 learners consistent with 2022/23. New course options in the year have included Menopause, LGBT and Substance addiction, with training such as safeguarding of children and adults, mental health first aid, and first aid in the workplace now staple offerings.
<b>Funding advice:</b> Identify and promote grant funding opportunities and support organisations with both writing and reviewing applications as required.	<p>The Funding Advisory Service has seen a growth to the number of subscribers signed up to receive its weekly funding alerts, with 316 recipients as at the 31<sup>st</sup> March 24, a growth of 43 on the same time the year previous.</p> <p>The service has undertaken 51 bespoke funding searches for local voluntary sector organisations or has acted as a critical friend when asked to review grant applications. This is more than double the number of organisations accessing this area of service when compared to 2022/23 (22 recipients).</p> <p>The Funding Advisory Service has now written three training packages, all of which have been successfully delivered to other local Voluntary Sector organisations in 2023/24. Reviews have suggested quality content and delivery, which in turn will help many local not-for-profit organisations and group to best manage their financial sustainability.</p> <p>The Grant Writing Service has seen terrific success over the last 12-months with £587,150 of grant applications drafted and £321,279 of income generated for local not-for-profit organisations. This is by far the highest financial success the teams Grant Writer has seen since the workstream began in July 2020.</p>

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

<b>Information:</b> 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.	The team recorded 174 support interactions in 2023/24, a small growth from 167 in the year previous. Support needs have included help to amend constitutional objectives, start-up advice, policy review, assistance to find cost sensitive delivery or office space. The team have worked tirelessly to ensure proactive responses to all enquires, and to provide accurate information and direction, subsequently strengthening the resilience, compliance and delivery of our local Voluntary, Community and Social Enterprise sector (VCSE).
<b>Trustee Recruitment and Liaison:</b> Recruiting, preparing and matching skilled individuals to trustee vacancies whilst offering ongoing support and training to ensure clarity of role and responsibility.	The inTRUSTed service continues to provide bespoke expertise to support good governance of the local VCSE. inTRUSTed recruited 29 new trustees in 2023/24, a small growth in the year previous (23 placements in 2022/23). Many candidates have joined the 56 learners who have undertaken the highly regarded trustee role and responsibilities training sessions.
<b>Volunteer recruitment:</b> Including Business in the Community, building opportunity through the 'get involved' volunteer portal, and supporting those who require additional assistance to volunteer.	<p><b>Bracknell Forest only</b> – The 'Bracknell Forest Get Involved' portal, (online volunteer centre) has showcased between 150-165 volunteering opportunities during over the year. 134 volunteers submitted direct expressions of interest, a number consistent with the year previous (132). The online portal had 7480 visitors, a significant increase from 5,300 the year prior. Our data cannot tell us how many of these visits translated to active volunteering.</p> <p>32 corporate volunteering days were brokered during the year, with 455 business employees undertaking a volunteering activity. This compares to 19 days in the year previous with a total of 233 employees engaged.</p> <p>The volunteering pool (ad hoc volunteering) has continued to grow in the year with 322 individuals registered as at the end of March 24, a growth of 58 on the year previous. Many volunteers from the pool have gifted time to Marshall community events and to undertake other one-off undertakings.</p>

In addition to the 5 core areas of delivery, involve Community Services also delivers many wellbeing and support programmes. The highlights associating to each can be seen below:

### Cancer Support Network

The Cancer Support Network was delighted to learn in the autumn of 2023 that it had secured three calendar years of core funding courtesy of the Postcode Lottery to support its delivery payable from January 2024. The funds cover all salary charges and associated oncosts, with just activity charges left to fund. This grant provides more financial security than the network has ever known since forming in November 2018.

The network welcomed 71 new members over the year. Members either live with or are caring for a loved one with a diagnosis of cancer in Wokingham Borough. Given the terms of the new funding, involve Community Services will extend its reach into Bracknell Forest, it's other area of geographic purpose, ensuring emotional and social support is in place for any adult impacted by cancer within both boroughs.

Members have enjoyed many living well with cancer seminars in 2023/24, alongside many social undertakings that have included Nordic walking, qigong, forest bathing, nature walks, crafting activities and coffee mornings. Those in the network are also supported to stay connected via regular member newsletters, and a member WhatsApp group which is overseen by the Network Manager with the secondary support of the Wellbeing Services Manager.

### Community Navigator Scheme

The number of referrals to Community Navigation has remained steady in 2023/24 with 445 residents signposted

# **INVOLVE COMMUNITY SERVICES**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024**

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to support services or community activities in accordance to their needs and preferences (471 year previous). Navigators have focussed this year on being more present within the ward communities of the borough and have attended more than 30 community events. This is an area we will continue to develop in the year ahead so to bring awareness to the scheme and to ensure the navigators are connecting with those most in need to early help support.

### **Social Prescribing**

Involve Community Services now has four Social Prescribing Link Workers supporting the Primary Care Networks (PCN's) of Wokingham North; Phoenix; Modality; and Woosehill & Crowthorne. The number of patients supported through these roles has continued to grow significantly in this year with 758 individuals helped. This is a substantial increase from the 599 patients aided in 2022/23, and 361 in 2021/22. The primary reasoning for referral is consistent across the PCN's and include experiences of poor mental health, social isolation and loneliness, management of long-term health conditions, and caring responsibilities.

### **Green & Active Volunteering**

Green & Active Volunteering is a stand-alone programme of work affiliated to the Volunteer Centre of Bracknell Forest. The project sees environmental volunteers gift their time in support of the parks and countryside of the borough, ensuring that our green spaces are maintained, safe and accessible for all to enjoy.

A total of 167 individuals gifted a total of 3,633 of volunteer hours. Those who participated were aged 12 to 75 years and included school and college pupils, those completing their Duke of Edinburgh awards, and adult members of the public, some of whom have additional support needs.

In addition, 445 corporate volunteers took part in green and active undertakings, together completing 2,297 hours of volunteering.

### **Waterford House Charity and Community Hub**

Hosted and tenanted by involve Community Services, the Charity and Community Hub located in Wokingham Town Centre, hosts 11 charitable organisations who together welcome on average 1,000 guests quarterly. This is a substantial increase from 600-700 visitors 3-monthly in 2022/23. Whilst the aspiration was initially to create other physical sites across the borough, finance has curtailed such a bold ambition. Instead in the year ahead a hub outreach model will be piloted, with the hub services at its core. Together with council staff they will reach into other ward communities of the borough to realise proactive early help provision.

### **Friendship Alliance**

The Friendship Alliance is a collaboration of four charities: The Link Visiting Scheme, Wokingham Volunteer Centre, Age UK Berkshire, and involve Community Services. These organisations come together to positively challenge social isolation and loneliness that can be experienced by older residents in Wokingham Borough. Involve Community Services supports the wider ambitions of the alliance through its Community Navigation offer, and by providing a funded Community Development Worker who focuses to growing and supporting Wokingham Borough community groups and charities.

### **Our Ongoing Commitment**

We remain focussed on best supporting the Voluntary, Community and Social Enterprise Sector of both Bracknell Forest and Wokingham Borough. We will consider our delivery offering regularly using the feedback from our annual sector survey to inform the charity's future evolution. We will continue to offer quality cost sensitive training, recruit volunteers and trustees, give informed governance support, help nurture new initiatives within our communities and support the financial sustainability of the local Voluntary, Community and Social Enterprise (VCSE) Sector. Our services will be timely, person or service-centred, and sensitive to need.

We will continue to advocate for our sector and to share informed insights through our systems leadership and partnership undertakings. We will remain an ally and when required a critical friend to our statutory partners who



# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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like the VCSE are experiencing turbulent and uncertain times.

Finally, we will remember our responsibilities as lead tenant in both the Charity and Community Hub in Wokingham Town, and the Court House in Bracknell Town. Within this we recognise the importance of safe, well-run sites in which many charities can deliver their offering, helping recipients to stay safe, healthy and socially connected.

### 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 £133,400 (2023: £126,900), and in Wokingham Borough, £108,153 (2023: £90,734), £96,153 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 2024 was £403,370 (2023: £315,315), 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 £109,670 from £89,522 (2022/2023).

Support costs increased to £320,194 (2023: £255,752). Governance costs included therein increased to £16,703 (2023: £13,184). Hours worked increased by 15% (2022/2023: decreased by 10%) compared with the previous period.

Unrestricted reserves increased in the year, by £18,970 to £285,722 (2023 £266,752). 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 £438,273 (2023: £391,355) is sufficient to cover our outstanding restricted fund commitments.

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

### Future Plans

We will continue to lead the development of the Frimley Voluntary, Community and Social Enterprise (VCSE) Health Alliance. Working with other infrastructure charities, involve Community Services will create an alliance of VCSE partners who in turn will work together using their community insights and understanding to help to shape the future of local health services.

To positively address and minimise experiences of social isolation and loneliness across Bracknell Forest, involve Community Services will partner with the Public Health Team to build a friendship network, creating welcome spaces and activities for local people. Offerings will vary in nature with all ages and demographics considered.

In partnership with Wokingham Borough Council, the integrated Care Board and the Primary Care Networks of

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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the borough, involve Community Services will help to create a Community Wellness Team where residents can receive health checks and follow up care in accordance with their needs and aspirations. A focus will be given to resident cohorts where cardiovascular health inequalities exist.

Finally, our organisation will remain agile and open to new opportunities not only for itself but for the wider sector. Whilst the ongoing sustainability of the charity is fundamental, we realise the importance of infrastructure and to pathing opportunities for the wider sector within our work. This aligns with our constitutional objective and will always be a priority to us.

### 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 Kirk Rice LLP 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 2024

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### 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:

11-NOV-24

# 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 2024.

### 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.

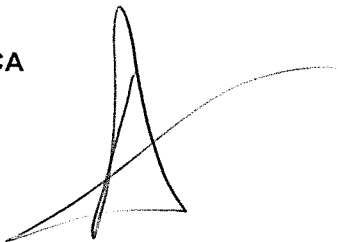
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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**

Kirk Rice LLP  
The Courtyard  
High Street  
Ascot  
Berkshire  
SL5 7HP



Dated: 13 November 2024

# INVOLVE COMMUNITY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted Funds		Restricted Funds		Total	Total
		2024	2023	2024	2023	2024	2023
<u>Income and endowments from</u>	Notes	£	£	£	£	£	£
Core funding	2	<b>249,053</b>	217,634	-	-	<b>249,053</b>	217,634
Income from investments	3	<b>2,903</b>	1,130	-	-	<b>2,903</b>	1,130
		<b>251,956</b>	218,764	-	-	<b>251,956</b>	218,764
Income from Charitable activities	4	<b>60,190</b>	61,983	<b>403,370</b>	315,315	<b>463,560</b>	377,298
Total income and endowments		<b>312,146</b>	280,747	<b>403,370</b>	315,315	<b>715,516</b>	596,062
Expenditure on Charitable activities	5	<b>292,210</b>	255,753	<b>395,106</b>	306,334	<b>687,316</b>	562,087
Total resources expended		<b>292,210</b>	255,753	<b>395,106</b>	306,334	<b>687,316</b>	562,087
Net (deficit)/income		<b>19,936</b>	24,994	<b>8,264</b>	8,981	<b>28,200</b>	33,975
Transfers between funds		<b>(966)</b>	5,845	<b>966</b>	(5,845)	-	-
Net movement in funds		<b>18,970</b>	30,839	<b>9,230</b>	3,136	<b>28,200</b>	33,975
Fund balances at 1 April 2023		<b>266,752</b>	235,913	<b>100,289</b>	97,153	<b>367,041</b>	333,066
Fund balances at 31 March 2024		<b>285,722</b>	266,752	<b>109,519</b>	100,289	<b>395,241</b>	367,041

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 2024

		2024	2023
	Notes	£	£
Fixed assets			
Tangible assets	9	1,911	2,067
Current assets			
Debtors	10	80,467	30,955
Cash at bank and in hand		438,273	391,355
Current assets		518,740	422,310
Creditors: amounts falling due within one year	11	(125,410)	(57,336)
Net current assets		393,330	364,974
Total assets less current liabilities		395,241	367,041
Income funds			
Restricted funds	13	109,520	100,289
Unrestricted funds		285,721	266,752
		395,241	367,041

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 2024. 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 11 November 2024

R Radountcheva (Treasurer)  
Trustee



I R J Harrison (Chair)  
Trustee



Company Registration No. 3332555

# INVOLVE COMMUNITY SERVICES

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2024

### Statement of cash flows

	2024	2023
	£	£
Cash flows from operating activities:		
<i>Net cash provided by (used in) operating activities</i>	45,299	34,354
Cash flows from investing activities:		
Dividends, interest and rents from investments	2,903	1,130
Proceeds from the sale of property, plant and equipment		
Purchase of property, plant and equipment	(1,284)	(1,356)
<i>Change in cash and cash equivalents in the reporting period</i>	46,918	34,128
Cash and cash equivalents at the beginning of the reporting period	391,355	357,227
Change in cash and cash equivalents due to exchange rate movements		
<i>Cash and cash equivalents at the end of the reporting period</i>	438,273	391,355

### Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2024	2023
	£	£
<i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i>	28,200	33,975
Adjustments for:		
Depreciation charges	1,440	3,667
Dividends, interest and rents from investments	(2,903)	(1,130)
(Increase)/decrease in debtors	(49,512)	8,566
Increase/(decrease) in creditors	68,074	(10,724)
<i>Net cash provided by (used in) operating activities</i>	45,299	34,354

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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### **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 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.

#### **1.3 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.

#### **1.4 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 2024

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### 1.5 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

### 1.6 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.

### 1.7 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.

### 1.8 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.

### 1.9 Pensions

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

### 1.10 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.

### 1.11 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 2024

2	Core funding	2024	2023
		£	£
	Grants receivable from Bracknell Forest Council for core activities	128,900	126,900
	Grants receivable from Wokingham Council & NHS Wokingham CCG for core activities	120,153	90,734
		<u>249,053</u>	<u>217,634</u>

Since October 2016, involve has occupied premises owned by Bracknell Forest Council, the value of the rent foregone by the Council £20,000 (2023 £20,000) is included in the grant dealt with above.

3	Investment income	2024	2023
		£	£
	Interest receivable	2,903	1,130

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
		2024	2023	2024	2023	2024	2023
		£	£	£	£	£	£
	Grants receivable for charitable activities	-	-	351,615	292,328	351,615	292,328
	Other income	60,190	61,983	51,755	22,987	111,945	84,970
		<u>60,190</u>	<u>61,983</u>	<u>403,370</u>	<u>315,315</u>	<u>463,560</u>	<u>377,298</u>

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

Restricted funds	2024	2023
VCSE Health Alliance	14,493	-
Get Green Active	23,600	15,733
BHFT Health Inequalities	17,000	-
Core Training	13,850	12,500
Community Navigator	43,282	42,700
WBC Friendship Alliance	35,792	33,450
Health & Wellbeing Advisors (North, East & Phoenix), Woosehill & Crowthorne	139,522	100,384
Cancer Support Network	31,977	34,227
Waterford House	32,100	30,000
BFC Recovery Grant/Grass Roots	-	23,333
	<u>351,615</u>	<u>292,328</u>

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 5 Expenditure on charitable activities

	Staff Costs		Depreciation		Other Costs		Total Costs	
	2024	2023	2024	2023	2024	2023	2024	2023
	£	£	£	£	£	£	£	£
Activities undertaken directly	309,292	237,616	559	398	57,270	68,320	367,121	306,334
Support costs	232,340	221,589	881	3,269	86,973	30,895	320,194	255,753
Total charitable activities	541,632	459,205	1,440	3,667	144,243	99,215	687,315	562,087

### 6 Support costs

	2024	2023
	£	£
Staff Costs	215,637	208,406
Premises Costs	58,251	34,583
Equipment, Supplies & Support	15,557	14,372
Fees, Recoveries & Sundries	13,165	(18,061)
Depreciation	881	3,269
Governance Costs	16,703	13,184
	<u>320,194</u>	<u>255,752</u>

Governance Costs include accountancy and independent examiners fees of £2,200 (2023 £2,200), an estimate of time spent by the CEO, Operations Manager, Finance Manager and Wellbeing 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 2024

### 8 Employees

#### Number of employees

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

	2024	2023
	Number	Number
Management	4	3
Administration	3	3
Charity support	14	12
	<u>21</u>	<u>18</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	£	£
Wages and salaries	462,258	391,074
Social security	33,964	27,642
Pension costs	6,278	4,718
	<u>502,500</u>	<u>423,434</u>

The average monthly number of employees for actual head count during the year are 20.67 (2023: 18.17).

There were no employees whose annual emoluments were £60,000 or more (2023: nil).

The emoluments of key management personnel amounted to £50,750 (2023: £46,653).

With effect from 1<sup>st</sup> 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 2024

### 9 Tangible fixed assets

At 31 March 2024

	Equipment £	Total £
<b>Cost</b>		
At 1 April 2023	32,146	32,146
Additions	1,284	1,284
Disposals		
At 31 March 2024	33,430	33,430
<b>Depreciation</b>		
At 1 April 2023	30,079	30,079
Charge for the year	1,440	1,440
Disposals	-	-
At 31 March 2024	31,519	31,519
<b>Net book value</b>		
At 31 March 2024	<u>1,911</u>	<u>1,911</u>
At 31 March 2023	<u>2,067</u>	<u>2,067</u>

11 Creditors: amounts falling due within one year 2024 2023

10 Debtors 2024 2023

	£	£
Trade debtors	68,728	23,000
Prepayments and accrued income	11,740	7,955
	<u>80,467</u>	<u>30,955</u>
	£	£
Trade creditors	10,956	2,031
Accruals and deferred income	114,454	55,305
	<u>125,410</u>	<u>57,336</u>

Income of £96,234 (2023: £51,413) has been deferred as it relates to activities that will be undertaken in the subsequent financial year. Previously deferred income of £43,237.26 (2023: £47,701) was released in the year.

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 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 2024 was 418 of which 97 were member organisations (2023: 98). 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-23	Incoming resources	Resources expended	Transfers	Balance at 31-Mar-24
	£	£	£	£	£
VCSE Health Alliance	-	14,493	14,988	1,760	1,265
Get Green Volunteer Co-ordinator	840	24,000	20,967	-	3,873
BHFT Health Inequalities	-	17,000	17,000	-	-
Core Training 22/23	14,667	58,376	54,896	-	18,147
Community Navigator	18,196	43,282	38,268	-	23,210
Friendship Alliance	29,565	35,792	36,148	-	29,209
Volunteer Projects/CSR	20,519	-	9,942	-	10,577
Health & Wellbeing Advisor (North)	4,812	36,160	31,199	-	9,773
Health & Wellbeing Advisor (East)	11	34,113	34,515	470	79
Health & Wellbeing Advisor (Pheonix)	121	35,136	34,718	-	539
Grant Writer	1,264	-	-	(1,264)	0
Cancer Support Network	2,200	34,624	30,439	-	6,385
Health & Wellbeing Advisor (Woosehill & Crowthorne)	122	34,113	33,760	-	475
Waterford House	3,211	36,281	37,266	-	2,226
BFC Recovery Grant/Grass Roots	4,761	-	1,000	-	3,761
	<u>100,289</u>	<u>403,370</u>	<u>395,106</u>	<u>966</u>	<u>109,519</u>

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Each of funds listed below are the result of a grant or contract held by the charity 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	Modality Primary Care Network, latterly Modality	Health and wellbeing support to patients that are registered in the Modality Primary Care Network.
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.
Social Prescribing Link Worker	Crowthorne and Woosehill Primary Care Networks	Health and wellbeing support to patients that are registered in the Crowthorne and Woosehill 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, Wokingham Borough Council, Postcode Lottery, Get Berkshire Active, Macmillan & Warfield Parish Council	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 11 charitable organisations based within the premises who in turn work to best support the residents of Wokingham Borough.
Green & Active Volunteering	Bracknell Forest Public Health Team	Daily coordination and oversight of green & active volunteering supporting residents to connect with and care for the green spaces of the borough whilst improving their physical and emotional wellbeing.

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Frimley VCSE Health Alliance	Frimley Integrated Care Board	Development and delivery of an alliance that can help and assist health and care in shaping quality health provision of the future which is informed by residents, neighbourhoods, and communities.
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### 14 Analysis of net assets between funds

Fund balances at 31 March 2024 are represented by:	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>
	£	£	£
Tangible fixed assets	1,911	-	1,911
Current assets	409,221	109,519	518,740
Creditors: amounts falling due within one year	(125,410)	-	(125,410)
	<b>285,722</b>	<b>109,519</b>	<b>395,241</b>

### 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:

	<b>2024</b>	<b>2023</b>
	£	£
Within one year	<b>10,244</b>	10,244
Between two and five years	<b>18,741</b>	28,985
After five years		
	<b>28,985</b>	<b>39,229</b>

### 16 Related party transactions

There were no disclosable related party transactions during the year (2023: none).