

## **In-Deep Annual Report**

1<sup>st</sup> April 2020 - 31<sup>st</sup> March 2021

Registered charity number: 1098270

*Encouraging the spirit of friendship  
deep within the community*

## **Organisation Details**

### **Address**

In-Deep  
Unit 300, 95 Wilton Road  
London SW1V 1BZ

### **Phone**

07761 263105

### **Website**

[www.in-deep.org.uk](http://www.in-deep.org.uk)

### **Facebook**

[www.facebook.com/InDeepLDN](http://www.facebook.com/InDeepLDN)

[www.facebook.com/InDeepMusicTherapy](http://www.facebook.com/InDeepMusicTherapy)

### **Instagram**

[www.instagram.com/InDeepCommunity](http://www.instagram.com/InDeepCommunity)

[www.instagram.com/InDeepMusicTherapy](http://www.instagram.com/InDeepMusicTherapy)

### **Twitter**

[www.twitter.com/InDeepLDN](http://www.twitter.com/InDeepLDN)

### **Registered Charity Number**

1098270

### **Project Locations**

#### **Westminster (community meals)**

Grosvenor Hall  
Vincent Street  
London SW1P 4HB

#### **Westminster (music therapy)**

Millbank Academy  
Erasmus Street  
London SW1P 4HR

#### **Lambeth (complementary therapies)**

Coney Way Clubhouse  
2 Coney Way  
London SW8 1LN

## **Our People and Friends**

As ever, our thanks go to our supporters and friends in whatever capacity they help. Without you, we could not make such an impact.

### **Patron**

Baroness Hanham of Kensington CBE

### **Trustees**

Colin Chapman MBE	Tom Leftwich
Emma Chapman MBE	Patricia De'Vannev
Richard Leafe	

### **Volunteers**

Tahera Ali	Hannah Clayton	Marilena Palamici
Madhaw Alshamman	Sharon Douglas	Alex Perks
Mark Aslett	Jennifer Eldredge	Jeremy Pickney
Sophie Bainbridge	Sara Gilmer	Matilde Ratz
Lorenzo Behenguer	Carol Goble	Dalila Rhalimi
Sandy Bennett	Peter Griffiths	Tina Robbins
Cindy Bergstrom	Grace Hall	Pat Robinson
Jess Bradley	Lisa Kircherer	Julia Shen
Kirsty Bryant	Katy Knipe	Sheila Silva
Alex B	Sophie Krug	Luca Smile
Corinna Burrows	Richard Leafe	Ewan Smith
Katherine Burton	Kirsty Leane	Aster Tewelda
Ollie Campbell	Jhesselle Leanor	Alex Tolokonnikal
Colin Chapman	Tom Leftwich	Grace Watson
Emma Chapman	Ines Marcos	Lyndy Wesley
Luke Chapman	Dorota Maslewta	Kirsty Wilkins
Remy Chaugney	Aizhan Nurzhanoua	Rhys Williams
Christabel Chittick	Olia Nhana	
Sophie Churchill	Emily Patel	

### **Paid Staff (sessional)**

Dorothy Benjamin	Vera Mmeni	Aliss Pollock
Imogen Dyer	Lucy Osborne	Roseanna Skikun
Ella Emery	Wilf Petherbridge	Melissa Urban

### **Bookkeeper**

Saunders, Wood and Co. Ltd

### **Supporters and Funders**

Awards For All	London Community Foundation
Brown Fornumn Ltd	London Community Response Fund
Department for Business, Energy & Industrial Strategy	The Mercers' Company Charitable Foundation
Francis Holland School for Girls	Pargiter Trust
John Lyon's Charity	Royal College of Music

St. Michael's Church, Chester Sq  
Tri-Borough Music Hub  
Weil Company Ltd  
Westminster City Council Ward Budget

Westminster Foundation  
Westminster Kingsway College  
Westminster School  
*And a number of individual donors*

## **Chairman's Report**

Dear all

The year 2020 was a year like none of us have known in our lifetime, even those of an older generation. In January 2020 none of us knew what a dreadful year 2020 would be for millions of people. In March, due to government orders we had to stop all face to face activities. However we did not stop working, and just like in the second world war we kept calm and carried on.

Throughout lockdown we found ways of diversifying and carried on with our mission of combatting isolation, which became even worse for people we worked with. In the process we have now expanded. We delivered jacket potatoes and roast dinners to older people who we knew as well as a number of new people who were referred by social prescribers and health authorities. This was often the only person they would see at the height of lockdown. It is amazing how in a crisis such as the pandemic or the second world war, communities come together to support one another. We had people flocking to us to volunteer, wanting to help those in need. A new initiative we set up was our befriending scheme. Here we had referrals from the NHS, social prescribers and housing associations such as Octavia referring people for weekly phone calls. As rules relaxed, people met up and many friendships developed from this. For the people referred this was often a lifeline, with one person saying the weekly phone calls "kept her going" as she was caring for her partner with dementia and heart disease.

Children also struggled during lockdown along with their parents, with many children being home schooled. All therapies stopped so we made the decision to move sessions online. This expanded our reach right over to Nigeria. We also increased our Carers Groups and sent out educational packs with sensory toys, books and musical instruments so children could take part in online sessions. We gave out iPads and laptops to those in need so they could access sessions. We have now made the sessions on Zoom a permanent feature so that more people can access our services. Parents said what a difference the music therapy and the extra Carers Group sessions made, as it made them feel less isolated and not alone. Their children also benefited from the group activity and interaction which was not available at the time.

Although we are now out of the lockdown and many restrictions have eased, many older people are still struggling and fear still remains. We have carried on supporting both older people and families. This would not have been possible without our dedicated team of volunteers who have doubled in numbers throughout the pandemic, and our two members of staff who have joined us. They have been a lifeline helping with the expanding workload throughout the pandemic.

Last but not least, our General Secretary Emma Chapman received an MBE in the Queen's Birthday Honours in 2020 for preventing isolation amongst older people and children with special needs and disabilities and their families. This is really well deserved for the 20 years of hard work she has put in. Thank you – funders, volunteers, and staff for all you have contributed in 2020, in a year like no other.

Yours

Colin Chapman MBE

Colin Chapman MBE

**Chairman of In-Deep**

## **Treasurer's Report**

2020/21 was another year of development for In-Deep. Despite the pandemic, people were very generous and supported our work. Although usual fundraising activities such as the 10K run did not take place, we received funding from other sources.

We received a number of grants from the London Community Response Fund which were used to run a delivery service for our dinners, extra admin support, and educational packs and iPads for children with SEND. We also received a three year grant from John Lyon's Charity which has enabled us to expand our music therapy programme and receive support from a Project Support Worker.

Companies, schools and churches were also very generous, with grants from Brown Fornum Ltd, Weil Ltd, Francis Holland School for Girls and St Michael's Church Chester Sq. These helped pay for the Christmas Hamper scheme, hampers at the beginning of the pandemic, iPads for children with SEND and choir sessions on Zoom.

We also received a grant from the Mercers' Company which paid for the Carers Group, Pilates,

Yours

A handwritten signature in black ink, appearing to read 'T. Leftwich', with a stylized flourish at the end.

Thomas Leftwich

**Treasurer**

## Lunch and Dinner Clubs

### Wednesday Lunch Club

Our Lunch Club took place every week at 'The Hall' - Grosvenor Hall, in the Grosvenor and Regency Estate in Westminster, bringing people together over a nutritious meal until March 2020, when the first lockdown began. At that time, we adapted our service into offering home deliveries of freshly made jacket potatoes with chicken, cheese or gammon, and salads. This was much appreciated by the older people we serve, as for some it was the only interaction they would have in the week. The service is run by volunteers and is funded by the Pargiter Trust and Gordon Family Fund.

### Community Dinner

Our monthly community dinners were also halted by Covid-19. Until March 2020, we had been serving a three-course meal consisting of soup, roast chicken, pork or beef, roast potatoes, vegetables, and pudding of the day, along with live entertainment, in person at Grosvenor Hall. This was an important way of bringing isolated older people together and we had seen many friendships develop over the years. The dinner became a delivery service in response to the pandemic. This financial year the dinner has been funded by the London Community Response Fund.



### Quote from an older person:

*"Since my husband died, I have been reluctant to socialise with people I did not know, but a friend persuaded me to go to the dinners. I have found them very enjoyable, especially the social side."*

### **Telephone Befriending Scheme**

In response to the coronavirus pandemic and the effects of lockdowns on isolated older people, we began a telephone befriending scheme. We recruited, trained and DBS checked volunteers from Do-It.org, King's College London, Westminster Connects and companies such as Weil Ltd. These volunteers gave isolated older people a weekly phone call during lockdown, and once restrictions were lifted, met up in person. What began as a small project has now grown into a large team of 60+ volunteers either making phone calls or taking isolated older people on Covid-safe outings. Referrals come from social prescribers, Octavia Age UK Lambeth and Westminster Adult Social Care. The project has also now benefitted people not only in Westminster but in the neighbouring boroughs of Lambeth and Kensington and Chelsea. It has changed many people's lives, helping to alleviate loneliness, combat depression and form many friendships. This is now one of In-Deep's permanent projects and continues to grow.

#### **Quote from a befriender:**

*"Being told to isolate was not easy for both of us because we are both very sociable people and missed the company of other people and friends. My lovely partner has dementia and serious cardiac issues and I am his full time carer. Some days we can laugh and joke and another day, life can be difficult. I seem to go through every emotion in the book! We are both so grateful to In-Deep to have regular contact. I have a befriender to speak with and if we need shopping, I have volunteers that can help me."*

### **Over 50s Choir**

The over 50s choir has now been running for seven years. As for many other choirs, lockdown proved a challenge, particularly for the elderly who are not used to technology. However, we adapted our approach so that people could still practice, through providing links to our music and words, sending updates about the songs on Facebook and running online singing lessons. We also ran choir sessions on Zoom, along with a quiz, which attracted new members from further afield. Although it was not the same, the regular interaction made a difference to people's lives at the height of lockdown, when everyone had to stay at home.



#### **Quote from choir member:**

*"I work in the NHS and at times it has been quite stressful. I found the choir has been a great antidote to this. I have been a member for over 3 years – I love to sing and find it an enjoyable and relaxing experience, and the people involved are great."*



### **Christmas Hamper Scheme**

Our Christmas Hamper Scheme is our oldest service. Thanks to donations of food, tea, coffee, Christmas items and other cupboard products, we are able to distribute 300 hampers to local older people across London boroughs. We work with schools, churches, companies and government departments across the city. Organisations either run collections of items or make up hampers which we distribute at Christmas. We are grateful to the Department for Business, Energy & Industrial Strategy, Westminster School, Francis Holland School for Girls, St. Michael's Church, Chester Sq, Weil Ltd and Brown Forum who make this service possible.

This can often be a difficult time of year for older people due to isolation, illness and the cold weather. This year, the hand delivered hamper made a massive difference as many older people had been shielding for many months. The service provided an important reminder of community spirit during the height of the pandemic.



## Music Therapy

### Music therapy sessions

Our music therapy service is funded by John Lyon's Charity. Like many activities, our music therapy sessions had to move online during the repeated lockdowns. This did, however, enable us to expand, and many families found it easier to tune in to a session from home. We aimed to provide a sense of fun in the sessions, with interactive games, songs, guided relaxation, and collaborative song writing for older children. Students from the Royal College of Music began placements with us, receiving training and supporting the sessions. 2020 was also the year we took on our first member of staff dedicated to supporting our children's work. In September 2020, we made the decision to run two sessions a month due to increasing demand, with one face to face session and one online session each month.



The sessions are led by qualified, experienced music therapists. Monitoring carried out by the music therapists showed that throughout Covid, the interaction with others has helped the children emotionally and socially. When face to face sessions resumed, many families came in and recognised the others they had seen on the screen.





Another part of our growing online work is the facilitation of parent and child relaxation sessions. These are run once a month by a qualified music therapist, and involve storytelling, guided meditations, and movement. The sessions assist both parents and children with SEND to relax and calm their emotions. This is funded by the Mercers' Company Charitable Trust.

An important aspect of our work with families during the pandemic is the handing out of educational packs and laptops. This was made possible due to a grant from the London Community Response Fund and a donation from Weil Ltd. This enabled children to take part in music therapy sessions, supported their schoolwork and helped them cope with the stress of lockdowns. We also gave out presents and supported families at Christmas, through support from the Department for Business, Energy & Industrial Strategy and a grant from the Westminster Foundation.



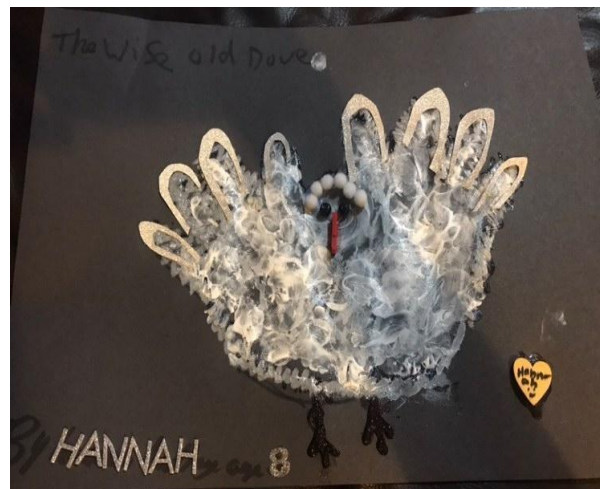
**Quote from a parent:**

*"My son has really enjoyed the group music therapy and relaxation sessions. It's been good for him to be able to connect to others and be able to be himself, especially with the Zoom calls while we are under the Covid restrictions. He looks forward to the sessions and recognises the friendly faces of the regular attendees now. His communication skills are improving, he is learning more Makaton signs and is able to follow instructions and turn taking more easily. It has also been a good way for him to learn breathing techniques and mindfulness."*

## Carers' Group

We have now been running the carers' group for several years. Like the music therapy sessions, we moved this online and at the height of the pandemic were running two sessions a month, offering emotional support and advice to parents. We had visiting speakers talking about subjects such as speech therapy and challenging behaviour and gave regular Facebook updates to help parents.

We ran Pilates classes for parents on Zoom, which have since stayed online as many find this easier. This has been funded by the Mercers' Company Charitable Trust. We also ran art competitions and creative writing classes for children, to assist families struggling to find activities whilst home schooling.



## Quote from a parent:

*"The carers' group has been a Godsend to me. My daughter has autism, and a lot of her difficulties show themselves in behaviours that the neurotypical world just cannot understand. It can be isolating at times. Being part of a non-judgemental group during lockdown when things were so hard for my daughter and myself, if I'm honest, made a difference – just knowing I'm not alone. Also listening to various speakers made a huge difference – picking up tips to manage and information about why my daughter may be struggling was a huge help too."*

The 2020-21 Annual Report was approved by the management committee of In-Deep on:

11th January 2022

Signed by:

*Emma Chapman*

Emma Chapman MBE

**General Secretary**

*T. Leftwich*

Tom Leftwich

**Treasurer**

**IN-DEEP COMMUNITY TASK FORCE**

**REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**SAUNDERS, WOOD & CO  
Chartered Accountants  
140A Tachbrook Street  
London  
SW1V 2NE**

IN-DEEP COMMUNITY TASK FORCE  
INDEX TO FINANCIAL STATEMENTS

	Pages
Legal and Administrative Information	1
Report of the Trustees	2 to 3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes Forming Part of the Financial Statements	7 to 9

## **IN-DEEP COMMUNITY TASK FORCE**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **STATUS**

The organisation is a voluntary group, set up on 28 January 2002 and registered as a charity on 1 June 2003

The charity was established under a Trust Deed which established the objects and powers of the registered charity and is governed under its Trust Deed. Under the Trust Deed, the trustees may appoint a person who is willing to act to be a trustee, either to fill a vacancy, or as an additional trustee.

<b>CHARITY NUMBER</b>	1098270
<b>PATRON</b>	Baroness Hanham of Kensington CBE
<b>TRUSTEES</b>	C Chapman Esq MBE (Chairman) E Chapman MBE (Secretary) T Leftwich (Treasurer ) P Devaney R Leafe
<b>REGISTERED OFFICE</b>	Unit 300 95 Wilton Road London SW1V 1BZ
<b>ACCOUNTANTS</b>	Saunders Wood & Co. 140A Tachbrook Street London SW1V 2NE
<b>BANKERS</b>	Lloyds Butler Place London SW1



## IN-DEEP COMMUNITY TASK FORCE

### REVIEW OF ACTIVITIES

In-Deep Community Task Force is a registered charity that works with the elderly on the estates in the South of Westminster and Lambeth. It was founded by a person named Colin Chapman and consists of a management committee of six and seventeen volunteers.

Since March 2002 the In-Deep Community Task Force have been running a range of activities and services for elderly people living in the area.

Since January 2003, In-Deep Community task force has been running a manicure and pedicure service for the elderly run by trained professionals. This has provided a boost to many elderly people as many suffer from low self esteem and also helps as many elderly people cannot cut their nails due to Arthritis. In April 2004 we started a massage service. This is also done by a qualified professional and consists of head, back, neck, shoulders, hands etc. It has been found to be very beneficial to people with osteoarthritis, back problems, stroke etc. We have since expanded the scheme to Lambeth.

In September 2003 we started a monthly roast beef dinner once a month on a Saturday. This consists of a 3 course meal including soup, topside of beef or roast chicken, roast potatoes, yorkshire pudding, 3 vegetables and peaches and cream. This has proved hugely popular with the elderly people in the area and numbers are now averaging 55-60 people per dinner. It also provides the elderly with a good source of iron as many cannot afford beef as they are on low incomes. We have now expanded the scheme to Haven Lodge to run a dinner one tuesday a month with people from the surrounding estates attending including one lady of 106.

In 2012, we started a weekly lunch club in Victoria offering jacket potato with various fillings. This has proved a lifeline as it provides elderly people with a good hot meal. The scheme has proved so popular we have since expanded it to Lambeth once a month.

Since the year 2002, In-Deep Community Task Force have been doing talks across London and they have been donating their harvests collections to us. These are then made up into Christmas hampers and given out to the elderly living on estates in the south of Westminster. Last Christmas we gave out hampers to vulnerable elderly people in the area as well as Lambeth. 360 people benefitted from the scheme through our work. Last year we also put on a Christmas Dinner and gave out presents.

We also run an intergenerational choir which meets once a fortnight and has been going since February 2014.

Since January 2017 In-Deep has been running music therapy sessions once a month for children with special needs and disabilities and a parent meeting group.

This coming year, although very challenging with all the government cuts, will always be as rewarding as ever as we see people's needs met.

In Deep were winners of the queens award for voluntary service in 2013.

Due to the Coronavirus pandemic a number of our activities had to be postponed due to government guidance or moved online. We also began a new befriending scheme where trained checked volunteers provided weekly phone calls or took isolated older people out.

## IN-DEEP COMMUNITY TASK FORCE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

#### RESPONSIBILITIES OF THE TRUSTEES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the registered charity at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Charities Act 1993. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 22/12/21 and signed on its behalf by:



T Leftwich (Treasurer)



E Chapman MBE (Secretary)

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of In-Deep Community Task Force  
on the accounts for the year ended 31 March 2021

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.  
The charity's trustees consider that an audit is not required for this year ( under section 43(2) of the Charities Act 1993 ( the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- follow the procedures laid down in the general directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act and
- state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with section 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date 13/12/2021

Name

PAUL WOOD

Relevant professional qualifications  
or body (if any )

FFA

Address

15 DARTFORD RISE  
FARNBOROUGH  
GU14 9FS

page 4

# IN-DEEP COMMUNITY TASK FORCE

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

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>INCOMING RESOURCES</b>					
General Donations	2	13,294	-	13,294	27,596
Grants and Contracts	2	-	31,098	31,098	28,984
Investment Income and Interest		1	-	1	2
<b>TOTAL INCOMING RESOURCES</b>		<b>13,295</b>	<b>31,098</b>	<b>44,393</b>	<b>56,582</b>
<b>RESOURCES EXPENDED</b>					
Motor and Travel		3,432	30	3,462	5,297
Food and Equipment		1,551	6,931	8,482	11,568
Insurance		521	-	521	517
Photocopying, Postage, Stationery & Computer Expenses		3,215	503	3,718	2,507
Accountancy Fees		1,104	-	1,104	1,104
Telephone and Internet		1,054	-	1,054	903
Depreciation		18	-	18	18
Hall/Garage Hire		720	3,653	4,373	5,127
Hire of Office Space		-	6,060	6,060	5,512
Massage, Manicure and Pedicure		-	660	660	4,970
Sundry Charity Expenses		2,984	-	2,984	3,970
Christmas Hamper Scheme		1,778	-	1,778	1,663
Music Therapy and Carers Meeting Group		803	7,168	7,971	6,338
Choir		690	481	1,171	1,772
Dinner Entertainment		-	-	-	2,540
Education Packs		-	2,087	2,087	
<b>TOTAL RESOURCES EXPENDED</b>		<b>17,870</b>	<b>27,573</b>	<b>45,443</b>	<b>53,806</b>
<b>NET MOVEMENT IN FUNDS DURING YEAR</b>		<b>(4,575)</b>	<b>3,525</b>	<b>(1,050)</b>	<b>2,776</b>
<b>TOTAL FUNDS AT 1 APRIL 2020</b>		<b>18,074</b>	<b>60,131</b>	<b>78,205</b>	<b>75,429</b>
<b>TOTAL FUNDS AT 31 MARCH 2021</b>		<b>13,499</b>	<b>63,656</b>	<b>77,155</b>	<b>78,205</b>


The notes form part of these Financial Statements

IN-DEEP COMMUNITY TASK FORCE

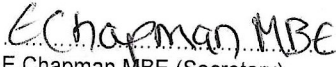
BALANCE SHEET AS AT 31 MARCH 2021

		2021	2020
		£	£
Notes			
<b>FIXED ASSETS:</b>			
Tangible Assets	6	35	53
<b>CURRENT ASSETS:</b>			
Cash at Bank and In Hand		78,224	79,256
CREDITORS: Accountancy Accrual		1,104	1,104
<b>NET CURRENT ASSETS:</b>		77,120	78,152
<b>NET ASSETS</b>		<u>77,155</u>	<u>78,205</u>
<b>UNRESTRICTED FUNDS</b>		13,499	18,074
<b>RESTRICTED FUNDS</b>		63,656	60,131
<b>TOTAL FUNDS</b>		<u>77,155</u>	<u>78,205</u>

Approved by the trustees, and signed on its behalf by:

  
T Leftwich (Treasurer)

Dated: 22/12/21

  
E Chapman MBE (Secretary)



**1 ACCOUNTING POLICIES**

**(a) Accounting Basis**

These Financial Statements have been prepared under the Historical Cost Convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Charities Act 1993 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

**(b) Treatment of Voluntary Income**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

**(c) Treatment of Grants**

Grants, including grants for the purchase of fixed assets, are recognised in the Statement of Financial Activities in the year in which they are receivable.

**(d) Treatment of Incoming Resources**

Incoming resources are included when receivable.

**(e) Treatment of Outgoing Resources**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

**(f) Depreciation**

Depreciation is provided at the following rates, calculated to write off the cost of each asset over its expected useful life:

Furniture	25% p.a. reducing balance
General Equipment	25% p.a. reducing balance

**(g) Unrestricted Funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**(h) Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs, where applicable.

# IN-DEEP COMMUNITY TASK FORCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 2 INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE OBJECTS OF THE CHARITY

	Unrestricted £	Restricted £	Total £	2020 Total £
Lunch and Individual Donations	6,614	-	6,614	15,674
Francis Holland	-	-	-	2,172
The OSO Foundation	-	-	-	5,000
Brown Fornumn Donation	5,000	-	5,000	-
CAF	-	-	-	4,750
St Michaels Church	1,680	-	1,680	-
Westminster Amalgamated Society	-	-	-	3,300
Westminster Foundation	-	1,000	1,000	2,640
London Community Foundation	-	15,802	15,802	-
City of Westminster	-	5,346	5,346	3,544
John Lyon's Charity	-	-	-	11,500
Mercers Trustees	-	8,000	8,000	8,000
Groundwork UK	-	950	950	-
Bank Interest	1	-	1	2
	<u>13,295</u>	<u>31,098</u>	<u>44,393</u>	<u>56,582</u>

### 3 TOTAL RESOURCES EXPENDED

	Total £	Total £
Motor and Travel	3,462	5,297
Food and Equipment	8,482	11,568
Insurance	521	517
Photocopying, Postage, Stationery and Computer Expenses	3,718	2,507
Accountancy Fees	1,104	1,104
Telephone and Internet	1,054	903
Depreciation	18	18
Hall Hire	4,373	5,127
Hire of Office Space	6,060	5,512
Massage, Manicure and Pedicure	660	4,970
Sundry Charity Expenses	2,984	3,970
Christmas Hamper Scheme	1,778	1,663
Choir	1,171	1,772
Music Therapy and Carers Meeting Group	7,971	6,338
Dinner Entertainment	-	2,540
Education Packs	2,087	-
	<u>45,443</u>	<u>53,806</u>

### 4 NET INCOMING RESOURCES IN THE YEAR

This is stated after charging:

	£	2020 £
Depreciation	18	18
Accountancy Fees	1,104	1,104
	<u>1,122</u>	<u>1,122</u>

IN-DEEP COMMUNITY TASK FORCE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

5 TAXATION

The charitable company is exempt from corporation tax on its charitable activities and is registered with the Inland Revenue as such under the reference 1098270.

6 TANGIBLE FIXED ASSETS

	FURNITURE £	MOTOR VAN £	GENERAL EQUIPMENT £	TOTAL £
<b>COST</b>				
At 1 April 2020	330	-	4,035	4,365
Disposal	-	-	-	-
At 31 March 2021	<u>330</u>	<u>-</u>	<u>4,035</u>	<u>4,365</u>
<b>DEPRECIATION</b>				
At 1 April 2020	330	-	3,982	4,312
Charge for the Year			18	18
Disposal		-	-	-
At 31 March 2021	<u>330</u>	<u>-</u>	<u>4,000</u>	<u>4,330</u>
<b>NET BOOK VALUE</b>				
At 31 March 2021	<u>-</u>	<u>-</u>	<u>35</u>	<u>35</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>53</u>	<u>53</u>



**IN-DEEP COMMUNITY TASK FORCE**

**REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**SAUNDERS, WOOD & CO  
Chartered Accountants  
140A Tachbrook Street  
London  
SW1V 2NE**

**IN-DEEP COMMUNITY TASK FORCE**  
**INDEX TO FINANCIAL STATEMENTS**

	<b>Pages</b>
Legal and Administrative Information	1
Report of the Trustees	2 to 3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes Forming Part of the Financial Statements	7 to 9

## **IN-DEEP COMMUNITY TASK FORCE**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **STATUS**

The organisation is a voluntary group, set up on 28 January 2002 and registered as a charity on 1 June 2003

The charity was established under a Trust Deed which established the objects and powers of the registered charity and is governed under its Trust Deed. Under the Trust Deed, the trustees may appoint a person who is willing to act to be a trustee, either to fill a vacancy, or as an additional trustee.

<b>CHARITY NUMBER</b>	1098270
<b>PATRON</b>	Baroness Hanham of Kensington CBE
<b>TRUSTEES</b>	C Chapman Esq MBE (Chairman) E Chapman MBE (Secretary) T Leftwich (Treasurer ) P Devaney R Leafe
<b>REGISTERED OFFICE</b>	Unit 300 95 Wilton Road London SW1V 1BZ
<b>ACCOUNTANTS</b>	Saunders Wood & Co. 140A Tachbrook Street London SW1V 2NE
<b>BANKERS</b>	Lloyds Butler Place London SW1

## IN-DEEP COMMUNITY TASK FORCE

### REVIEW OF ACTIVITIES

In-Deep Community Task Force is a registered charity that works with the elderly on the estates in the South of Westminster and Lambeth. It was founded by a person named Colin Chapman and consists of a management committee of six and seventeen volunteers.

Since March 2002 the In-Deep Community Task Force have been running a range of activities and services for elderly people living in the area.

Since January 2003, In-Deep Community task force has been running a manicure and pedicure service for the elderly run by trained professionals. This has provided a boost to many elderly people as many suffer from low self esteem and also helps as many elderly people cannot cut their nails due to Arthritis. In April 2004 we started a massage service. This is also done by a qualified professional and consists of head, back, neck, shoulders, hands etc. It has been found to be very beneficial to people with osteoarthritis, back problems, stroke etc. We have since expanded the scheme to Lambeth.

In September 2003 we started a monthly roast beef dinner once a month on a Saturday. This consists of a 3 course meal including soup, topside of beef or roast chicken, roast potatoes, yorkshire pudding, 3 vegetables and peaches and cream. This has proved hugely popular with the elderly people in the area and numbers are now averaging 55-60 people per dinner. It also provides the elderly with a good source of iron as many cannot afford beef as they are on low incomes. We have now expanded the scheme to Haven Lodge to run a dinner one tuesday a month with people from the surrounding estates attending including one lady of 106.

In 2012, we started a weekly lunch club in Victoria offering jacket potato with various fillings. This has proved a lifeline as it provides elderly people with a good hot meal. The scheme has proved so popular we have since expanded it to Lambeth once a month.

Since the year 2002, In-Deep Community Task Force have been doing talks across London and they have been donating their harvests collections to us. These are then made up into Christmas hampers and given out to the elderly living on estates in the south of Westminster. Last Christmas we gave out hampers to vulnerable elderly people in the area as well as Lambeth. 360 people benefitted from the scheme through our work. Last year we also put on a Christmas Dinner and gave out presents.

We also run an intergenerational choir which meets once a fortnight and has been going since February 2014.

Since January 2017 In-Deep has been running music therapy sessions once a month for children with special needs and disabilities and a parent meeting group.

This coming year, although very challenging with all the government cuts, will always be as rewarding as ever as we see people's needs met.

In Deep were winners of the queens award for voluntary service in 2013.

Due to the Coronavirus pandemic a number of our activities had to be postponed due to government guidance or moved online. We also began a new befriending scheme where trained checked volunteers provided weekly phone calls or took isolated older people out.

## IN-DEEP COMMUNITY TASK FORCE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

#### RESPONSIBILITIES OF THE TRUSTEES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the registered charity at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Charities Act 1993. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 22/12/21 and signed on its behalf by:



T Leftwich (Treasurer)



E Chapman MBE (Secretary)

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of In-Deep Community Task Force  
on the accounts for the year ended 31 March 2021

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.  
The charity's trustees consider that an audit is not required for this year ( under section 43(2) of the Charities Act 1993 ( the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- follow the procedures laid down in the general directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act and
- state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with section 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date 13/12/2021

Name

PAUL WOOD

Relevant professional qualifications  
or body (if any )

FFA

Address

15 DARTFORD RISE  
FARNBOROUGH  
GU14 9FS

page 4



# IN-DEEP COMMUNITY TASK FORCE

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

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>INCOMING RESOURCES</b>					
General Donations	2	13,294	-	13,294	27,596
Grants and Contracts	2	-	31,098	31,098	28,984
Investment Income and Interest		1	-	1	2
<b>TOTAL INCOMING RESOURCES</b>		<b>13,295</b>	<b>31,098</b>	<b>44,393</b>	<b>56,582</b>
<b>RESOURCES EXPENDED</b>					
Motor and Travel		3,432	30	3,462	5,297
Food and Equipment		1,551	6,931	8,482	11,568
Insurance		521	-	521	517
Photocopying, Postage, Stationery & Computer Expenses		3,215	503	3,718	2,507
Accountancy Fees		1,104	-	1,104	1,104
Telephone and Internet		1,054	-	1,054	903
Depreciation		18	-	18	18
Hall/Garage Hire		720	3,653	4,373	5,127
Hire of Office Space		-	6,060	6,060	5,512
Massage, Manicure and Pedicure		-	660	660	4,970
Sundry Charity Expenses		2,984	-	2,984	3,970
Christmas Hamper Scheme		1,778	-	1,778	1,663
Music Therapy and Carers Meeting Group		803	7,168	7,971	6,338
Choir		690	481	1,171	1,772
Dinner Entertainment		-	-	-	2,540
Education Packs		-	2,087	2,087	
<b>TOTAL RESOURCES EXPENDED</b>		<b>17,870</b>	<b>27,573</b>	<b>45,443</b>	<b>53,806</b>
<b>NET MOVEMENT IN FUNDS DURING YEAR</b>		<b>(4,575)</b>	<b>3,525</b>	<b>(1,050)</b>	<b>2,776</b>
<b>TOTAL FUNDS AT 1 APRIL 2020</b>		<b>18,074</b>	<b>60,131</b>	<b>78,205</b>	<b>75,429</b>
<b>TOTAL FUNDS AT 31 MARCH 2021</b>		<b>13,499</b>	<b>63,656</b>	<b>77,155</b>	<b>78,205</b>


The notes form part of these Financial Statements

IN-DEEP COMMUNITY TASK FORCE

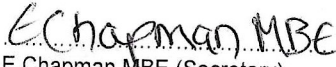
BALANCE SHEET AS AT 31 MARCH 2021

		2021	2020
		£	£
Notes			
<b>FIXED ASSETS:</b>			
Tangible Assets	6	35	53
<b>CURRENT ASSETS:</b>			
Cash at Bank and In Hand		78,224	79,256
CREDITORS: Accountancy Accrual		1,104	1,104
<b>NET CURRENT ASSETS:</b>		77,120	78,152
<b>NET ASSETS</b>		<u>77,155</u>	<u>78,205</u>
<b>UNRESTRICTED FUNDS</b>		13,499	18,074
<b>RESTRICTED FUNDS</b>		63,656	60,131
<b>TOTAL FUNDS</b>		<u>77,155</u>	<u>78,205</u>

Approved by the trustees, and signed on its behalf by:

  
T Leftwich (Treasurer)

Dated: 22/12/21

  
E Chapman MBE (Secretary)



**1 ACCOUNTING POLICIES**

**(a) Accounting Basis**

These Financial Statements have been prepared under the Historical Cost Convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Charities Act 1993 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

**(b) Treatment of Voluntary Income**

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

**(c) Treatment of Grants**

Grants, including grants for the purchase of fixed assets, are recognised in the Statement of Financial Activities in the year in which they are receivable.

**(d) Treatment of Incoming Resources**

Incoming resources are included when receivable.

**(e) Treatment of Outgoing Resources**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

**(f) Depreciation**

Depreciation is provided at the following rates, calculated to write off the cost of each asset over its expected useful life:

Furniture	25% p.a. reducing balance
General Equipment	25% p.a. reducing balance

**(g) Unrestricted Funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**(h) Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs, where applicable.

IN-DEEP COMMUNITY TASK FORCE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2 INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE OBJECTS OF THE CHARITY

	Unrestricted £	Restricted £	Total £	2020 Total £
Lunch and Individual Donations	6,614	-	6,614	15,674
Francis Holland	-	-	-	2,172
The OSO Foundation	-	-	-	5,000
Brown Fornumn Donation	5,000	-	5,000	-
CAF	-	-	-	4,750
St Michaels Church	1,680	-	1,680	-
Westminster Amalgamated Society	-	-	-	3,300
Westminster Foundation	-	1,000	1,000	2,640
London Community Foundation	-	15,802	15,802	-
City of Westminster	-	5,346	5,346	3,544
John Lyon's Charity	-	-	-	11,500
Mercers Trustees	-	8,000	8,000	8,000
Groundwork UK	-	950	950	-
Bank Interest	1	-	1	2
	<u>13,295</u>	<u>31,098</u>	<u>44,393</u>	<u>56,582</u>

3 TOTAL RESOURCES EXPENDED

	Total £	Total £
Motor and Travel	3,462	5,297
Food and Equipment	8,482	11,568
Insurance	521	517
Photocopying, Postage, Stationery and Computer Expenses	3,718	2,507
Accountancy Fees	1,104	1,104
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Choir	1,171	1,772
Music Therapy and Carers Meeting Group	7,971	6,338
Dinner Entertainment	-	2,540
Education Packs	2,087	-
	<u>45,443</u>	<u>53,806</u>

4 NET INCOMING RESOURCES IN THE YEAR

This is stated after charging:

	£	2020 £
Depreciation	18	18
Accountancy Fees	1,104	1,104
	<u>1,122</u>	<u>1,122</u>

IN-DEEP COMMUNITY TASK FORCE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

5 TAXATION

The charitable company is exempt from corporation tax on its charitable activities and is registered with the Inland Revenue as such under the reference 1098270.

6 TANGIBLE FIXED ASSETS

	FURNITURE £	MOTOR VAN £	GENERAL EQUIPMENT £	TOTAL £
<b>COST</b>				
At 1 April 2020	330	-	4,035	4,365
Disposal	-	-	-	-
At 31 March 2021	<u>330</u>	<u>-</u>	<u>4,035</u>	<u>4,365</u>
<b>DEPRECIATION</b>				
At 1 April 2020	330	-	3,982	4,312
Charge for the Year			18	18
Disposal		-	-	-
At 31 March 2021	<u>330</u>	<u>-</u>	<u>4,000</u>	<u>4,330</u>
<b>NET BOOK VALUE</b>				
At 31 March 2021	<u>-</u>	<u>-</u>	<u>35</u>	<u>35</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>53</u>	<u>53</u>