

# IN-DEEP ANNUAL REPORT



**April 1 2022-  
March 31 2023**

# ORGANISATION DETAILS

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## **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](https://www.facebook.com/InDeepLDN)

## **Facebook**

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

## **Instagram**

[www.instagram.com/InDeepCommunity](https://www.instagram.com/InDeepCommunity)  
[www.instagram.com/InDeepMusicTherapy](https://www.instagram.com/InDeepMusicTherapy)

## **Twitter**

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

## **Registered Charity Number**

1098270

## **Project Locations**

*Westminster (community meals)*

Westminster Kingsway College, Vincent Square, London, SW1P 2PD

*Westminster (music therapy)*

Millbank Academy Erasmus Street London SW1P 4HR

*Lambeth (complementary therapies)*

Coney Way Clubhouse 2 Coney Way London SW8 1LN

# OUR FRIENDS AND PEOPLE

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*As ever, our thanks go out 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 Patricia

Emma Chapman MBE

De'Vanney

Richard Leafe

## **Voulenteers**

Jeremy Pickney

Katy Smith

Christabel chittink

Isabelle Akov

Luca Smile

Irma Sjorgen

Kirsty Wilkins

Emma Breslin

Isobel Rudd

Kirsty Leane Does

Donna Craigie

Tina Robbins

Lucy Kirkum

Richard Leafe

Mark Aslett

Lyndy Welsey

Richa Vera

Ariana Mirbagheri

Joudee Miller

Angela Hsu

Scott Neil

Osmarina Dorcas

Yi Ting Wong

Clemence Rebora

Nataly Bokh

Erin Wood

Sheila Sella

Bill Huan

Ciara O'Reilly

Ekiko Billing

Dalia Rhalmi

Corentin Dorentin

Dalia Dudeney Sailesh

Tobias Desouza

Jamie Gillen

Peter Griffiths

Ines Marcos

Samirika Castelle

Marilena Palimeda

Shilpa Sanjoy

Olia Naymushina

Tom Leftwich

Keisha Johnson

Beatriz Parres

## **Paid Staff**

Aliss Pollock

Imogen Dyer

Helen de Beresford

Dominic Lo

Wilf Petheridge

Sidra Zahid

Melissa Urban

Loretta McDonnell

Hugh Williams

Hannah Merchant

Tahira Khan

Shreya Mugal

Eleanor Emery

Lucy Mullin

# OUR FRIENDS AND PEOPLE

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## **Bookkeeper**

Saunders, Wood and Co Ltd

## **Supporters and Partners**

Royal College of Music

Queensmill School

Deutsche Bank Fund

Tri Borough Music Hub

London Community Foundation

St Michaels Church Chester Sq

Francis Holland School for Girls

John Lyons Charity

Westminster Amalgamated Charity

Westminster School

Gordon Family Fund

Awards for All

Westminster City Council Ward Budget

Weil, Gotshal and Manges Ltd

Westminster Foundation

Westminster Kingsway College

*And a number of individual donors*

# CHAIRMAN'S REPORT

2022/2023 has been another busy and difficult year for the charity sector as we started to come out of the coronavirus pandemic restrictions. We have endeavored to keep activities going and reopen some of the activities which we had to close in the first initial lockdowns.

There is a saying that out of every bad situation comes good. Since January 2002 we have run all our activities in Grosvenor Hall, Vincent St, SW1 however when the first lockdown happened this shut down. Since then we have formed new relationships with people by starting our monthly 3 course dinner in a new place at Westminster Kingsway College, 76 Vincent Sq. Here we use the canteen to put on our monthly three course meal. We also have a proper commercial kitchen so are able to provide a nutritious, tasty meal cooked fresh on the day. Numbers have continued to grow since we opened the dinner up with restrictions.

Post pandemic, our lunch delivery scheme has become a lifeline for a number of people who are housebound or struggle to get out. It has allowed our outreach to extend with our team of volunteers who deliver the lunches each week to those most isolated in the community. As we emerge from the pandemic we must recognise that by reaching out we were a positive impact to those affected. Isolation affected many of the elderly during covid and we saw cases of depression and anxiety increase. We even had on occasions older people crying when we delivered food due to loneliness. The activities In – deep runs help tackle this and provide a better quality of life.

One scheme set up to combat this is our befriending scheme. This year we received funding to employ a befriending coordinator. We set up the befriending scheme in 2020 in response to the initial lockdowns. We now train, check and match volunteers with people referred to us by housing associations, nhs, charities etc. Feedback has been positive with older people benefitting from the regular interaction and volunteers enjoying getting to know an older person and listen to their stories.

# CHAIRMAN'S REPORT

Our Over 50's choir has resumed in person rehearsals at St Saviours Church. Where we have seen a number of choirs close we have seen new members joining. This has been a real highlight for many particularly the concerts we do. It has also been wonderful seeing students from the Royal College of music enhancing our concerts and bringing something really special to the atmosphere of the concerts.

Our music therapy and children's projects have continued to expand. This year we have continued both our face to face and online provision. We have also been running trips for families to the theatre for relaxed performances. This has been proving very popular. Other initiatives we have run this year is running our first arts based holiday workshop themed around the Greatest Showman. This was a real highlight as it showed the many gifts and talents children and young people with SEND have. The feedback was very positive and there was not a dry eye in the house when the children's performance had finished. We have also been supporting parents by giving supermarket vouchers at Christmas.

As always in – deep's activities could not run without its committed team of staff, an incredible numbers of volunteers. Many activities such as the lunch and dinner would not take place without volunteers. We are grateful to government departments, companies, schools who regularly volunteer with us. It makes a real difference and enables activities to go ahead. Many volunteers have said how much they enjoy the experience and what they learn from it so it is a two way process.

We are also grateful for all funders for their one off or regular support. In – Deep activities would not happen without both large and small donations and grants. As chairman and founder I very much see how the difference that money makes whether to an older person whose health has deteriorated gets to meet others at the dinner or a child with complex needs gets to receive free music therapy on a regular basis were this is often not possible helping their development and progress.

# CHAIRMAN'S REPORT

As we look forward to next year and coming out of restrictions I am aware that many people still carry the effects of the lockdowns whether through mental health problems, deteriorating health as a knock on effect, cost of living crisis. At In – Deep we seek to alleviate and tackle the problems associated with this through our work.

Yours,

A handwritten signature in black ink that reads "Colin Chapman". The script is fluid and cursive, with the first name "Colin" and the last name "Chapman" written in a single continuous line.

**Colin Chapman MBE**

CHAIRMAN OF IN-DEEP

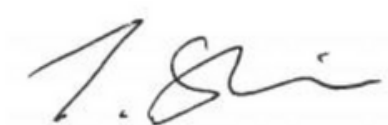
# TREASURER'S REPORT

As 2022/2023 has seen removal of pandemic restrictions and this has been a huge relief to many. However many in society are still seeing the effects of Covid-19 including increased mental health problems and cost of living problems. We have seen a number of charities struggling and projects in other charities close. However we have been incredibly lucky and through diligent fundraising we have continued our projects and expanded some of them. In – Deep is incredibly lucky to have some core funders including the London Community Foundation, Awards for All, Francis Holland School for Girls, Westminster foundation, John Lyons Charity, Weil, Goshal and Manges LLP. Without their support in – deep activities would not run. The difference their financial support makes is invaluable.

Due to the cost of living one thing we did this year with a grant from Together for London was to purchase supermarkets vouchers, blankets and support families. It also helped with the extra costs we were facing with food, staff and the extra demands we were facing as numbers coming to our activities had doubled.

One other highlight of the year was our platinum jubilee project funded by the Arts Council England which combined a number of our projects including our Over 50's choir, our partnership with the Royal College of Music, our SEND work all culminating in a teadance.

As we look forward to the year 2023 / 2024 with more activities starting up including our lunch club beginning back in person I would like to thank all our funders both large and small.



**Thomas Leftwich**

TREASURER OF IN-DEEP



# LUNCH AND DINNER CLUBS

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## WEDNESDAY LUNCH SCHEME

Our Lunch Club, has undergone significant change due to the renovations held at our venue “The Hall” - Grosvenor and Regency Estate in Westminster and ongoing effects of the Covid-19 lockdowns. Since March 2020, we shifted to a lunch delivery scheme, ensuring our community continued to receive nutritious meals. Our dedicated volunteers have been delivering freshly made jacket potatoes with chicken, cheese, or gammon, along with salads, offering not just sustenance but a vital connection, especially for those who may not have had any interaction that day.



Janice, receiving her delivered lunch during 2021 lockdown.

This invaluable service, previously supported by the Pargiter Trust and Gordon Family Fund, has been a lifeline during challenging times. In 2022, Westminster Amalgamated Charity stepped in to fund this initiative, enabling us to continue our mission of providing much-needed support and friendship. As we eagerly anticipate reopening the lunch club in 2023, we are able to reflect on the lasting benefits these weekly deliveries have brought to our community.

# LUNCH AND DINNER CLUBS

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## COMMUNITY DINNER



Everyone at our Community Dinner scheme enjoying their food.

Since January 2003, our monthly community dinners have been a staple in fostering connections among isolated older individuals. Initially held at Grosvenor Hall, our three-course roast dinner, featuring soup, roast chicken, beef, pork, a vegetarian option, roast potatoes, vegetables, and a delightful pudding of the day, served as a heartwarming occasion for the community. Unfortunately, the onset of the Covid-19 pandemic in March 2020 disrupted our in-person gatherings and we had to transition to a delivery scheme during the lockdowns.

Excitingly, since May 2021, we've revived our monthly dinners in a new venue at Westminster Kingsway College. A dedicated venue allows us to continue providing a warm and welcoming space where older individuals can meet, enjoy live entertainment, and interact. Our dedicated team of volunteers serve an average of 90 people each dinner. This year, we're grateful for the support of the Gordon Family Fund and the Together for London Fund, ensuring the continuation of this meaningful initiative.

# OVER 50'S CHOIR

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Our choir has continued to be a real highlight for our service users and their community. Numbers continue to grow, and we have developed an ongoing collaboration with the Royal College of Music to deliver multiple concerts annually. A particular highlight this year was performing at our Platinum Jubilee Concert in June 2022, which was a buzzing community event held at Westminster Kingsway College and is described in detail on page 14. We have embedded learning from the pandemic and the challenges posed for those most isolate

The challenges posed by the Covid-19 lockdowns, particularly for our senior members unaccustomed to digital technologies, prompted us to employ online platforms for continuing choir practice. Hosting choir sessions over Zoom and introducing a quiz format not only sustained but expanded our membership, reaching individuals beyond our geographical remit. ent to the impact of a supportive community taskforce.

We extend our gratitude for the ongoing support received, as our choir is sustained through funding from the Westminster City Council Community Contribution Fund and Arts Council England.



Over 50's Choir performing at Platinum Jubilee Celebration Event.



# CHRISTMAS HAMPER SCHEME

Our Christmas Hamper Scheme stands as one of our longstanding initiatives. Through the generous donations of food items, tea, coffee, festive essentials, and various pantry staples, we assemble and distribute 300 hampers to elderly residents across multiple London boroughs. Collaborating with educational institutions, religious establishments, corporations, and government institutions across London, these partners assist in hamper collection and distribution.

We extend our heartfelt gratitude to the Department for Business, Energy & Industrial Strategy, Westminster School, Francis Holland School for Girls, St. Michael's Church, Chester Sq, and Weil Ltd for their instrumental support. Furthermore, through a gracious grant from the Together for London Fund.

This initiative aimed to alleviate some of the financial strains posed, ensuring that our beneficiaries receive both blankets and food vouchers during these unsettled times.

The heightened challenges faced by older individuals during this time of year can be isolating as many older citizens continued their shielding efforts amid the ongoing pandemic. Our service served as a poignant testament to the impact of a supportive community taskforce.



Jim, receiving Christmas Hamper donation at his door.

# MUSIC THERAPY

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Ella, music therapist, delivering a session.



Tom, a Royal College of Music student, on placement.

Our music therapy service, generously funded by John Lyon's Charity, has evolved significantly since its inception in 2017. Specifically catering to children and young people with SEND, we've expanded our offerings to encompass age-appropriate groups spanning ages 3-10, 11-18, and 19-25, with invaluable support from students at the Royal College of Music who undertake placements with us. In response to the challenges posed by the pandemic, we seamlessly transitioned our sessions online, a shift that not only sustained our program but also broadened its reach. Participants now join us not just from local areas but also from regions as distant as Devon, Scotland, and Nigeria.

Sessions are led by our team of qualified and experienced music therapists. Through monitoring carried out by our workshop leaders, we have been able to improve the emotional and social anxieties that these families face.

# MUSIC THERAPY

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As well as online sessions, we help beneficiaries through various initiatives, such as organize trips to the theatre, host an annual celebratory party, distribute festive gifts during Christmas, and offer ongoing support to families navigating the complexities of SEND.

In 2022, we launched our arts-based holiday workshop, a multifaceted experience encompassing art, dance, drama, and music. Themed around the film 'The Greatest Showman', this three-day workshop culminated in a performance from our participants, demonstrating their increase in confidence and resilience.



Final performance at The Greatest Showman workshop.



# SPECIAL EVENTS

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In celebration of the Queen's Platinum Jubilee, In-Deep undertook an exciting collaborative project with Queensmill Special School, our over 50s Choir and the Royal College of Music. This project aimed to showcase our commitment to fostering community partnerships and highlighted the artistic talents of our all our participants.

Our Over 50's Choir had the privilege of rehearsing alongside talented students from the Royal College of Music, culminating in a tea dance performance to In-Deep participants and the local community during the Platinum Jubilee weekend. The blend of voices and talents resonated deeply, demonstrating the impact of intergenerational collaboration in the community. Afterwards the students of Queensmill revealed our art mural, prominently displayed at the JOY Disability Arts Festival hosted at the Lyric Theatre Hammersmith, further amplifying our mission to promote accessibility, creativity, and community engagement through the arts.



Royal College of Music students performing with Over 50s Choir at tea dance.



Mural created by Queensmill School students, showcased at Lyric Theatre in Hammersmith as part of the JOY Festival.

# TESTIMONIES

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**“Music group has taught or helped Elerena learn and improve her interactions with her peers at school as well as friends and family... We just wish there was more help and understanding everywhere else like In-Deep.”**

PARENTS OF PARTICIPANT IN 3-10 YEARS FREE MUSIC THERAPY

**“Dance, drama, music, music writing, all this gave me long memories of life(long) friends. Also gives us strong fuel of life. Again thank you very much for the time for all of us. We are very grateful”.**

PARTICIPANT OF GREATEST SHOWMAN PROJECT 2022

**“It made me so happy that my daughter made friends and was happy here.”**

PARENT OF GREATEST SHOWMAN PROJECT 2022 PARTICIPANT



# COMMITTEE

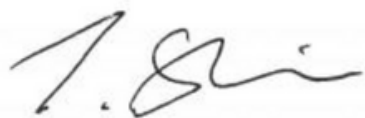
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The 2022-23 Annual Report was approved by the management committee on-  
Deep on: 25th January 2024

Signed by:



Emma Chapman MBE  
**General Secretary**



Tom Leftwich  
**Treasurer**

IN-DEEP COMMUNITY TASK FORCE

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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

IN-DEEP COMMUNITY TASK FORCE  
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## 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.

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

## IN-DEEP COMMUNITY TASK FORCE

### REVIEW OF ACTIVITIES

We work with isolated older people and children with send and their families in London. It was founded by a person named Colin Chapman MBE and consists of a management committee of five and sixty two 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 pork etc roast potatoes, yorkshire pudding, 3 vegetables and pudding of the day. 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.

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.

Since 2014 we have been running an over 50's choir with a professional choirmaster and accompanist. Everyone is welcome and we have no audition policy. We sign a range of songs from musicals, 50's, 60's and 70's. We do several concerts each year.

Since January 2017 In-Deep has been running music therapy sessions twice a month both face to face and online by qualified music therapists to children and young adults with send. We also offer placements to students from the Royal College of Music. We also run trips, workshops, do work in schools and support families as it is difficult to raise a child with send.

This coming year, although challenging with repeated lockdowns we will continue with our important work.

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

## IN-DEEP COMMUNITY TASK FORCE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

#### 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 **22/01/2024** 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 2023

### 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 22/01/2024

Name

PAUL WOOD

Relevant professional qualifications  
or body (if any )

FFA

Address

15 DARTFORD RISE  
FARNBOROUGH  
GU14 9FS

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# IN-DEEP COMMUNITY TASK FORCE

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

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>INCOMING RESOURCES</b>					
General Donations	2	20,432	-	20,432	23,702
Grants and Contracts	2	-	67,727	67,727	49,246
Investment Income and Interest		6	-	6	-
<b>TOTAL INCOMING RESOURCES</b>		<b>20,438</b>	<b>67,727</b>	<b>88,165</b>	<b>72,948</b>
<b>RESOURCES EXPENDED</b>					
Motor and Travel		4,801	-	4,801	4,379
Food and Equipment		1,837	13,695	15,532	17,116
Insurance		524	-	524	523
Administration Exopenses		1,455	1,903	3,358	2,942
Accountancy Fees		1,584	-	1,584	1,104
Telephone and Internet		1,033	-	1,033	948
Depreciation		12	-	12	12
Hall/Garage Hire		-	-	-	720
Hire of Office Space		2,940	6,667	9,607	5,695
Massage, Manicure and Pedicure		-	1,520	1,520	3,210
Sundry Charity Expenses		3,047	-	3,047	3,249
Christmas Hamper Scheme		1,262	-	1,262	2,388
Music Therapy and Send Families Work		625	15,565	16,190	14,567
Choir		990	2,216	3,206	1,685
Dinner Entertainment		1,995	250	2,245	515
Fund Raising		-	-	-	1,152
Teadance		-	2,490	2,490	-
Befriending		-	8,223	8,223	-
Workshop		-	2,664	2,664	-
Cost of Living		-	2,945	2,945	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>22,105</b>	<b>58,138</b>	<b>80,243</b>	<b>60,205</b>
<b>NET MOVEMENT IN FUNDS DURING YEAR</b>		<b>(1,667)</b>	<b>9,589</b>	<b>7,922</b>	<b>12,743</b>
<b>TOTAL FUNDS AT 1 APRIL 2022</b>		<b>14,915</b>	<b>74,983</b>	<b>89,898</b>	<b>77,155</b>
<b>TOTAL FUNDS AT 31 MARCH 2023</b>		<b>13,248</b>	<b>84,572</b>	<b>97,820</b>	<b>89,898</b>


The notes form part of these Financial Statements



IN-DEEP COMMUNITY TASK FORCE  
BALANCE SHEET AS AT 31 MARCH 2023

		2023	2022
		£	£
	Notes		
<b>FIXED ASSETS:</b>			
Tangible Assets	6	11	23
<b>CURRENT ASSETS:</b>			
Cash at Bank and In Hand		99,404	90,979
CREDITORS: Accountancy Accrual		1,584	1,104
<b>NET CURRENT ASSETS:</b>		97,820	89,875
<b>NET ASSETS</b>		97,820	89,898
<b>UNRESTRICTED FUNDS</b>		13,248	14,915
<b>RESTRICTED FUNDS</b>		84,572	74,983
<b>TOTAL FUNDS</b>		97,820	89,898

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

  
.....  
T Leftwich (Treasurer)

Dated: 22/01/2024

  
.....  
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 2023

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

	Unrestricted £	Restricted £	Total £	2022 Total £
Lunch and Individual Donations	20,432	-	20,432	22,687
Main Grants	-	7,375	7,375	8,460
Westminster School	-	310	310	-
Magdalen Hospital	-	-	-	1,000
The Sir Jules Thor	-	-	-	1,000
St Michaels Church	-	-	-	1,015
Jessies Fund	-	-	-	2,500
Westminster Foundation	-	-	-	2,000
London Community Foundation	-	30,242	30,242	13,765
City of Westminster	-	5,755	5,755	1,251
John Lyon's Charity	-	18,650	18,650	11,500
Woodroffe Benton	-	750	750	-
Westminster Almshouse	-	3,000	3,000	-
Ann Rylands Trust	-	-	-	940
The Pargiter Trust	-	-	-	5,830
Barchester Health	-	-	-	1,000
Trees of the David	-	750	750	-
COW Trust	-	1,895	1,895	-
Bank Interest	6	-	6	-
	<u>20,438</u>	<u>68,727</u>	<u>89,165</u>	<u>72,948</u>

3 TOTAL RESOURCES EXPENDED

	Total £	Total £
Motor and Travel	4,801	4,379
Food and Equipment	15,532	17,116
Insurance	524	523
Administration Expenses	3,358	2,942
Accountancy Fees	1,584	1,104
Telephone and Internet	1,033	948
Depreciation	12	12
Hall Hire	-	720
Hire of Office Space	9,607	5,695
Massage, Manicure and Pedicure	1,520	3,210
Sundry Charity Expenses	3,047	3,249
Christmas Hamper Scheme	1,262	2,388
Choir	3,206	1,685
Music Therapy and Send Families Work	16,190	14,567
Dinner Entertainment	2,245	515
Fund Raising	-	1,152
Teadance	2,490	-
Befriending	8,223	-
Workshop	2,664	-
Cost of Living	2,945	-
	<u>80,243</u>	<u>60,205</u>

4 NET INCOMING RESOURCES IN THE YEAR

This is stated after charging:

	£	£
Depreciation	12	12
Accountancy Fees	1,584	1,104
	<u>1,596</u>	<u>1,116</u>

**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 2022	330		4,035	4,365
Disposal	-	-	-	-
At 31 March 2023	<u>330</u>	<u>-</u>	<u>4,035</u>	<u>4,365</u>
<b>DEPRECIATION</b>				
At 1 April 2022	330		4,012	4,342
Charge for the Year			12	12
Disposal		-		
At 31 March 2023	<u>330</u>	<u>-</u>	<u>4,024</u>	<u>4,354</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>11</u>	<u>11</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>23</u>	<u>23</u>

IN-DEEP COMMUNITY TASK FORCE

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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

IN-DEEP COMMUNITY TASK FORCE  
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## 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.

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



## IN-DEEP COMMUNITY TASK FORCE

### REVIEW OF ACTIVITIES

We work with isolated older people and children with send and their families in London. It was founded by a person named Colin Chapman MBE and consists of a management committee of five and sixty two 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 pork etc roast potatoes, yorkshire pudding, 3 vegetables and pudding of the day. 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.

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.

Since 2014 we have been running an over 50's choir with a professional choirmaster and accompanist. Everyone is welcome and we have no audition policy. We sign a range of songs from musicals, 50's, 60's and 70's. We do several concerts each year.

Since January 2017 In-Deep has been running music therapy sessions twice a month both face to face and online by qualified music therapists to children and young adults with send. We also offer placements to students from the Royal College of Music. We also run trips, workshops, do work in schools and support families as it is difficult to raise a child with send.

This coming year, although challenging with repeated lockdowns we will continue with our important work.

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



## IN-DEEP COMMUNITY TASK FORCE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

#### 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 **22/01/2024** 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 2023

### 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 22/01/2024

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 2023


	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>INCOMING RESOURCES</b>					
General Donations	2	20,432	-	20,432	23,702
Grants and Contracts	2	-	67,727	67,727	49,246
Investment Income and Interest		6	-	6	-
<b>TOTAL INCOMING RESOURCES</b>		<b>20,438</b>	<b>67,727</b>	<b>88,165</b>	<b>72,948</b>
<b>RESOURCES EXPENDED</b>					
Motor and Travel		4,801	-	4,801	4,379
Food and Equipment		1,837	13,695	15,532	17,116
Insurance		524	-	524	523
Administration Exopenses		1,455	1,903	3,358	2,942
Accountancy Fees		1,584	-	1,584	1,104
Telephone and Internet		1,033	-	1,033	948
Depreciation		12	-	12	12
Hall/Garage Hire		-	-	-	720
Hire of Office Space		2,940	6,667	9,607	5,695
Massage, Manicure and Pedicure		-	1,520	1,520	3,210
Sundry Charity Expenses		3,047	-	3,047	3,249
Christmas Hamper Scheme		1,262	-	1,262	2,388
Music Therapy and Send Families Work		625	15,565	16,190	14,567
Choir		990	2,216	3,206	1,685
Dinner Entertainment		1,995	250	2,245	515
Fund Raising		-	-	-	1,152
Teadance		-	2,490	2,490	-
Befriending		-	8,223	8,223	-
Workshop		-	2,664	2,664	-
Cost of Living		-	2,945	2,945	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>22,105</b>	<b>58,138</b>	<b>80,243</b>	<b>60,205</b>
<b>NET MOVEMENT IN FUNDS DURING YEAR</b>		<b>(1,667)</b>	<b>9,589</b>	<b>7,922</b>	<b>12,743</b>
<b>TOTAL FUNDS AT 1 APRIL 2022</b>		<b>14,915</b>	<b>74,983</b>	<b>89,898</b>	<b>77,155</b>
<b>TOTAL FUNDS AT 31 MARCH 2023</b>		<b>13,248</b>	<b>84,572</b>	<b>97,820</b>	<b>89,898</b>

The notes form part of these Financial Statements

IN-DEEP COMMUNITY TASK FORCE  
BALANCE SHEET AS AT 31 MARCH 2023

		2023	2022
		£	£
	Notes		
<b>FIXED ASSETS:</b>			
Tangible Assets	6	11	23
<b>CURRENT ASSETS:</b>			
Cash at Bank and In Hand		99,404	90,979
CREDITORS: Accountancy Accrual		1,584	1,104
<b>NET CURRENT ASSETS:</b>		97,820	89,875
<b>NET ASSETS</b>		97,820	89,898
<b>UNRESTRICTED FUNDS</b>		13,248	14,915
<b>RESTRICTED FUNDS</b>		84,572	74,983
<b>TOTAL FUNDS</b>		97,820	89,898

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

  
.....  
T Leftwich (Treasurer)

Dated: 22/01/2024

  
.....  
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 2023

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

	Unrestricted £	Restricted £	Total £	2022 Total £
Lunch and Individual Donations	20,432	-	20,432	22,687
Main Grants	-	7,375	7,375	8,460
Westminster School	-	310	310	-
Magdalen Hospital	-	-	-	1,000
The Sir Jules Thor	-	-	-	1,000
St Michaels Church	-	-	-	1,015
Jessies Fund	-	-	-	2,500
Westminster Foundation	-	-	-	2,000
London Community Foundation	-	30,242	30,242	13,765
City of Westminster	-	5,755	5,755	1,251
John Lyon's Charity	-	18,650	18,650	11,500
Woodroffe Benton	-	750	750	-
Westminster Almshouse	-	3,000	3,000	-
Ann Rylands Trust	-	-	-	940
The Pargiter Trust	-	-	-	5,830
Barchester Health	-	-	-	1,000
Trees of the David	-	750	750	-
COW Trust	-	1,895	1,895	-
Bank Interest	6	-	6	-
	<u>20,438</u>	<u>68,727</u>	<u>89,165</u>	<u>72,948</u>

3 TOTAL RESOURCES EXPENDED

	Total £	Total £
Motor and Travel	4,801	4,379
Food and Equipment	15,532	17,116
Insurance	524	523
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Fund Raising	-	1,152
Teadance	2,490	-
Befriending	8,223	-
Workshop	2,664	-
Cost of Living	2,945	-
	<u>80,243</u>	<u>60,205</u>

4 NET INCOMING RESOURCES IN THE YEAR

This is stated after charging:

	£	£
Depreciation	12	12
Accountancy Fees	1,584	1,104
	<u>1,596</u>	<u>1,116</u>

**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 2022	330		4,035	4,365
Disposal	-	-	-	-
At 31 March 2023	<u>330</u>	<u>-</u>	<u>4,035</u>	<u>4,365</u>
<b>DEPRECIATION</b>				
At 1 April 2022	330		4,012	4,342
Charge for the Year			12	12
Disposal		-		
At 31 March 2023	<u>330</u>	<u>-</u>	<u>4,024</u>	<u>4,354</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>11</u>	<u>11</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>23</u>	<u>23</u>