

INVOLVE NORTH EAST

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2024

Charity Number 1116182
Company number 05899382

Involve North East
(A company limited by guarantee)

Trustees' Report
For the Year Ended 31 March 2024

The trustees, who are also directors of the charitable company for the purposes of company law, submit their annual report and the financial statements of Involve North East (the charitable company) for the year ended 31 March 2024.

The financial statements comply with the Charities Act 2019, the Companies Act 2006, the Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Policies and objectives

Involve North East's objects are the promotion and protection of the good health of the inhabitants of North East England. It does this by seeking to put patients, carers and the public at the heart of health and social care services.

Involve North East has 5 strategic objectives that were agreed by the Board. These are:

Objective 1: Gather community intelligence about health, wellbeing and social care services;

Objective 2: Use community intelligence to influence relevant commissioning and service plans;

Objective 3: Build effective working relationships with relevant partners and organisations;

Objective 4: Present information in simple, accessible and easily understood formats (e.g. from commissioners);

Objective 5: Train people with responsibility for involvement in best practice methods and techniques;

These objectives are met through a variety of activities and initiatives, including: organising and facilitating consultation events and research activities with members of the public, producing newsletters and other information bulletins, identifying areas where the needs of the population are not met by current services and therefore promoting the need for change and, identifying and promoting shared issues and trends within community health. We also deliver training to enable people to lead healthier lives, access health related services and to advocate for themselves and their communities in doing so. Over recent years we have made increasing use of digital technologies and online media to achieve our objectives, for example through projects such as English for Health and Student GP Registration.

Public benefit

Since February 2022, we have adopted a hybrid work model i.e. staff work both in the office and at home throughout the week. This trend has impacted our work in other ways as many organisations now do the same, meaning meetings and groups also follow a hybrid model. Through a mixture of face-to-face and online meetings, digital platforms and the telephone Involve North East (INE) has worked closely with members of the public, service users, community groups, voluntary community and social enterprise (VCSE) sector partners, commissioners, providers and others to ensure the voice of service users is listened to and acted upon in decisions made about the healthcare services they receive.

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INE is committed to tackling health inequalities and improving the overall health of the population in North East England. A significant part of our outreach is with people from disadvantaged backgrounds and people who typically find it hard to engage in decisions made about the health and social care services they receive. This relates to our strategic objectives of ensuring that the most excluded from mainstream society are given a voice in the planning and delivery of health and social care. As part of our delivery of the Engagement Service contract for NHS North East & North Cumbria Integrated Care Board (NENC ICB) Newcastle and Gateshead Place, we have been working closely with charities and community groups to better understand the needs of their service users from marginalised communities, to ensure we find the best way to include them and their views as part of our work.

ACHIEVEMENTS AND PERFORMANCE

Key figures



Introduction

One of the targets we set ourselves in 2023-24 was to increase and diversify our non-contracted work. We knew that our skillsets and experience meant we could deliver high quality service evaluations and that as long as these helped and supported the wellbeing of people living in North East England, we would be fulfilling our charitable aims.

I'm delighted that we fulfilled this aim and you can read about one such project in our work with VONNE below. You'll see from this project and the others we've summarised just how much our work is focussed on community issues, right in the heart of the neighbourhoods. Meeting with local people and the staff who work to support them across a range of organisations keeps our work grounded in the day-to-day experiences of people in the North East.

Highlights of the year's activities

Below are a few of the headline projects we've undertaken over the last twelve months that give a flavour of the wide-ranging portfolio of activities we're involved in and their impact on the people of the North East.

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REN(D)

The Research Engagement Network Development (REND) partnership project aims to increase participation in research. In the North East and North Cumbria (NENC) £100K funding was awarded to focus on children and young people's (CYP) mental health research participation. Rising referrals and waiting lists for CYP mental health support highlight the need to understand the drivers behind this, alongside a deeper exploration of the impact of inequalities on prevalence or support. It was recognised that research participation amongst CYP, particularly across a vast rural landscape and areas of economic disadvantage is low.

The plan was to build upon some of the existing networks between the Integrated Care System (ICS) and VCSE organisations to utilise their reach into local communities and their engagement with children and young people. Seven VCSE organisations who work with children and young people across the NENC ICB area took part in REND with the aim of gathering as much information as possible on the best and most successful approaches to engaging young people in research.

We were commissioned to carry out an evaluation of this project and interviewed staff working at these seven VCSEs, held a workshop with the REND project team, and gathered individual feedback from research partners. A REND Partners Workshop Event was held at the end of May and ICB staff were on hand to capture feedback from participants. The draft report was submitted on 16th April. Following feedback, a final version was submitted and signed off on 18th June.

Based upon the success of REND, VONNE have been awarded extension funding to take the REN project further and have engaged us to develop the evaluation in greater depth over the forthcoming weeks. Not all of the REND partners were able to contribute to the first evaluation and this extension work will enable us to bring them into the conversation.

One of the aims of the project was for VCSE organisations funded during phase 1 of the REN programme to continue to discuss mental health research and research engagement with the children and young people they work with over the course of the year. As part of the extension work, we will be working with the REN partners to draw out and identify some key research priorities from the perspectives of children and young people.

Another priority of the extension work is to inform and support the development of a REN partners network. It is hoped that this network will enable the successful matching of VCSE organisations with researchers going forward. The evaluation extension work is already underway and interviews with REN partners have been arranged. We are expecting this project to run until the autumn by which time our final report will contain a number of recommendations for the network and for future CYP research engagement.

A community health bus for Newcastle

Moving healthcare services closer to home has been a focus of the NHS for over a decade now. It is well known that patients benefit from services that are more accessible to them – they're easier and cheaper to get to and in familiar locations.

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With this in mind, Newcastle GP Services (NGPS) and Newcastle University's School of Pharmacy came together to develop a community health bus offering drop-in access in a range of community locations across the city. People can have a health check including blood pressure and cholesterol monitoring, and get healthcare advice on stopping smoking, reducing alcohol consumption and diabetes management.

To help inform the scope of the service ahead of its November 2023 launch, we gathered the views of local residents: what did people want from the service, where should it be located and were there any barriers to accessing it?

What we discovered was, there was good support for the community bus concept. Most people told us they would use it and appreciated the flexibility of a drop-in service and something very local to them.

Healthcare on the bus was to be delivered by Newcastle University pharmacy students, under the supervision of a nurse; most people supported this way of working as it gave students an opportunity for 'hands-on' patient experience, complementing their theoretical learning. They felt confident in the service knowing that students were being supervised.

"I suffer with agoraphobia and can't always get to GP so this would be helpful if it was close to me."

"Problems obtaining appointments at local doctors so this may be an alternative."

Most people said that they would use the service for general health assessments and over half wished to access health promotion information and signposting to other health services.

Other potential future services were also considered with interest including adult vaccinations, NHS health checks and ECGs in particular. Respondents suggested that the bus could also offer mental health support.

There was support for a range of locations but particularly Outer West Library in West Denton, Old Eldon Square and Morrisons in Byker. In terms of timings, the majority of respondents said they would be happy to use the service across weekdays and at the weekend during the day.

So, then we asked, why might people not use the service? Some thought that it was a duplication of services available at their GP practice or that it was being used to plug gaps in GP services, offering a watered down service. Others felt that the bus might not offer the same professional standards as established NHS services and questioned if there may be a lack of dignity in accessing a bus whilst unwell.

To make it easier to use, respondents suggested that it should be available across a wide range of areas, be well publicised, and be accessible to disabled people and those whose first language is not English.

"Bring it as close as possible to where people live/where they go to already."

"Be accessible as much as possible for people with disabilities and people whose first language is not

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English.”

Having listened to the community and passed along a list of key recommendations, we're delighted to say the bus is up and running, providing an invaluable service to people in their local area.

Gateshead Women's Health Hub

In March 2023, the Department of Health and Social Care (DHSC) announced £25 million investment in women's services as part of the Women's Health Strategy for England. The aim of the funding was to bring together healthcare professionals and existing services to provide integrated women's health services in the community, with a focus on reducing health inequalities.

Gateshead Cares, which comprises NHS, Council and VCSE sector organisations, was successful in bidding for £250,000 funding from NHS North East and North Cumbria Integrated Care Board (NENC ICB) to develop a women's health hub in Gateshead. The aim of the hub is to enable women to get more of their health needs met at one time, with less need for appointments in different places.

Plans for the service included a focus on menopause, birth control and gynaecology but ahead of its commencement, service providers were keen to gauge whether these were the right priorities for people accessing women's services in Gateshead and to understand their experiences of the NHS support currently available to them. These insights would then help inform the scope of the service.

Involve North East was asked to support Gateshead Cares to engage with patients and the general public to find out how important menopause, birth control and gynaecology priority areas were to them, and what other priorities they may have. We also asked about their experience of using health services, whether in a hospital setting, their local GP or at home, and any problems they may have encountered.

In order to capture this feedback, we produced a survey, available in multiple formats which remained open for several weeks. The Gateshead Cares partners helped promote the survey as well as wider VCSE organisations with community links. In addition, we made use of a range of social media platforms and groups to get the word out to local people. The response was excellent with over one thousand completed surveys for us to dive into as we began to sift and analyse the responses.

It was a fascinating report to produce, with open questions giving respondents the chance to really get their views across. The fifty page final version included four pages of recommendations that tied into the project's aims and hopefully will help to shape its development. Feedback from the Gateshead Cares partners has been very positive and we look forward to keeping track of the Women's Health Hub as it moves forward.

PLANS FOR FUTURE PERIODS

We've had a successful year in developing and broadening our portfolio of work and delivering projects to new organisations and community partners. This work has been both successful and enjoyable and it's something we hope to build on in the year ahead. Key to that is continuing our networking activities with community organisations who are supporting the health and wellbeing of people in our region.

Closer to home, our digital portfolio includes resources for patients and the public that can help them to better understand the NHS as well as key areas of healthcare such as post-natal care. We began to develop this health literacy work under the title English for Health several years ago based on the feedback we were getting about how those with English as an additional language were finding it challenging to navigate healthcare services.

I'm delighted that this work is still bearing fruit and that we still get asked to deliver sessions to groups in Newcastle and Gateshead, making use of the free resources we've developed, thanks to the funding we received from local funders such as LGA Foundation, the Community Foundation Tyne & Wear and Northumberland, as well as national funders such as Big Lottery.

Back in 2022 we reviewed our communications strategy and set some ambitious targets for ourselves. The new strategy was summarised in large graphic poster that we used to monitor our journey towards the goals we had set. A full branding refresh, new website, updated newsletter and training in a suite of communications tools and platforms followed, supported by our excellent communications consultant, Carrie Brookes.

Our Research and Communications Coordinator firmly took the lead in establishing and maintaining a level of communications that we had previously only dreamed of. Our aim over the next twelve months is to ensure we keep delivering at this standard and continue to develop our communications through a range of channels. We believe we produce excellent work, and it's important that we share that alongside the work of the organisations we support.

Although we were originally set up in the late 90's by a group of Newcastle GPs, Involve North East expanded in 2018 to cover Gateshead as well. Now we stretching our wings and delivering projects right across the North east region. Part of our focus for the forthcoming year is to continue this trend and work from Tees Valley up to the Scottish borders, and even across to North Cumbria.

The thread tying all the diverse strands together is community intelligence. As an independent charity, we were set up to meet a community need and that's still our purpose. It's important that we gather community intelligence and use that to focus and direct our work going forward so that we're always meeting the most pressing needs of the people in our local area. This is a changing picture with much more going on than we could fit in here so be sure to check out our website for our latest news and updates.

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REFERENCE AND ADMINISTRATIVE INFORMATION

Company number	05899382
Charity number	1116182
Trustees	Lynda Cox (Chair) Stephen Telford Niamh Storey Neina Sheldon Andrea Fairley Jennifer Johnson Jennifer Harrison (resigned July 2024)
Company secretary	Sandra Lambrou
Chief Executive	AJ White
Registered office	Carnegie Building Atkinson Road Newcastle upon Tyne NE4 8XS
Independent examiner	Jim Dodds 33 The Glebe Morpeth Northumberland NE61 6HW
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB
Solicitors	David Gray Old County Court 56 Westgate Road Newcastle upon Tyne NE1 5XU

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

Involve North East has a Board of seven members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principal role is to:

- Ensure that Involve North East has a clear vision and strategy for the future;
- Support the Chief Executive and staff team;
- Monitor the performance of the organisation against its strategy and plans.

Financial management of the organisation is the responsibility of all trustees, who go through the financial reports and cash flow projections at Board meetings. Nominations and remuneration are reviewed by the Board on an annual basis.

Governing Documents

The charitable company is registered as a charity and a company limited by guarantee and is governed by its Articles of Association.

Method of Appointment or Election of Trustees

The trustees are elected from the membership of Involve North East. Any member of the charitable company can nominate himself or herself to the Board of Trustees. Those elected then agree the position of Chair and other officers.

Policies adopted for the induction and training of Trustees

All newly appointed trustees are given an induction pack including the most recent Annual Report and financial statements, a history of the charitable company and an indication of the forthcoming trustees' meetings. All trustees are offered the opportunity to attend training courses run by VCSE support organisations such as Connected Voice.

Human Resources

The staff team consists of:

- Chief Executive
- Involvement and Engagement Coordinator
- Research and Communications Coordinator
- Involvement and Engagement Officer

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year.

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Information Technology

Our IT infrastructure involves the use of a secure online file sharing system using Microsoft Sharepoint. Fully password protected, this can be accessed both in the office and when working remotely. Post Covid the decision was taken to adopt a 'hybrid' working model. For part of the week the team are office based and on other days work remotely from home. As well as anti-virus software, each of our laptops has been fully encrypted to provide an additional level of security. Team members have their own workspace on Sharepoint as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive.

Having undertaken training and advice we are fully compliant with the NENC ICB's Information Governance policies and systems and with GDPR legislation. We have successfully completed and published the Information Governance Toolkit assessment summary in line with NHS supplier requirements.

Our website www.involve-ne.org.uk is kept up to date with our latest reports and news. Our team have the necessary skills and experience to carry out updates and add to the website content as our requirements demand. We make use of email newsletters and social media such as X and LinkedIn to promote our work and to highlight forthcoming events and activities. Our digital portfolio includes a bespoke website for online GP registration for students, training and resource videos, and interactive Zoom sessions, making our support and engagement more accessible.

Risk management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks, and this is reviewed at least twice each year. For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

The Board reviews the risk register and risk matrix throughout the year. Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

In addition, the trustees operate an annual rolling programme to review all internal policies and procedures on a regular basis. The trustees have a Gifts and Hospitality policy, requiring all offers of gifts or hospitality worth more than £25 and related to the work of Involve North East to be registered. A central register of such offers is held alongside the Register of Interests.

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FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year, the Charity had income of £128,947 (2023: £194,366) and expenditure of £141,878 (2023: £176,703). There was an operating deficit of £12,931 (2023: surplus £17,663).

As at 31 March 2024 the Charity had net assets of £178,024 (2023: £190,955), analysed in the balance sheet set out on page 14.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The trustees have agreed a policy of maintaining unrestricted reserves at a level which would cover operating costs for up to 6 months. This figure is reviewed annually, due to changing staffing and premises liabilities, and currently stands at £91,311. The unrestricted reserves were £178,024 as at 31 March 2024, resulting in a current surplus of £86,713.

Investment policy and performance

The Trustees have determined to hold all unutilised balances on deposit with Nationwide Building Society and Unity Trust Bank Plc for the time being.

Principal funding

The principal funding of the charitable company during the year was from NHS North East and North Cumbria Integrated Care Board (NENC ICB). The charitable company is in the sixth year of our funding agreement under the NHS Standard Contract for the provision of the Engagement Service until March 2025, as part of an agreed twelve month extension to the original contract.

Pension

One staff member at Involve North East was a member of the Tyne and Wear Local Government Pension Scheme. A number of years ago the Trustees decided to close this scheme to new applicants. Alternative arrangements for new staff members have been made with the Pension Trust.

Involve North East has a subsumption agreement in place with Newcastle City Council for any deficit that may arise on termination of the Tyne and Wear pension scheme (see note 18). This agreement effectively means that the charity has no financial pension risk in the event of closure.

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Pay policy for senior staff

Involve North East's pay structure references the National Joint Council for Local Government Services' salary scales, which are nationally recognised pay scales used by a number of organisations including local authorities.

All trustees give their time freely and no trustee received remuneration in the year.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on: _____ and signed on their behalf by:

.....
Lynda Cox
Chair

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2024

I report on the financial statements of Involve North East for the year ended 31 March 2024, which are set out on pages 13 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
33 The Glebe
Morpeth
Northumberland
NE61 6HW
Date:

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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<u>Income from:</u>					
Charitable activities					
Grants and contracts	6	126,815	-	126,815	193,701
Investments	7	2,132	-	2,132	665
Total income		128,947	-	128,947	194,366
<u>Expenditure on:</u>					
Charitable activities					
Operation of the charity	8	137,878	4,000	141,878	176,703
Total expenditure		137,878	4,000	141,878	176,703
Net income/(expenditure) and net movement of funds		(8,931)	(4,000)	(12,931)	17,663
<u>Reconciliation of funds</u>					
Total funds brought forward		186,955	4,000	190,955	173,292
Total funds carried forward		178,024	-	178,024	190,955

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 15 to 23 form an integral part of these accounts.

BALANCE SHEET

As at 31 March 2024

	Notes	£	Total 2024 £	£	Total 2023 £
<u>Fixed assets</u>					
Tangible assets	14		-		69
Total fixed assets			-		69
<u>Current assets</u>					
Debtors	15	11,982		3,745	
Cash at bank and in hand	16	171,211		231,862	
Total current assets		183,193		235,607	
Creditors: amounts falling due within one year	17	(5,169)		(44,721)	
Net current assets			178,024		190,886
Total assets less current liabilities			178,024		190,955
Total net assets or liabilities			178,024		190,955
<u>Funds of the charity</u>					
Unrestricted income funds			178,024		186,955
Restricted income funds			-		4,000
Total funds			178,024		190,955

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 15 to 23 form an integral part of these accounts.

These financial statements were approved by the Board on: _____

and are signed on its behalf by: Lynda Cox
Chair _____

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Involve North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £178,024 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

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3.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of consulting with local communities on health issues and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	15% Straight line
Office and computer equipment	25% Straight line

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of income

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
6 Charitable activities				
<u>Income from grants</u>				
English for Health	-	-	-	5,000
<u>Income from contracts</u>				
NHS Newcastle Gateshead CCG	90,856	-	90,856	156,033
Student GP registration	16,869	-	16,869	19,034
Commissioned activities/training	14,090	-	14,090	8,600
Other	5,000	-	5,000	5,034
	<u>126,815</u>	<u>-</u>	<u>126,815</u>	<u>193,701</u>
7 Income from investments				
Interest - deposits	2,132	-	2,132	665
	<u>2,132</u>	<u>-</u>	<u>2,132</u>	<u>665</u>

Income was £128,947 (2023: £194,366) of which £128,947 was unrestricted or designated (2023: £186,866) and £0 was restricted (2023: £7,500)

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
8 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	106,859	-	106,859	130,104
Event costs	653	1,000	1,653	1,679
Staff other costs	1,106	-	1,106	217
Printing, postage, stationery & equipment	1,245	-	1,245	1,281
Insurance	800	-	800	808
Website development	320	-	320	5,150
Legal and professional	8,887	-	8,887	9,407
Marketing and promotion	1,548	3,000	4,548	13,792
<u>Support costs</u>				
Premises costs	6,157	-	6,157	5,947
Staff training costs	999	-	999	268
Equipment	683	-	683	607
IT maintenance and support	3,727	-	3,727	3,169
Communication costs	1,291	-	1,291	1,381
Subscriptions	574	-	574	412
Bank charges	141	-	141	144
Sundries	39	-	39	-
Business development	490	-	490	66
Depreciation	69	-	69	871
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	1,230	-	1,230	1,230
Annual report and AGM and meeting costs	1,060	-	1,060	170
	<u>137,878</u>	<u>4,000</u>	<u>141,878</u>	<u>176,703</u>

Expenditure on charitable activities was £141,878 (2023: £176,703) of which £137,878 was unrestricted or designated (2023: £173,203) and £4,000 was restricted (2023: £3,500)

9 Fees for examination of the accounts

	2024 £	2023 £
Independent examiner's fees for reporting on the accounts	1,230	1,230
	<u>1,230</u>	<u>1,230</u>

There were no other fees paid to the examiner (2023: £nil)

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

10 Analysis of staff costs and the cost of key management personnel

	2024 £	2023 £
Salaries and wages	93,729	104,943
Social security costs	7,513	9,955
Pension costs (defined contribution pension plan)	5,617	15,206
	106,859	130,104

No employee received remuneration above £60,000 (2023: £nil)

The key management personnel of the charity, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £20,234. (2023: £18,996)

11 Staff numbers

The average monthly head count was 4 staff (2023: 4 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2024 Number	2023 Number
The parts of the charity in which the employee's work		
Charitable activities	3.2	3.2
	3.2	3.2

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

The following detail the expenses incurred by one trustee.

	2024 £	2023 £
Travel expenses	-	17
Training	25	-
	25	17

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

INVOLVE NORTH EAST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

	Fixture and fittings £	Office equipment £	Total £
14 Tangible fixed assets			
Cost			
Balance brought forward	158	9,546	9,704
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Depreciation			
Basis	SL	SL	
Rate	15%	25%	
Balance brought forward	158	9,477	9,635
Depreciation charge for year	-	69	69
Disposals	-	-	-
Balance carried forward	158	9,546	9,704
Net book value			
Brought forward	-	69	69
Carried forward	-	-	-
15 Debtors and prepayments (receivable within 1 year)			
	2024	2023	
	£	£	
Trade debtors	9,010	2,673	
Accrued income	2,500	-	
Prepayments	472	1,072	
	11,982	3,745	
16 Cash at bank and in hand			
	2024	2023	
	£	£	
Short term deposits	134,297	111,003	
Cash at bank and in hand	36,914	120,859	
	171,211	231,862	
17 Creditors and accruals (payable within 1 year)			
	2024	2023	
	£	£	
Trade creditors	215	1,038	
Taxation and social security	2,090	2,389	
Defined benefit pension liability	576	270	
Accruals			
Independent examination of accounts	1,230	1,230	
Other accruals	885	786	
Other creditors	173	39,008	
	5,169	44,721	

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

18 Pension commitments

Tyne and Wear Pension Fund

Involve North East staff participated in the Tyne and Wear Pension Fund, which has now been closed. This is a multi-employer defined benefit scheme.

The scheme is accounted for as a defined contribution scheme as the future service accrual contribution rate is assessed on a "grouped" basis and therefore it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. The amount recognised as an expense in the period was £1,758 (2023: £9,316). There were 1 (2023: 1) employee participating in the scheme during the year.

An amount of £300 (2023: £nil) was outstanding at the year end.

There is an agreement in place with Newcastle City Council which guarantees they will pay any deficit that may arise on the termination of the pension scheme.

Pension Trust

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £2,426 (2023: £4,515).

There was no liability due to the pension provider at the 31 March 2024 (2023: £nil).

Scottish Equitable

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £1,397 (2024: £1,331).

There was a liability of £276 due to the pension provider at the 31 March 2024 (2023: £270).

19 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

20 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	186,955	128,947	(137,878)	-	178,024
Totals	186,955	128,947	(137,878)	-	178,024

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
English for Health	3,000	-	(3,000)	-	-
North East and North Cumbria Integrated Care Board (NENC ICB)	1,000	-	(1,000)	-	-
Totals	4,000	-	(4,000)	-	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

English for Health	Health literacy support for those who don't have English as a first language.
North East and North Cumbria Integrated Care Board (NENC ICB)	Reimbursement for third party delivery of focus groups.

21 Capital commitments

As at 31 March 2024, the charity had no capital commitments (2023 -£nil)

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

22 Analysis of net assets between funds 2024

	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Tangible fixed assets	-	-	-
Cash at bank and in hand	171,211	-	171,211
Other net current assets/(liabilities)	6,813	-	6,813
	<u>178,024</u>	<u>-</u>	<u>178,024</u>

Analysis of net assets between funds 2023

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Tangible fixed assets	69	-	69
Cash at bank and in hand	227,862	4,000	231,862
Other net current assets/(liabilities)	(40,976)	-	(40,976)
	<u>186,955</u>	<u>4,000</u>	<u>190,955</u>