

**REPORT OF THE TRUSTEES
and
UNAUDITED FINANCIAL STATEMENTS**

**for the year ended
31 MARCH 2021**

for

THE INCLUDE PROJECT



THE INCLUDE PROJECT

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THE INCLUDE PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021



The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Charities SORP (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES



Objectives and aims

The objectives of the charity are:

- a) The relief of those in need by reason of communication, memory or learning difficulties; and
- b) The promotion of social inclusion amongst those who have communication, learning or memory difficulties and who are socially excluded from society, or parts of society as a result of their disability; through such training, education and sources as the trustees deem appropriate.

Public benefit

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. The trustees have referred to the recommendations contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in setting the grant making policy for the year.

Vision & Mission

The charity's mission is to break down barriers for people with communication needs.

Based on speech and language therapy research, best practice in health and social care, and the views of our beneficiaries, we believe that this can best be achieved by providing opportunities for inclusion, inclusive activities and training in inclusive communication.

Our vision is a world with:

- 1. Significantly better life chances for people with communication needs.**
- 2. Rapidly improved community awareness and knowledge.**
- 3. Changes in public policy to reduce barriers to inclusion.**

Include supports beneficiaries with learning and communication difficulties, and trains local community representatives, social care workers, health care staff and commercial organisations on how to work more effectively with people with communication needs, by:

- **Amplifying the visibility and voice of people with learning disabilities and/or autism**
- **Coproducing and delivering training in inclusive communication and the Mental Capacity Act, for health and social care providers, local community organisations, businesses and people with communication and learning needs**
- **Coproducing and delivering inclusive community activities like The Include Choir, building confidence, skills, friendships and awareness of rights**

We use and teach Makaton Signing and other evidence based inclusive communication techniques to raise awareness of the need for inclusive communication, and to develop skilled communication partners in the community. We train in Surrey, London and the South East and perform locally and nationally, raising awareness of inclusive communication, the Mental Capacity Act and the capabilities and potential of people with communication needs.

THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Prior to March 2020, we ran weekly Include Choir sessions in St John's Church Redhill, and performed and delivered training across Surrey and London - but due to Covid-19, the decision was made to close the physical choir on 15th March and from 18th March, all sessions, activities and training subsequently developed ran online.

We are very proud of the speed with which we pivoted services; we have continued to engage, empower and support people with communication needs, and raise awareness of the need for and right to inclusive communication. The need for our services has always been much greater than many realise - and has increased dramatically due to the increased marginalisation, exclusion and isolation brought about by Covid-19.



In order to meet the changed and increased needs of the people we support, we tripled our volunteer team, increased our staff team and quadrupled the number of weekly sessions we deliver, thanks to the willingness of staff to volunteer their time.

Services Delivered

In contrast to the previous year where we ran one regular session at a local level only, weekly service delivery and reach increased dramatically this year, in response to heightened demand, the needs of our beneficiaries, and the additional access afforded by online delivery. By the end of the year, we had increased services fourfold.

Membership of The Include Choir Online increased from 80 local members to over 300 on Facebook Live and remains free for people across the UK to access. This has led to a growing number of people joining the charity's other services from further afield. This positive membership gain has, however, been offset by the significant digital exclusion of adults in receipt of care services, due to lack of access support. This has meant that our only contact with some former local members has been through phone and mail contact, leading to the development of an accessible magazine and activity service.

The full range of activities delivered between 1st April 2020 and 31st March 2021 is listed below - noting that much informal pastoral support and liaison took place outside structured sessions, via phone and secure social media platforms.

THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

Regular Sessions

Activity	Description	Number	Benefit
Include Choir Online	Inclusive music & communication sessions delivered weekly via Facebook Live	45	Maintaining community inclusion Maintaining skills Maintaining and developing new friendships
Virtual Choir Videos	Creatively empowering people and learning signs through weekly video sharing a song which teaches the Makaton charity Sign of the Week youtube.com/c/theincludechoir	45	Awareness Raising Empowerment Ensuring voice of people with cognitive communication needs are heard Members take responsibility for active contribution
Virtual Tea Breaks	Structured and facilitated inclusive news and topic sharing sessions for members with understanding and / or speaking difficulties on Zoom	42	Maintaining friendships Supported to share stories and feelings Feeling listened to Providing structure Developing self-advocacy skills Skills development for volunteers
The Include News	Easy Read & latterly Audio newsletter collating members news & key information, circulated via email	42	Connection with friends Access to accessible information Facilitation of interaction with care staff
Sing, Sign and Smile	Inclusive music & communication sessions delivered weekly via Zoom	39	Learn & practice inclusive communication skills Physical & psychological benefits of singing Virtual Social Activity
Chat and Chill Sessions	Facilitated anxiety sharing, accessible information signposting & mindful body percussion for members identified as being at particularly high risk of isolation or mental health difficulties.	7	Pastoral support Facilitated exploration of anxieties Provision of accessible information for purposes of self-advocacy & support Mindfulness for wellbeing & stress management
Include & Reconnect Magazine	Monthly Mail Out of accessible information, crafts & activities to connect & inform local members who were digitally excluded	6	Maintained contact with members at risk of exclusion Supported discussion with care providers Provided accessible information and meaningful activity
Steering Group	Continuation of member-led Steering Group to inform decision-making and prioritisation of resources	4	Coproduction and leadership opportunities Direct Liaison with Board
Pastoral & accessible information Support	Maintenance of social media groups & contact via phone & Whatsapp	Ongoing	Supported community contact Safeguarding & monitoring Provision of accessible information Supported onward referrals

THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

Training

This is a vital part of Include's work; however, during 2020-21 face to face training was curtailed and online training in health and social care services challenging to deliver due to lack of capacity for all parties. Nonetheless, we continued to develop human resources to build more inclusive communities through internal and ad hoc training: 30 volunteers were trained in basic inclusive communication skills, 16 received Level 1 Makaton Training and 8 external attendees also received Level 1 Makaton Training. Monthly sessions for a local service provider which modelled good communication practice for care staff, while providing meaningful activities for service-users ran from December 2020.



Despite the fact that CSR support to develop an existing online training package for health and social care providers ceased due to Covid, additional funding was secured, and new staff and volunteers recruited to focus on training development so that we are ready to meet the increased training needs within health and social care, when the pandemic is no longer restricting delivery.

Coproduction and Self-Advocacy



Although a very limited amount of training could be delivered, we continued to develop resources and our focus on co-production in training design and assessment (both inhouse and for external partners like CardMedic, an App designed to support communication in hospital settings). We used a range of creative digital methods to explore the topics of key importance to our membership and ensured they were discussed within group Zoom sessions, in our Steering Group or through one to one support, where needed. Members continued to assist with online presentations to external providers and to make decisions about content and delivery.

Collective Song Writing proved a uniquely effective method of making Covid guidance more accessible for our members and allowing a means of creative self-expression about the emotional consequence of the pandemic.

Performances

Sadly, this year, no live performances to raise awareness of inclusive communication, or workshops where members present directly to health and social care professionals about their right to good communication support, were possible. Nonetheless, The Include Choir took part in 19 local and national virtual performances, helping to ensure that the voices and faces of people with learning and communication needs were not forgotten during the pandemic. Taking part in a virtual festival all the way up in Scotland, being part of Learning Disability England's Virtual Annual Conference and winning the local Harlequin Theatre's 'Live from Lockdown' Competition were real boosts for our members – and we can't wait to sing on a real stage again!

Impact

We measure the impact of our services upon people with learning and communication needs and those around them, through a Theory of Change model which measures against 3 subdivided areas: Inclusion, Empowerment and Communication. We gathered a range of case studies which can be seen on www.include.org/home-page/blog and, using a mix of facilitated zoom sessions, polls, remote Talking Mats and SurveyMonkey questionnaires, gathered the following feedback from 14 representative participants.

Members were asked if they agreed, partially agreed or disagreed with the following statements, in line with an abbreviated version of our theory of change model. Some questions were omitted as we felt that either we had not been able to focus on them this year (Rights under the MCA) or it was difficult to replicate the benefit in an online context (using a full range of inclusive communication techniques).

THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

Areas of Gain

	Area of Gain	Statement	Yes- a lot	Yes - a bit	No
			%	%	%
Include	Wellbeing	Include Online helps me to feel good	100	-	-
	Community Engagement	The Include Choir Online helps me feel part of the community	85	7.5	7.5
	Friendship	I have contact with friends because of Include Online	100	-	-
Empower	Empowerment	I help to make decisions at Include Online	64	21	15
	Confidence	The Include Choir helps me feel more confident about communicating	92	-	8
Communicate	Knowledge	I have learned new things at Include Online	85	7.5	7.5
	Skill	I can do new things because of Include Online	78	22	-

Feedback from members, families and community partners



'You and your team are doing a brilliant job. It is so difficult for many who are vulnerable or who have a disability to make sense of lockdowns and the include group is a real light in their lives'. Carol, Mother of Member, Rosie

'I want people to understand this choir is a lifeline to those who have communication issues {...} during a pandemic as well as during 'normal times.' John, BCC Chair

'I've really enjoyed my time with the choir so far on the zoom calls. The choir is really special to me and I'd like the choir to keep going for many years.' Chloe, Member

'The integration of information about COVID into accessible formats that highlight good daily health management for the service users has been astounding and of high quality'.

Professor Celia Harding, Division of Language & Communication Science, City University



Fundraising activities

Due to the restrictions imposed by Covid-19, we were not able to carry out any of our usual community fundraising activities, or achieve our aim of becoming a charity partner in local, well-established, community events.

Due to limited resources and staff capacity, we had no online fundraising activities already set up so, in addition to applying to Trusts and Foundations for emergency grant funding during the first part of the financial year, we focused efforts on recruiting and mobilising volunteers to support our part-time staff members in communications and fundraising.

The majority of fundraising efforts focused on a match funding Campaign in December – The Big Give Challenge. As we had no experience in this field, we set a conservative fundraising target of £5000 which we exceeded by 90%. The quality of our campaign was recognised by The Big Give and earned us their Small Charity of the Year Award, adding a further £1000 to the total and bringing the funds raised to double the initial target – closer to the real funding needs of the organisation.



THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW



Financial position

The charity's financial position is reviewed annually at the trustees' meeting held to approve the year end accounts.

Principal funding sources

For the year ended 31 March 2021, the charity's total income was £63,000; £19,860 up on last year. This represents the continuing growth of the charity since its formation in 2018, and is a significant achievement considering the curtailment of all community fundraising opportunities, performance and training fees due to Covid-19. This figure is made more impressive by the fact it was reached despite the charity's decision to cease all nominal membership fees for beneficiaries, and provide all services for free between April 2020 and the end of December 2020, given the individual economic uncertainty that the pandemic had created.

£31,000 relates to grants and donations awarded from the following donors - Community Foundation for Surrey, The National Lottery, Garfield & Weston, Reigate & Banstead Borough Council, The Bailey Thomas and Gatwick Airport Community Trusts, each of which is classified as restricted funds within the accounts.

These restricted funds have covered most delivery costs (staff and other) for the year ended 31st March 2021, thanks, in large part to the willingness of key staff to contribute significant hours of their time on a pro bono basis, in an extension of the start-up phase of the organisation, due to circumstances. Moving forward into the current year we will be utilising our designated funds to cover these costs as this funding has now run out and no further grants, apart from a small grant from Reigate & Banstead Borough Council, have been secured.

The remaining income of £32,000 was generated from small non restricted grants, outreach work, nominal membership fees (restarted in 2021) and an abundance of kind donations. It also includes the gift aid claim submitted for all applicable donations since the charity's formation.

Expenditure

The costs overall have increased significantly due to various reasons, relating to Covid-19 and the rapid growth of service delivery and reach; also because of the charity's commitment to pay the majority of contracted staff in accordance with the tireless work they do to support the community through The Include Project. The Trustees recognise the need to continue this progression so that all staff are paid for the hours and expertise they provide in the future. However; the Board also recognises that the funds that we have noted as designated and unrestricted funds in these accounts will not see us through to the end of the financial year unless further funding is secured.

Reserves



In line with the charity's policy, the Trustees are mindful of the need to designate a proportion of the unrestricted reserves, alongside funds restricted for the purpose, to ensure that the charity meets its increased staffing, resource and overhead costs to run current and planned activities for up to 6 months.

From the total unrestricted reserves of £42,302, the Trustees recommend designating £30,340; this comprises 3 months full current staffing and operational costs and 3 months reduced operational costs.

THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document



The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The charity is required to have a minimum of 4 trustees and as at 31st March 2021 it had 7.

The trustees are constantly reviewing their skills set and representation; when needed, we seek new trustees through local and national volunteer agencies, social media and through personal contacts. Our current priority is to increase representation both of our beneficiary group and of people from the BAME community.

Potential new trustees meet with the board, provide references and subject to satisfactory interview and accepting the responsibilities required by the Charity Commission, will be co-opted on to the board; the appointment is ratified at the AGM.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Charity's Board is made up of 7 Trustees, including a newly appointed and experienced Chair and Vice Chair, recruited in recognition of the need for strong leadership and Governance as the charity grows.



The Founder & CEO, Alix Lewer, was presented with the Royal College of Speech & Language Therapists' Giving Voice Award in 2019 for a *'tireless commitment to highlighting inclusive communication and creating environments where people with speech, language and communication difficulties feel welcome and accepted.'*

The CEO is supported by a small team of dedicated part-time contracted staff (each averaging 10-12 hours per week), which has significantly grown during the pandemic, in recognition of the increased demand for services and in line with existing strategy. During the 2nd and 3rd quarters of this year, the existing Choir Coordinator took on a Comms leadership role and was joined in the Staff Team by part-time Volunteer Coordinator, Administrator and Finance Assistant, as well as two additional session practitioners.

Thanks to funding from the National Lottery, we were able to recruit 2 part-time speech and language therapists on a short, fixed-term contract to assist with resource and training development. We hope to secure further funding to enable this work to continue and to help us scale our impact in the years ahead. In the meantime, the speech and language therapy expertise, along with much of the administrative and leadership work continues to be provided on a voluntary basis. The impact of this arrangement on capacity for service-delivery is recognised by the Board and the staffing needs are regularly reviewed as we strive to balance the need for a robust and sustainable structure against the financial constraints of a relatively new charity.

THE INCLUDE PROJECT

REPORT OF THE TRUSTEES- continued FOR THE YEAR ENDED 31 MARCH 2021

In addition to new roles and extended hours secured through new funding this year, the Board would also like to acknowledge the significant number of hours contributed voluntarily by existing staff throughout the duration of the pandemic thus far, which has enabled the organisation to grow and maintain stability of staffing and support.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1177785

Registered office

37 South Mead
Redhill
RH1 2EL

Trustees

Ms J Troedson - Chair (appointed 9.7.20)
Mr J Van Laer - Vice-Chair (appointed 9.7.20)
Mr N Leach - Treasurer
Ms C L Dawson
Mr F Osman
Mr D Hill
Ms R C Watson (appointed 9.7.20)
Ms G L Haley (resigned 1.7.20)
Mr R A Beaumont (appointed 28.5.20) & (resigned 21.1.21)

Independent Examiner

Emma Reed FCCA
EJK Associates
22 Nansen Road
London
SW11 5NT

Approved by order of the board of trustees on 26th July 2021 and signed on its behalf by:

A handwritten signature in dark ink, appearing to be 'N Leach', written over a faint horizontal line.

N Leach - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE INCLUDE PROJECT

Independent examiner's report to the trustees of The Include Project ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Emma Reed FCCA
EJK Associates
22 Nansen Road
London
SW11 5NT

Date: 26th July 2021

THE INCLUDE PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		22,646	31,000	53,646	33,412
Charitable activities					
Performance & outreach fees		600	-	600	5,098
Other trading activities	2	<u>8,754</u>	<u>-</u>	<u>8,754</u>	<u>4,630</u>
Total		32,000	31,000	63,000	43,140
EXPENDITURE ON					
Raising funds		2,039	4,325	6,364	7,643
Charitable activities					
Performance & outreach costs		7,506	31,445	38,951	10,103
Support costs		3,231	8,464	11,695	7,613
Governance costs		1,713	33	1,746	3,041
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total		14,489	44,267	58,756	28,400
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET INCOME/(EXPENDITURE)		17,511	(13,267)	4,244	14,740
RECONCILIATION OF FUNDS					
Total funds brought forward		24,791	19,057	43,848	29,108
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD		<u><u>42,302</u></u>	<u><u>5,790</u></u>	<u><u>48,092</u></u>	<u><u>43,848</u></u>

The notes form part of these financial statements

THE INCLUDE PROJECT

BALANCE SHEET 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	6	2,740	-	2,740	2,562
CURRENT ASSETS					
Stocks	7	605	-	605	637
Debtors	8	7,279	951	8,230	5,284
Cash at bank and in hand		<u>37,792</u>	<u>4,839</u>	<u>42,631</u>	<u>40,045</u>
		45,676	5,790	51,466	45,966
CREDITORS					
Amounts falling due within one year	9	(6,114)	-	(6,114)	(4,680)
NET CURRENT ASSETS		<u>39,562</u>	<u>5,790</u>	<u>45,352</u>	<u>41,286</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		42,302	5,790	48,092	43,848
NET ASSETS		<u>42,302</u>	<u>5,790</u>	<u>48,092</u>	<u>43,848</u>
FUNDS	10				
Unrestricted funds				42,302	24,791
Restricted funds				<u>5,790</u>	<u>19,057</u>
TOTAL FUNDS				<u>48,092</u>	<u>43,848</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

THE INCLUDE PROJECT

BALANCE SHEET - continued
31 MARCH 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 26th July 2021 and were signed on its behalf by:

A handwritten signature in black ink, appearing to be 'N Leach', written over a faint, illegible printed name.

N Leach - Trustee

THE INCLUDE PROJECT

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 25% on cost
Computer equipment - 25% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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THE INCLUDE PROJECT

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

2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Merchandise	28	1,385
Fund raising events	<u>8,726</u>	<u>3,245</u>
	<u>8,754</u>	<u>4,630</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	1,503	1,105
Deficit on disposal of fixed assets	<u>274</u>	<u>188</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	5,500	27,912	33,412
Charitable activities			
Performance & outreach fees	5,098	-	5,098
Other trading activities	<u>4,630</u>	<u>-</u>	<u>4,630</u>
Total	15,228	27,912	43,140
EXPENDITURE ON			
Raising funds	1,006	6,637	7,643
Charitable activities			
Performance & outreach costs	1,104	8,999	10,103
Support costs	3,444	4,169	7,613
Governance costs	2,600	441	3,041
Total	<u>8,154</u>	<u>20,246</u>	<u>28,400</u>
NET INCOME	7,074	7,666	14,740
Transfers between funds	<u>(1,171)</u>	<u>1,171</u>	<u>-</u>
Net movement in funds	5,903	8,837	14,740

continued...

THE INCLUDE PROJECT

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	18,888	10,220	29,108
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>24,791</u>	<u>19,057</u>	<u>43,848</u>

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Computer equipment £	Totals £
COST			
At 1 April 2020	1,534	2,887	4,421
Additions	-	1,955	1,955
Disposals	<u>-</u>	<u>(365)</u>	<u>(365)</u>
At 31 March 2021	<u>1,534</u>	<u>4,477</u>	<u>6,011</u>
DEPRECIATION			
At 1 April 2020	641	1,218	1,859
Charge for year	384	1,119	1,503
Eliminated on disposal	<u>-</u>	<u>(91)</u>	<u>(91)</u>
At 31 March 2021	<u>1,025</u>	<u>2,246</u>	<u>3,271</u>
NET BOOK VALUE			
At 31 March 2021	<u>509</u>	<u>2,231</u>	<u>2,740</u>
At 31 March 2020	<u>893</u>	<u>1,669</u>	<u>2,562</u>

7. STOCKS

	31.3.21 £	31.3.20 £
Stocks	<u>605</u>	<u>637</u>

continued...

THE INCLUDE PROJECT

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

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	506	5,284
Other debtors	6,889	-
Prepayments	<u>835</u>	<u>-</u>
	<u>8,230</u>	<u>5,284</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	6,114	3,830
Accrued expenses	<u>-</u>	<u>850</u>
	<u>6,114</u>	<u>4,680</u>

10. MOVEMENT IN FUNDS

	At 1.4.20	Net movement	Transfers	At
	£	in funds	between	31.3.21
		£	funds	£
Unrestricted funds				
General fund	3,617	20,940	(12,595)	11,962
Run Reigate	3,245	-	(3,245)	-
School for Social Entrepreneurs	3,429	(3,429)	-	-
Designated reserves	<u>14,500</u>	<u>-</u>	<u>15,840</u>	<u>30,340</u>
	24,791	17,511	-	42,302
Restricted funds				
Peoples Health Trust	5,081	(1,755)	-	3,326
Community Foundation for Surrey	2,642	(385)	-	2,257
National Lottery Community Fund	6,553	(6,553)	-	-
Royal College of SLT	38	(38)	-	-
Griffiths / Flinn Donation	4,293	(4,293)	-	-
Redhill Round Table	450	(450)	-	-
Reigate & Banstead Small Grant	-	207	-	207
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>19,057</u>	<u>(13,267)</u>	<u>-</u>	<u>5,790</u>
TOTAL FUNDS	<u>43,848</u>	<u>4,244</u>	<u>-</u>	<u>48,092</u>

THE INCLUDE PROJECT

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

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	32,000	(11,060)	20,940
School for Social Entrepreneurs	<u>-</u>	<u>(3,429)</u>	<u>(3,429)</u>
	32,000	(14,489)	17,511
Restricted funds			
Peoples Health Trust	-	(1,755)	(1,755)
Community Foundation for Surrey	6,000	(6,385)	(385)
National Lottery Community Fund	-	(6,553)	(6,553)
Royal College of SLT	-	(38)	(38)
Griffiths / Flinn Donation	-	(4,293)	(4,293)
Redhill Round Table	-	(450)	(450)
National lottery COVID 19	10,000	(10,000)	-
Gatwick Airport Community Trust	2,000	(2,000)	-
Reigate & Banstead Medium Grant	5,000	(5,000)	-
Reigate & Banstead Small Grant	2,000	(1,793)	207
Community Foundation for Surrey			
COVID19	5,000	(5,000)	-
The Bailey Thomas Charitable Fund	<u>1,000</u>	<u>(1,000)</u>	<u>-</u>
	<u>31,000</u>	<u>(44,267)</u>	<u>(13,267)</u>
TOTAL FUNDS	<u>63,000</u>	<u>(58,756)</u>	<u>4,244</u>

THE INCLUDE PROJECT

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

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	18,888	400	(15,671)	3,617
Run Reigate	-	3,245	-	3,245
School for Social Entrepreneurs	-	3,429	-	3,429
Designated reserves	-	-	14,500	14,500
	18,888	7,074	(1,171)	24,791
Restricted funds				
Peoples Health Trust	2,646	1,265	1,171	5,082
Community Foundation for Surrey	7,574	(4,933)	-	2,641
National Lottery	-	6,553	-	6,553
Royal College of SLT	-	38	-	38
Griffiths / Flinn Donation	-	4,293	-	4,293
Redhill Round Table	-	450	-	450
	10,220	7,666	1,171	19,057
TOTAL FUNDS	<u>29,108</u>	<u>14,740</u>	<u>-</u>	<u>43,848</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	7,983	(7,583)	400
Run Reigate	3,245	-	3,245
School for Social Entrepreneurs	4,000	(571)	3,429
	15,228	(8,154)	7,074
Restricted funds			
Peoples Health Trust	7,613	(6,348)	1,265
Community Foundation for Surrey	(1)	(4,932)	(4,933)
National Lottery	10,000	(3,447)	6,553
Royal College of SLT	250	(212)	38
Griffiths / Flinn Donation	6,000	(1,707)	4,293
Consultancy fee donation	3,600	(3,600)	-
Redhill Round Table	450	-	450
	27,912	(20,246)	7,666
TOTAL FUNDS	<u>43,140</u>	<u>(28,400)</u>	<u>14,740</u>

continued...

THE INCLUDE PROJECT

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

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	18,888	21,340	(28,266)	11,962
Run Reigate	-	3,245	(3,245)	-
Designated reserves	<u>-</u>	<u>-</u>	<u>30,340</u>	<u>30,340</u>
	18,888	24,585	(1,171)	42,302
Restricted funds				
Peoples Health Trust	2,646	(490)	1,171	3,327
Community Foundation for Surrey	7,574	(5,318)	-	2,256
Reigate & Banstead Small Grant	<u>-</u>	<u>207</u>	<u>-</u>	<u>207</u>
	<u>10,220</u>	<u>(5,601)</u>	<u>1,171</u>	<u>5,790</u>
TOTAL FUNDS	<u><u>29,108</u></u>	<u><u>18,984</u></u>	<u><u>-</u></u>	<u><u>48,092</u></u>

continued...

THE INCLUDE PROJECT

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

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	39,983	(18,643)	21,340
Run Reigate	3,245	-	3,245
School for Social Entrepreneurs	<u>4,000</u>	<u>(4,000)</u>	<u>-</u>
	47,228	(22,643)	24,585
Restricted funds			
Peoples Health Trust	7,613	(8,103)	(490)
Community Foundation for Surrey	5,999	(11,317)	(5,318)
National Lottery Community Fund	10,000	(10,000)	-
Royal College of SLT	250	(250)	-
Griffiths / Flinn Donation	6,000	(6,000)	-
Redhill Round Table	450	(450)	-
National Lottery COVID 19	10,000	(10,000)	-
Gatwick Airport Community Trust	2,000	(2,000)	-
Reigate & Banstead Medium Grant	5,000	(5,000)	-
Reigate & Banstead Small Grant	2,000	(1,793)	207
Community Foundation for Surrey			
COVID19	5,000	(5,000)	-
The Bailey Thomas Charitable Fund	<u>1,000</u>	<u>(1,000)</u>	<u>-</u>
	<u>55,312</u>	<u>(60,913)</u>	<u>(5,601)</u>
TOTAL FUNDS	<u>106,140</u>	<u>(87,156)</u>	<u>18,984</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

THE INCLUDE PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	14,461	8,228
Grants	38,500	22,862
Membership fees	<u>685</u>	<u>2,322</u>
	53,646	33,412
Other trading activities		
Merchandise	28	1,385
Fund raising events	<u>8,726</u>	<u>3,245</u>
	8,754	4,630
Charitable activities		
Performance & outreach fees	<u>600</u>	<u>5,098</u>
Total incoming resources	63,000	43,140
EXPENDITURE		
Raising donations and legacies		
Wages	6,300	6,597
Other trading activities		
Opening merchandise stock	637	-
Merchandise costs	32	1,683
Closing merchandise stock	<u>(605)</u>	<u>(637)</u>
	64	1,046
Charitable activities		
Wages	36,717	9,043
Music equipment	127	307
Communication resources & licences	<u>2,107</u>	<u>753</u>
	38,951	10,103
Support costs		
Management		
Rent	-	1,080
Insurance	167	152
Telephone	64	-
Postage and stationery	802	628
Advertising	723	480
Carried forward	1,756	2,340

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continued...

THE INCLUDE PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	31.3.21 £	31.3.20 £
Management		
Brought forward	1,756	2,340
Sundries	29	20
Travel & catering costs	11	1,656
Repairs & renewals	484	457
Computer expenses	3,155	920
Staff training	3,856	842
Subscriptions	140	85
Recruitment costs	488	-
Plant and machinery	383	383
Computer equipment	1,119	722
Loss on sale of tangible fixed assets	<u>274</u>	<u>188</u>
	11,695	7,613
Governance costs		
Accountancy fees	900	850
Professional fees	846	2,141
Bad debts	<u>-</u>	<u>50</u>
	<u>1,746</u>	<u>3,041</u>
Total resources expended	<u>58,756</u>	<u>28,400</u>
Net income	<u><u>4,244</u></u>	<u><u>14,740</u></u>

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