

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

**for the year ended
31 MARCH 2022**

for

THE INCLUDE PROJECT



THE INCLUDE PROJECT

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THE INCLUDE PROJECT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022



The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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**
- **Designing 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 providing 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 locally and in 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 2022



ACHIEVEMENT AND PERFORMANCE

Charitable activities

The year between March 2021 and 2022 was one of constant reassessment and flexibility as the landscape continued to shift in the wake of the Covid lockdowns March 21. With the safety of our members always at the forefront of our minds, we continued to offer multiple online services until June 21 when we started to introduce outdoor social and musical sessions once again, gradually building the confidence of the people we support with cognitive communication difficulties, as life started to reopen, with all the complexities and anxieties that this brought.

As Covid-19 relaxed its grip, face to face choir rehearsals restarted at a new venue in September 2021. Strict infection control protocols for volunteers, staff and attendees were followed and in-person sessions were alternated with digital delivery to allow those not ready to return to continue to receive services. Brand new online and outdoor services started and when assessment of the landscape suggested that the risks of continuing to meet in person indoors in late 2021 were too great – we reverted to a digital delivery model with opportunity for outdoor Christmas musical events.

Digital funding from Mencap meant that we could launch a Dual Delivery model of The Include Choir in January 2022 (run simultaneously online and in person), and from that point forwards, all Include.org's services have remained a blend of in person and digital so that we can reach as many people with communication needs as possible and help to mitigate the devastating effects of the Covid-19 pandemic on an already marginalised group of people.

Awards

It was wonderful to see the outstanding work of the charity recognised in a number of local and national Awards during this year.

- **Certificate of Appreciation: Lord Lieutenant of Surrey**
for Outstanding Community Support during the Covid-19 Pandemic
- **Mayor of Reigate & Banstead's Young Volunteer of the Year Award 2021**
awarded to Sofia Yermo-Moore, longstanding volunteer and young Trustee
- **Learning Disability & Autism Awards 2021: Breaking Down Barriers Award**
Finalist – for making information more accessible for all
- **Learning Disabilities & Autism UK Leaders' List 2021**
The Include Choir Steering Group (Work & Education)
- **Royal College of Speech & Language Therapists – Giving Voice Award**
promoting the right to supported-decision making at end of life



Services Delivered

Summary

Staff and volunteers continued to work extraordinarily hard to provide increased services in the wake of Covid, designing brand new services and redesigning existing services to fit current guidance, restrictions and beneficiary preferences.

The Include Choir continued to provide multiple weekly engagement opportunities across different platforms. Active online membership of The Include Choir Online nationwide reduced as services reopened in the wake of the pandemic, but local membership increased significantly and gradually, connections have been made with all members who were not able to join us online. During the period that group gatherings were permitted but deemed safest outside, The Include Choir Roadshows travelled to supported-living and residential services to bring positivity, musical inclusion and communication skills practice to groups who could safely mingle within the same 'bubbles'.

Virtual 'Sing Sign and Smile sessions for specific care services continued to be delivered, as well as free weekly Facebook Sign sessions or members in Surrey or elsewhere in the UK.

In addition to the musical activities, significant new opportunities for empowerment and skills development have been developed through the **Champions Coproduction Group**. As well as working to review our own services and creating freely downloadable Easy Read resources that can be used to support anyone with a cognitive communication difficulty, the Champions group also review and make suggestions to improve the accessibility and inclusivity of external resources. This year, the group worked in partnership with The Samaritans and Royal College of Speech and Language Therapists, amongst other organisations.

The Stroll and Sign Service was launched in September 2021, in recognition of the benefits of outdoor activity for mental and physical wellbeing, as well as the opportunity for meaningful interaction and informal training in inclusive communication tools and techniques. Funding was secured at the end of March 2022

Of course, And as the world slowly reopened its doors, we started to recommence our **awareness-raising workshops, talks and training**. It was a busy year!



The Include Choir & Inclusive Musical Activities

Session Breakdown

Activity	Description	Number Delivered	Benefit
Include Choir Flexible Delivery	<i>April – December 21</i> Inclusive music & communication sessions delivered weekly via Zoom or in person	34	<ul style="list-style-type: none"> Community inclusion Maintain & develop communication & music skills Maintain and develop new friendships
Include Choir Dual Delivery	<i>January 21 – Ongoing</i> Include Choir sessions delivered simultaneously on Zoom and in-person so all can attend	11	<ul style="list-style-type: none"> As above Continuity & engagement for those unable / unwilling to rejoin physical activities
Sunday Short & Sweet Sing Sign & Smile	<i>Ongoing</i> Sunday Facebook Live music & communication sessions open to all	45	<ul style="list-style-type: none"> practice signing & music skills engage with friends in a safe online space
Include Choir Roadshows	<i>June – August 21</i> Small group Include Choir Sessions which took place in outdoor group home locations	4	<ul style="list-style-type: none"> safe singing opportunities promote wellbeing, fun & interaction practice communication skills (members & staff)
Sign-sharing videos	<i>Ongoing</i> Weekly Sign sharing and song videos	45	<ul style="list-style-type: none"> Raise awareness Empower & ensure voices of people with cognitive communication needs are heard Members take responsibility for active contribution
Bespoke Sing Sign & Smile Sessions on Zoom or in-person	<i>Monthly</i> Inclusive communication & music sessions for care services / college groups	12	<ul style="list-style-type: none"> Engagement for non-verbal communicators at greatest risk of isolation Activity & learning for people with a range of communication needs Modelling skills for support staff



Community Representation & Awareness-Raising through Performance

Despite the ongoing challenge and unpredictability of fluctuating Covid restrictions and heightened vulnerabilities, we recognise the value that performance brings to people with cognitive communication needs – and its ability to build confidence and self-esteem. When it was safe to do so, the Include Choir started to rebuild performance opportunities within the community, through painstaking risk assessment and adaptation from September 2021 onwards – reverting to online performance and participation, when the risk of performance in person was deemed too great.

In this way, Include.org was able to ensure that people with learning disabilities, autism and cognitive communication difficulties were not forgotten or excluded as the world started to open up again. We were even able to resume our community Big Sings, under careful guidance, so that members of the community could be invited in to meet people at risk of exclusion and to learn communication skills for a more inclusive community.

Every care was taken to ensure that members were kept genuinely informed through accessible information and reasonable adjustment, to minimise the stress of change -and a balance of online and in person events ensured that those people only ready to connect virtually were still included.

Performance Calendar 2021-2022

Event	Date	Location	Benefit
Virtual Summer Big Sing with Singing Hands	07.07.2021	Online	<ul style="list-style-type: none"> • Boosted wellbeing & skills • Opportunity to meet Makaton role-models
Outdoor Wedding Performance	02.09.2021	Merstham	<ul style="list-style-type: none"> • Community inclusion • Confidence-building • Promoted happiness & wellbeing
Live from Lockdown Competition Winners Concert	11.09.2021	Harlequin Theatre Redhill	<ul style="list-style-type: none"> • Celebrated winning online competition • Promoted positive view of people with cognitive communication needs • Raised awareness of inclusive communication
RBBC Mayor Volunteers Awards Ceremony	21.09.2021	Harlequin Theatre Redhill	<ul style="list-style-type: none"> • Celebrated achievement of Include.org volunteers • Ensured people with cognitive communication needs were represented & included
Outdoor Children in Need Performance	16.10.2021	Hurst Green	<ul style="list-style-type: none"> • Supported National Charity Event • Boosted self-esteem • Empowered and gave voice to people at risk of exclusion
World Singing Day	16.10.2021	Online	<ul style="list-style-type: none"> • Ensured representation in international mass singing event
Hatchlands Big Sing with the Mayor	20.10.2021	Hatchlands Primary School	<ul style="list-style-type: none"> • Raised awareness of communication needs in the community • Empowered Steering Group committee who took lead roles in the event
Makaton Advent Calendar – Virtual Performance	01.12.2021	Online	<ul style="list-style-type: none"> • Participation in national charity event • Boosted self-esteem & wellbeing
Outdoor Carols	02.12.2021	Merstham Mix	<ul style="list-style-type: none"> • Community inclusion
RCSLT One World of Communication Human Rights Day	10.12.2021	Online	<ul style="list-style-type: none"> • Song-writing & performance video giving voice to people with cognitive communication • Promoted the human right to communication support • Engaged with other choirs across UK

Carols in the Cold	11.12.2021	Redhill Town Centre	<ul style="list-style-type: none"> • Community inclusion • Celebration of Christmas
Starlight Carols at the Arc	17.12.2021	Arc Theatre Balcony	<ul style="list-style-type: none"> • Community partnership building • Christmas celebration
Include Choir Virtual Carol Concert	19.12.2021	Online	<ul style="list-style-type: none"> • Christmas celebration • Inclusion of family & friends
Sight for Surrey Centenary Concert	10.03.2022	Yehudi Menuhin Hall	<ul style="list-style-type: none"> • Confidence-building • Inclusion in high-quality musical event



Photo reproduced by kind permission of Sight for Surrey: March 2021

Other Inclusive Social, Health and Wellbeing Activities

In addition to musical sessions and performances, Include.org ran a number of other activities designed to promote the inclusion and empowerment of people with cognitive communication skills, to develop skills and to raise awareness of inclusive communication.

While regular opportunities to meet in person were limited, facilitated social communication 'teabreak' sessions continued to run online. From 5th June to 31st July 2021, these alternated with outdoor tea breaks where people could safely meet in person in the local park. The graphic facilitation and other communication support at tea breaks was supplemented by a weekly accessible newsletter in which choir members were able to share news and achievements. These sessions and resources were also an opportunity to share accessible information about the current situation and for people to discuss any concerns or anxieties they may have as the pandemic landscape changed.

As not all members were supported to attend sessions at this point, the Include Activity Magazine continued to be produced bi-monthly and posted out to all members until the end of July 2021 to ensure connections were maintained and activities provided.

Activity	Description	Number Delivered	Benefit
Virtual Tea Breaks	Weekly – on Zoom Facilitated inclusive news sharing sessions for members with understanding and / or speaking difficulties	9	<ul style="list-style-type: none"> • Maintaining friendships • Support to share stories and feelings • Feeling listened to • Providing structure • Skills development for volunteers
Outdoor Tea breaks	Fortnightly June -July 21 Opportunity to reconnect, socialise and redevelop communication skills	6	<ul style="list-style-type: none"> • As above • Plus benefit of in person interaction, particularly for people whose needs made Zoom challenging
Include Newsletter	Weekly Accessible newsletter to share members' news & achievements	12	<ul style="list-style-type: none"> • Providing accessible information • Connecting people
Include & Reconnect Magazine	Bi-monthly until July Accessible activity and craft magazine	2	<ul style="list-style-type: none"> • Providing meaningful, accessible activity
Stroll & Sign Sessions	Monthly from September Outdoor activity and communication service	5	<ul style="list-style-type: none"> • Boosting physical fitness • Increased contact with nature • Increased communication & social opportunities • Modelling good communication practice for support staff

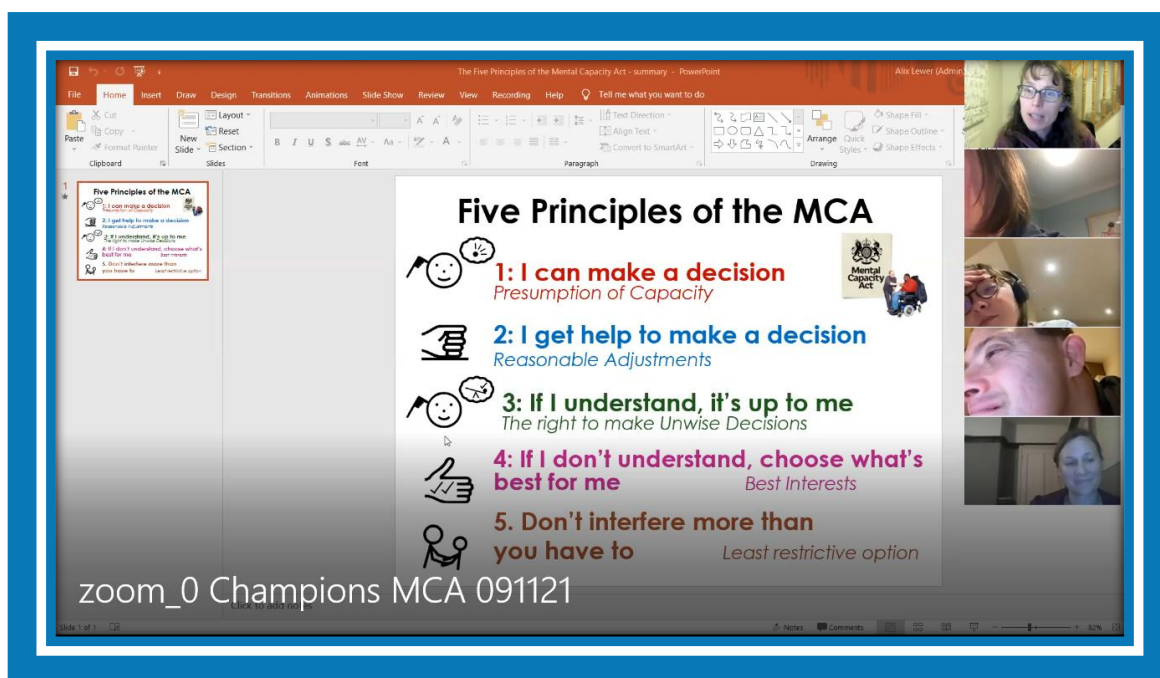


Empowerment and Co-production Services

Co-production means creating and delivering service in partnership with the people that need and receive them, helping to ensure services are fit for purpose. This year saw significant development in our co-production activities with the launch of the Champions Coproduction group.

Champions Coproduction Group

The Champions are a group of motivated Include Choir members with learning disabilities, autism or physical disabilities who want to take the next step in developing their confidence and skills. They review **Include.org**'s training and materials, covering the topics of inclusion, inclusive communication and the mental Capacity Act. The act of co-designing and discussing also raises awareness of people's rights to supported decision -making and autonomy, and means people are more empowered to speak up for themselves and request support to understand complex information.



To support others to understand complex issues, the Champions Group also create Easy Read resources about topics that matter to them and review and critique resources from external organisations too. They help to create a more inclusive community by sharing the inclusive communication practice that they want to see.

Although the Include Champions began with members working individually with staff and volunteers to create and review the monthly Easy Read Give-Aways that marked the charity's fifth birthday celebration in May 2021, by November, they had chosen to meet online as a group to create and review accessible information and training together, from both internal and external sources.

The group is still developing and from 2022 onwards, will be focusing on more partnership working with external organisations and formalising records of skills development to help support the Champions on the road to further work experience, voluntary work or employment within or outside the charity.

Accessible Resource Creation

Resource & date	Type	Members contributing	Benefit
<u>Ramadan Easy Read Resource</u> – created as part of volunteer skills development May 2021	Accessible Resource review & volunteer skills development	2	<ul style="list-style-type: none"> Promoting diversity & acceptance Empowering people with learning disabilities / autism Teaching reviewing skills Teaching accessible information skills to volunteer Providing work experience Developing commercial service Provision of free resource for anyone with communication needs / working with people with communication needs
<u>Healthy Eating Easy Read Resource</u> June 2021	Accessible Resource Creation	2	<ul style="list-style-type: none"> Providing accessible information about a topic of relevance Supporting member to articulate and organise information, to share knowledge and empower others to live healthier lives
<u>Listening Skills Easy Read Resource</u> Sept 2021	Accessible Resource Creation	2	<ul style="list-style-type: none"> Promoting empathy Raising awareness of listening as a component of inclusive communication As above
Samaritans Helpline flyer Oct 2021	Accessibility review & feedback	6	<ul style="list-style-type: none"> Reviewing work of a National Charity to improve inclusion of people with cognitive communication needs Improving mainstream inclusive communication practice Developing self-esteem & skills in people with cognitive communication needs
<u>What is Racism Easy Read Resource</u> Oct 2021	Accessible Resource review & volunteer skills development	3	<ul style="list-style-type: none"> Tackling a complex discussion topic from which people with cognitive communication needs can be excluded Promoting inclusion, acceptance, diversity and equality within the organisation and beyond Creating freely available resource on important topic
<u>Kindness & Inclusive Communication Easy Read Resource</u> Nov 2021	Accessible Resource creation	8	<ul style="list-style-type: none"> Empowering through insight & awareness - creating sharable resource for people with cognitive communication challenges Giving ownership to educate support staff teams and others
<u>Thankful Christmas Decoration Accessible Resource</u> Dec 2021	Accessible Resource creation & wellbeing craft activity	7	<ul style="list-style-type: none"> Promoting wellbeing through gratitude practice & mindful craft Creating sharable resource Enjoying shared relaxation activity



2022

<p><u>Mindfulness Easy Read Resource</u></p> <p>Jan 2022</p>	<p>Accessible Resource creation & wellbeing activity</p>	7	<ul style="list-style-type: none"> Promoting wellbeing & good mental health Providing accessible resource for people who may struggle to access mainstream services
<p>In-house Mental Capacity Resources Review</p> <p>Feb 2022</p>	<p>Accessible Resource & Training review</p>	8	<ul style="list-style-type: none"> Empowering through awareness of rights Giving ownership through coproducing internal training Skills development through learning & revising Sense-checking internal content
<p><u>Internet Safety Easy Read Resource</u></p> <p>Feb 2022</p>	<p>Accessible Resource creation</p>	8	<ul style="list-style-type: none"> Promoting internet safety for those particularly at risk online Informal training for members who support others online Sabring online safeguarding best practice
<p>Royal College of Speech & Language Therapists 5 Year Vision Resource review</p> <p>Feb 2022</p>	<p>Accessibility review & feedback</p>	6	<ul style="list-style-type: none"> Contributing to accessibility practice of National body Skills development in complex policy area Developing commercial opportunities
<p>Organisational Values – design & review</p> <p>Feb 2022</p>	<p>Accessible Resource review & volunteer skills development</p>	7	<ul style="list-style-type: none"> Reviewing & revisiting coproduced organisational values Working with volunteer to develop accessible designs Developing internal Consultation Skills development through Talking Mats & other approaches
<p><u>Easter Easy Read & Quiz</u></p> <p>Mar 2022</p>	<p>Accessible Resource creation & activity</p>	7	<ul style="list-style-type: none"> Co-devising shareable activity Learning & knowledge development Having fun

Leadership & Development Opportunities

Include Choir Steering Group

The Include Choir Steering Group continued to work hard throughout the year to liaise with members, feedback about The Include Choir service and suggest ways the organisation could improve practice. They worked alongside the Board to ensure good governance and collaborative working and members were delighted to feature on the National Learning Disabilities & Autism Leaders' List for 2021 in the Work and Education category.



Increasing Supported Volunteering

The organisation was joined by 7 new supported volunteers in 21-22, from within existing membership, where people chose to develop skills and take on further responsibilities and through external volunteering recruitment. In addition to the digital supported volunteering roles within the Champions and Steering Group, the reopening of physical services meant that supported volunteering roles within in-person activities could be redeveloped and training restarted for mainstream volunteers in how to support and empower supported volunteers at the choir or other activities.

Although infection control measures limited some activity, new roles have developed including managing online access to sessions, facilitating the Zoom choir, interviewing guests and inducting new members.

The supported volunteer program will continue as services are re-established and new staff are being recruited to further develop the service.



Training

Provision of inclusive communication training for care-providers and businesses largely ceased due to the restrictions of the pandemic, and the organisation needed to focus limited capacity on direct service-provision for people with cognitive communication needs. However, Include.org maintained its high standards of inclusive communication training expected for its volunteers in 2021-22.



Training was delivered initially online, and when permitted / practical, in person.

- 30 volunteers and staff were trained in basic inclusive communication skills
- 16 received Level 1 Makaton Training
- 7 received Level 2 Makaton Training

Monthly sessions for a local service provider which modelled good communication practice for care staff, while providing meaningful activities for service-users continued throughout 21-22

2 Workshops were delivered to 35 students considering careers in medicine, raising awareness of the importance of inclusive communication and the mental capacity act for people with cognitive communication needs.

Pre and post measures indicated gains in knowledge in communication and rights, helping create a more informed and inclusive medical workforce for the future

In addition, awareness-raising talks were provided for over 100 people in 3 local non-profit organisations, helping us further raise awareness of communication disability and the reasonable adjustments we can all make as a community.



Research & Development

Include.org continued to contribute to research and development in the field of inclusion and inclusive communication.

Charity partnership continued with the Erasmus IDEAL (Improved Digital Education for All Learners) research project, contributing to the development of Inclusive Digital Pedagogy across Higher and Further Education in Europe.

Academic partners include the Universities of Sussex, Turin, Thessaly, Centre for Lifelong Learning, Kainotomia, Turin Institute of the Deaf, Nevşehir Hacı Bektaş Veli University (Turkey) UVAC (University Vocational Awards Council) and the Further Education Consortium. Further information about IDEAL is available through [UVAC](#) or on the [project website](#).

Charity Partnership also continued with the multi-award-winning medical communication app, [CardMedic](#), which aims to overcome communication barriers and reduce patient health inequalities. CardMedic has been recognised by Healthcare Global as one of the top ten digital healthcare apps for 2021; Include.org continues to work together with Cardmedic and a range of stake-holders to develop and improve the accessible version of the app.



OUR IMPACT

We measure the impact of our services upon people with communication needs and those around them, through a Theory of Change model which evaluates performance against 3 key strands. These three strands of Inclusion, Communication and Empowerment are further subdivided into the areas where we aim to make the biggest impact:

- Inclusion
 - Wellbeing
 - Community Engagement
 - Reducing Loneliness
- Communication
 - Increased understanding
 - New skills
 - New knowledge
- Empowerment
 - Increased confidence
 - Understanding communication rights
 - Increased decision-making opportunity

In 2021- 2022, we also measured our performance against risk management in the context of Covid-19, which confirmed our members felt our members felt safe and that risk management strategies were proportionate.

Feedback Mechanisms

We measure impact through a range of qualitative and quantitative measures, using inclusive communication techniques to ensure we maximise the opportunity for people with cognitive communication needs to give their views on the support and service they receive from Include.

In addition to gathering feedback from our direct beneficiaries with cognitive communication needs (primarily learning disabilities and autism), we also obtain information from all other groups we support, train and educate; family members, support staff who attend activities, audience members, volunteers and recipients of training and workshops – including students, healthcare professionals and those working in social care or the third sector.

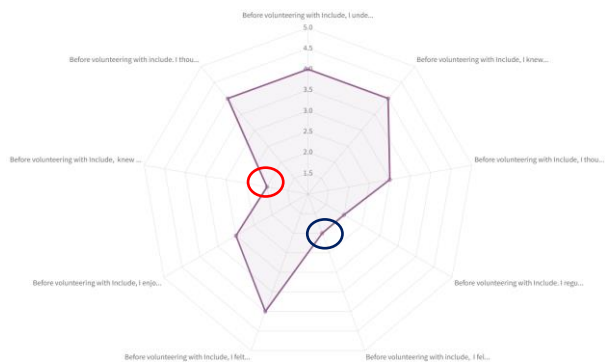
This year, with the initial increase in online volunteers brought by the Covid-19 pandemic, we have also focused on how our activities and training have helped to build more inclusive communities outside the charity, through our volunteer training and skills development.

Volunteers & Training

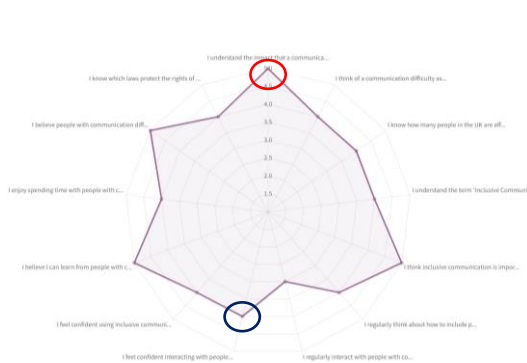
The social model of disability (Oliver '83, Scope '22) is clear that people are disabled by barriers in the community, rather than by their innate handicaps. By shining a light on communication disability and providing inclusive communication training, Include.org breaks down those barriers by increasing awareness, knowledge and skill. We use an Impact Star pre and post data comparison model to measure increases in confidence and awareness of communication need as well as acquisition of inclusive communication skills to check the validity of our assumptions and make changes as needed.

Examples: Volunteer pre & post comparison

Volunteer 1: Pre-Measure: May 2021



Post-Measure Jan 2022



1. I understand the impact that communication difficulty has on someone's life: 2 < 5
2. I feel confident interacting with people with communication needs: 2 < 4

Volunteer 2: Pre & Post measures – direct comparison: June 2021 / January 2022



These graphs illustrate the gains in understanding, knowledge, skills and confidence that volunteers gain through working with Include. When there are discrepancies and apparent loss of skills, we are able to investigate further. Negative scores indicate a lack of understanding or insight into lack of skills which has been addressed through volunteering.

Qualitative data gathered from volunteers and members gives examples of how skills, knowledge and confidence in the area of communication difficulty have benefited others, for example:

Member 1: used Makaton signing learned at The Include Choir with a distressed patient with Down Syndrome she met in her hospital role. The lady was highly distressed on the hospital ward and not communicating with staff; our choir member was able to significantly reduce distress and improve engagement when she signed 'look at the dog', holding the patient's attention, calming her and building a relationship through her preferred communication method, after which, she was able to engage with hospital staff.

Supported Volunteer 2: was able to use Makaton / BSL signs to tell a hearing-impaired gentleman met on a bus that he had forgotten his water bottle, and from there, strike up a conversation.

In this way, Include.org continues to spread inclusion and reduce the isolation of people with communication needs, beyond the charity's direct activities.

Qualitative Feedback

Qualitative data is regularly gathered from beneficiaries, families and other stakeholders to help us measure our impact, develop a deeper understanding of our theory of change and to adapt services accordingly, as needed.

Members with cognitive communication needs, families and other partners all showed their appreciation for continuing our services online as well as in person:

'As an organisation we benefit greatly from interaction from other external activity providers. Include has remained supportive and committed to providing the people we support with fun, challenging, engaging musical activity to suit so many changes and requirements. The ability to create interaction sessions whatever the event has been superb.'

Helen, Programmes Manager: Active Prospects



'The Zoom sessions have been an absolute lifeline for Ellie. They have needed such skill and enthusiasm.'

Sue, Mum of Include Member, Ellie

'Include.org creates and sustains a 'family' feel to the organisation. The commitment and drive of its CEO, staff and trustees is exemplary. It enriches the lives of local people: services users and their carers, people who volunteer with Include and all people experience joy and happiness from coming into contact with the service.'

Yvonne, Partnerships Officer: Reigate & Banstead Borough Council



'The Include Choir Is really important to us. We love it.'

Philip & Simon, Include Members



When we sing and perform, we are one. There is no ability or disability. There is no "staff" and "client". Each member has a vital role within the group and each member makes an equal contribution. I see Include Choir as a precious resource. It is inclusive, friendly, educational, creative, therapeutic, pride-inducing and supported by an amazing team of volunteers.

James, Support Worker

Include.org is truly humbled and proud to receive this level of positive feedback from all our stakeholders and we look forward to continuing to inspire the same levels of satisfaction and impact in our services in 2022- 2023.

Quantitative Measures

Between 2021-2022, we provided specialist communication services and community activities for a range of beneficiaries. Monitoring the impact of remote online service provision such as

YouTube and social media activity is complex and a work in progress. Similarly, further work is needed to effectively capture the community impact of Include.org's work and the impact our support has on family members.

The table below measures only the beneficiaries with whom we have had direct, measurable interaction. Membership of online groups is provided separately.

Beneficiary Group	Total measurable numbers reached
People with learning disabilities, autism or other communication needs (members – in person)	66
People with learning disabilities, autism or other communication needs (online only members)	39
People with learning disabilities, autism or other communication needs (non-members) – Roadshows / Online Outreach Sessions	53
Total number of people with learning disabilities, autism and other communication needs reached.	158

Beneficiary Group	Total numbers reached
Membership of Online Facebook Choir (with and without communication needs)	354

This year, we were able to reintroduce in-person methods of gathering information, which enabled us to be more inclusive of members who find abstract information outside the here and now difficult to process.

It was not possible to gather feedback from all our members due to ongoing fluctuations in attendance due to covid and lack of staff support. The sample (n=37) is broadly representative of our wider membership

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.

Key Impact Areas	Area of Gain	Statement	% agree
Inclusion	Mental Health & Wellbeing	Include Choir makes me feel happy	98
	Community Engagement	The Include Choir helps me feel part of a community	95
	Reducing Loneliness	I have met new people or made new friends at The Include Choir	90
Communication	Increased Understanding	I have learned new things at The Include Choir	93
	New Skills	I have learned skills at The Include Choir	95
	New Knowledge	Include Choir helps me understand what inclusive communication is	88
Empowerment	5	The Include Choir helps people see that inclusive communication is a right / important	98
	6	The Include Choir helps me feel more confident (about communicating)	92
	9	I help to make decisions at The Include Choir	86
Covid Risk Management	10	I feel that The Include Choir has done enough to reduce the risks of Covid-19	95



Fundraising activities

Although Government restrictions on activity due to Covid- 19 were significantly reduced; ongoing unpredictability, widespread caution and a careful risk management approach, due to the vulnerability of our members, meant that there were still limitations on the usual community fundraising activities. We remained unable to achieve our aim of becoming a charity partner for Run Reigate (the most significant local fundraising event of the year and overall, there were far fewer opportunities to partner in local, well-established, community events.

Nevertheless, we were able to start to redevelop the organisation's local profile and raise a small amount through participation in a few, carefully selected outdoor events, and by entering a team of staff and volunteer runners to raise funds through sponsorship at Run Reigate.



The majority of community fundraising efforts focused on an online match funding Campaign in December – The Big Give Challenge, based on the success of the previous year's fundraising campaign. Using our experience from our first attempt at online match-funding, we recruited additional volunteers to support the campaign in in Quarter 3 and set an ambitious fundraising target of £20,000 -which we met and exceeded.

This year, we remained significantly reliant on Grants from Trusts and Foundations, and recognise the ongoing need to diversity income streams, as well as starting to look into more long-term funding opportunities and we are working on our funder pipeline to identify larger scale bids which reflect the growth and impact of the organisation.

We reintroduced our nominal membership fees which ceased in 2020, and have been working with our steering group of members and other stakeholders to establish a more sustainable membership fee structure, without excluding any members experiencing financial hardship.

Although training delivery and paid performance opportunities remained limited this year, we continued to generate a small amount of income from delivering outreach activities to local care services, and by reviewing documents from a perspective of accessibility and inclusion for external organisations, including The Samaritans and Royal College of Speech and Language Therapists. We will continue to explore ways of developing all these revenue streams in the future, as a matter of priority.

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 2022, the charity's total income was £130,249; £67,249 up on last year. This represents the continuing growth and extended range of the charity's activities since its formation in 2018.

It should also be noted that a significant proportion of these funds (£43,750) were restricted for projects commencing in 2022-23 – primarily establishing a second Include Choir, with speech and language therapy support.

£88,071 relates to grants and donations awarded from the following donors - Community Foundation for Surrey, The National Lottery Community Fund, Garfield Weston Foundation, Reigate & Banstead Borough Council, Surrey County Council, Mencap & the Erasmus IDEAL project - each of which is classified as restricted funds within the accounts.

These restricted funds have covered a significant proportion of delivery costs (staff and other) for the year ended 31st March 2022. Remaining staffing costs have been covered by designated reserves, with thanks to senior staff continuing to donate pro bono hours where needed.

The remaining income was generated from small non restricted grants, income earned from outreach and training work, nominal membership fees (restarted in 2022) and an abundance of kind donations. It also includes the gift aid claim submitted for all applicable donations this year.

Expenditure

We have been able to maintain the increased size, service delivery and impact of the charity thanks to the increased generosity and breadth of our supporters. We are committed to attracting the highest calibre of staff, to make the greatest impact for our beneficiaries and therefore pay contracted staff in accordance with fair pay structures. Anticipated expenditure was reduced this year due to delays in recruitment, but the Trustees recognise the need for all staff to be paid for the hours and expertise they provide now and in the future. The Board also recognises the need to continue to invest resources and skills in developing our impact measures and pipeline to sustain the increased costs of running the charity at its current size. 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 policy



The charity has relatively few specific long-term commitments but 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. This will allow us to run current and planned activities for up to 6 months (3 months full operational costs and 3 months reduced operations), in the event that no further funds were forthcoming.

The current unrestricted reserves balance is £34,301 and the Trustees recommend that £25,211 is transferred to designated reserves, as shown in note 10 of these accounts. This will cover a proportion of the predicted core costs for the next financial year, allowing the charity to maintain our target free reserves of £10,000.

This reserves policy takes into account the need for financial stability and reduced risk of understaffing in a sustainable organisation, enabling us to meet the significant beneficiary need and long-term strategic goals.

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; as at 31st March 2022 it had 9.

Although 2 Trustees resigned during the year, we were able to quickly recruit 3 new Trustees to address skills gaps. We continue to prioritise Trustee recruitment and inclusive Governance with a particular focus on increasing representation both of our beneficiary group and of people from the BAME community. We are also actively seeking a new Chair of Trustees.

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 9 Trustees. 3 new Trustees were recruited in 20-21, reflecting the need for strong Governance and a wider range of experience as the Charity grows.



The Founder & CEO, Alix Lewer, brings over 15 years' experience as a speech and language therapist. She has worked in the NHS as both a speech and language therapist and Safeguarding Adults Lead – bringing a range of relevant skills. She 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.'* She received the Giving Voice award again in 2021 for specific work around supported decision making in end-of-life care

The CEO is supported by a small team of dedicated part-time contracted staff (between 10-20 hours per week), enabling us to sustain the growth of the previous year, as demand for services and beneficiary need continues to be high. In addition to additional session practitioners, the core staff team expanded and the Inclusive Communications Manager, Volunteer Coordinator, Administrator and Finance Officer were joined by a Business Development Manager, whose 1 year contract significantly improved the network and reach of the organisation.

Funding was secured at the end of the year for a more substantial speech and language therapy post which we look forward to filling. This will increase SLT capacity and clinical expertise in the organisation, which is needed to grow our training programme and scale delivery.

There is an ongoing reliance on the voluntary contribution of leadership staff, which the Board are aware of and continue to address, in order to reduce organisational risk and increase sustainability and stability for the future.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1177785

Registered office

37 South Mead
Redhill
RH1 2EL

Trustees

Mr J Van Laer – Acting Chair
Mr N Leach - Treasurer
Ms C L Dawson
Mr F Osman
Mr D Hill
Ms Victoria Hatcher (appointed 17/02/22)
Ms Sofia Yermo-Moore
Ms Harriet Ayhan (appointed 25/10/21)
Ms R C Watson (resigned 12/01/2022)
Ms Julide Troedson – Chair (Resigned 10/10/21)

Independent Examiner

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

Approved by order of the board of trustees on 27th November 2022 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 2022.

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: 27/11/2022

THE INCLUDE PROJECT

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		41,335	88,071	129,406	53,646
Charitable activities					
Performance & outreach fees		663	-	663	600
Other trading activities	2	<u>180</u>	<u>-</u>	<u>180</u>	<u>8,754</u>
Total		42,178	88,071	130,249	63,000
EXPENDITURE ON					
Raising funds		8,284	-	8,284	6,364
Charitable activities					
Performance & outreach costs		33,778	31,746	65,524	38,951
Support costs		4,916	6,001	10,917	11,695
Governance costs		<u>1,665</u>	<u>732</u>	<u>2,397</u>	<u>1,746</u>
Total		<u>48,643</u>	<u>38,479</u>	<u>87,122</u>	<u>58,756</u>
NET INCOME/(EXPENDITURE)		(6,465)	49,592	43,127	4,244
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>42,302</u>	<u>5,790</u>	<u>48,092</u>	<u>43,848</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>35,837</u></u>	<u><u>55,382</u></u>	<u><u>91,219</u></u>	<u><u>48,092</u></u>

THE INCLUDE PROJECT

BALANCE SHEET 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	6	2,514	-	2,514	2,740
CURRENT ASSETS					
Stocks	7	1,047	-	1,047	605
Debtors	8	1,809	-	1,809	8,230
Cash at bank and in hand		<u>36,638</u>	<u>62,126</u>	<u>98,764</u>	<u>42,631</u>
		39,494	62,126	101,620	51,466
CREDITORS					
Amounts falling due within one year	9	(6,171)	(6,744)	(12,915)	(6,114)
NET CURRENT ASSETS		<u>33,323</u>	<u>55,382</u>	<u>88,705</u>	<u>45,352</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		35,837	55,382	91,219	48,092
NET ASSETS		<u>35,837</u>	<u>55,382</u>	<u>91,219</u>	<u>48,092</u>
FUNDS	10				
Unrestricted funds				35,837	42,302
Restricted funds				<u>55,382</u>	<u>5,790</u>
TOTAL FUNDS				<u>91,219</u>	<u>48,092</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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.

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 2022 and were signed on its behalf by:

N Leach - Trustee

THE INCLUDE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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.

THE INCLUDE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

2. OTHER TRADING ACTIVITIES

	31.3.22	31.3.21
	£	£
Merchandise	180	28
Fund raising events	<u>-</u>	<u>8,726</u>
	<u>180</u>	<u>8,754</u>

3. NET INCOME/(EXPENDITURE)

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

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	1,904	1,503
Deficit on disposal of fixed assets	<u>24</u>	<u>274</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 2021

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	22,646	31,000	53,646
Charitable activities			
Performance & outreach fees	600	-	600
Other trading activities	<u>8,754</u>	<u>-</u>	<u>8,754</u>
Total	32,000	31,000	63,000
EXPENDITURE ON			
Raising funds	2,039	4,325	6,364
Charitable activities			
Performance & outreach costs	7,506	31,445	38,951
Support costs	3,231	8,464	11,695
Governance costs	1,713	33	1,746
	<u>14,489</u>	<u>44,267</u>	<u>58,756</u>
Total	14,489	44,267	58,756
NET INCOME	17,511	(13,267)	4,244
Transfers between funds	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	17,511	(13,267)	4,244

THE INCLUDE PROJECT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	24,791	19,057	43,848
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>42,302</u>	<u>5,790</u>	<u>48,092</u>

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Computer equipment £	Totals £
COST			
At 1 April 2021	1,534	4,477	6,011
Additions	1,049	653	1,702
Disposals	<u>-</u>	<u>(95)</u>	<u>(95)</u>
At 31 March 2022	<u>2,583</u>	<u>5,035</u>	<u>7,618</u>
DEPRECIATION			
At 1 April 2021	1,025	2,246	3,271
Charge for year	645	1,259	1,904
Eliminated on disposal	<u>-</u>	<u>(71)</u>	<u>(71)</u>
At 31 March 2022	<u>1,670</u>	<u>3,434</u>	<u>5,104</u>
NET BOOK VALUE			
At 31 March 2022	<u>913</u>	<u>1,601</u>	<u>2,514</u>
At 31 March 2021	<u>509</u>	<u>2,231</u>	<u>2,740</u>

7. STOCKS

	31.3.22 £	31.3.21 £
Stocks	<u>1,047</u>	<u>605</u>

THE INCLUDE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	937	506
Other debtors	-	6,889
Prepayments	<u>872</u>	<u>835</u>
	<u>1,809</u>	<u>8,230</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	12,915	6,114
Accrued expenses	<u>-</u>	<u>-</u>
	<u>12,915</u>	<u>6,114</u>

10. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	11,962	(7,965)	30,340	34,337
Redhill Round Table 2022	-	1,500	-	1,500
Designated reserves	<u>30,340</u>	<u>-</u>	<u>(30,340)</u>	<u>-</u>
	42,302	(6,465)	-	35,837
Restricted funds				
Peoples Health Trust	3,326	(3,326)	-	-
Community Foundation for Surrey 2021	2,257	(2,257)	-	-
Mencap Let's Get Digital	-	688	-	688
Community Foundation for Surrey 2022	-	1,685	-	1,685
Surrey County Council: Surrey Downs Better Care Fund	-	40,000	-	40,000
Surrey County Council: Nature Connectedness	-	3,750	-	3,750
National Lottery 2021	-	152	-	152
Erasmus – IDEAL	-	8,156	-	8,156
Community Foundation for Surrey - Core	-	951	-	951
Reigate & Banstead Small Grant 2021	207	(207)	-	-
	<u>5,790</u>	<u>49,592</u>	<u>-</u>	<u>55,382</u>
TOTAL FUNDS	<u>48,092</u>	<u>43,127</u>	<u>-</u>	<u>91,219</u>

THE INCLUDE PROJECT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

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	36,878	(44,843)	(7,965)
East Surrey Mencap	2,800	(2,800)	-
Arnold Clark Community Fund	1,000	(1,000)	-
Redhill Round Table 2022	1,500	-	1,500
	<u>42,178</u>	<u>(48,643)</u>	<u>(6,465)</u>
Restricted funds			
Peoples Health Trust	-	(3,326)	(3,326)
Community Foundation for Surrey 2021	-	(2,257)	(2,257)
Reigate & Banstead Small Grant 2021	-	(207)	(207)
Mencap: Let's Get Digital	6,500	(5,812)	688
Gatwick Airport Community Trust	2,400	(2,400)	-
Reigate & Banstead Small Business Grant 2022	2,000	(2,000)	-
National Lottery Community Fund 2022	10,000	(9,848)	152
Erasmus: IDEAL	11,421	(3,265)	8,156
Reigate & Banstead Council	2,000	(2,000)	-
Community Foundation for Surrey - Core	5,000	(4,049)	951
Community Foundation for Surrey 2022	5,000	(3,315)	1,685
Surrey County Council: Surrey Downs Better Care	40,000	-	40,000
Surrey County Council: Nature Connectedness	<u>3,750</u>	<u>-</u>	<u>3,750</u>
	<u>88,071</u>	<u>(38,479)</u>	<u>49,592</u>
TOTAL FUNDS	<u>130,249</u>	<u>(87,122)</u>	<u>43,127</u>

THE INCLUDE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
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	14,500	-	15,840	30,340
	<u>24,791</u>	<u>17,511</u>	<u>-</u>	<u>42,302</u>
Restricted funds				
Peoples Health Trust	5,081	(1,755)	-	3,326
Community Foundation for Surrey 2021	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 2021	-	207	-	207
	<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>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

Comparative 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	-	(3,429)	(3,429)
	<u>32,000</u>	<u>(14,489)</u>	<u>17,511</u>
Restricted funds			
Peoples Health Trust	-	(1,755)	(1,755)
Community Foundation for Surrey 2021	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 2021	5,000	(5,000)	-
Reigate & Banstead Small Grant 2021	2,000	(1,793)	207
Community Foundation for Surrey COVID 19	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><u>63,000</u></u>	<u><u>(58,756)</u></u>	<u><u>4,244</u></u>

THE INCLUDE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

10. MOVEMENT IN FUNDS - continued

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	3,617	12,975	17,745	34,337
Run Reigate	3,245		(3,245)	-
School for Social Entrepreneurs	3,429	(3,429)	-	-
Redhill Round Table	-	1,500	-	1,500
Designated reserves	<u>14,500</u>	<u>-</u>	<u>(14,500)</u>	<u>-</u>
	24,791	11,046	-	35,837
Restricted funds				
Peoples Health Trust	5,081	(5,081)	-	-
Community Foundation for Surrey 2021	2,642	(2,642)	-	-
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)	-	-
Mencap	-	688	-	688
Community Foundation for Surrey	-	1,685	-	1,685
Surrey County Council	-	40,000	-	40,000
Surrey Nature Connection	-	3,750	-	3,750
National Lottery 2021	-	152	-	152
Ideal	-	8,156	-	8,156
Community Foundation for Surrey - Core	-	951	-	951
	<u>19,057</u>	<u>36,325</u>	<u>-</u>	<u>55,382</u>
TOTAL FUNDS	<u>43,848</u>	<u>47,371</u>	<u>-</u>	<u>91,219</u>

THE INCLUDE PROJECT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

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	68,878	(55,903)	12,975
School for Social Entrepreneurs		(3,429)	(3,429)
East Surrey Mencap	2,800	(2,800)	-
Arnold Clark Community Fund	1,000	(1,000)	-
Redhill Round Table 2022	1,500	-	1,500
	<u>74,178</u>	<u>(63,132)</u>	<u>11,046</u>
Restricted funds			
Peoples Health Trust		(5,081)	(5,081)
Community Foundation for Surrey 2021	6,000	(8,642)	(2,642)
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 2021	5,000	(5,000)	-
Reigate & Banstead Small Grant 2021	2,000	(2,000)	-
Community Foundation for Surrey COVID19	5,000	(5,000)	-
The Bailey Thomas Charitable Fund	1,000	(1,000)	-
Mencap: Let's Get Digital	6,500	(5,812)	688
Gatwick Airport Community Trust	2,400	(2,400)	-
National Lottery 2021	10,000	(9,848)	152
Reigate & Banstead Small Grant 2022	2,000	(2,000)	-
Ideal: ERASMUS Research project	11,421	(3,265)	8,156
Reigate & Banstead Council	2,000	(2,000)	-
Community Foundation for Surrey 2022	5,000	(4,049)	951
SCC: Surrey Downs Better Care Fund	40,000	-	40,000
Community Foundation for Surrey – Core	5,000	(3,315)	1,685
SCC: Surrey Nature Connectedness Fund	3,750	-	3,750
	<u>119,071</u>	<u>(82,746)</u>	<u>36,325</u>
TOTAL FUNDS	<u>193,249</u>	<u>(145,878)</u>	<u>47,371</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

THE INCLUDE PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	36,973	14,461
Grants	89,071	38,500
Membership fees	<u>3,362</u>	<u>685</u>
	129,406	53,646
Other trading activities		
Merchandise	180	28
Fund raising events	<u>-</u>	<u>8,726</u>
	180	8,754
Charitable activities		
Performance & outreach fees	<u>663</u>	<u>600</u>
Total incoming resources	130,249	63,000
EXPENDITURE		
Raising donations and legacies		
Wages	8,075	6,300
Other trading activities		
Opening merchandise stock	605	637
Merchandise costs	651	32
Closing merchandise stock	<u>(1,047)</u>	<u>(605)</u>
	209	64
Charitable activities		
Wages	64,252	36,717
Music equipment	344	127
Communication resources & licences	<u>928</u>	<u>2,107</u>
	65,524	38,951
Support costs		
Management		
Rent	403	-
Insurance	155	167
Telephone	59	64
Postage and stationery	394	802
Advertising	886	723
Carried forward	1,897	1,756

THE INCLUDE PROJECT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	31.3.22 £	31.3.21 £
Management		
Brought forward	1,897	1,756
Sundries	28	29
Travel & catering costs	437	11
Repairs & renewals	178	484
Computer expenses	3,024	3,155
Staff training	3,235	3,856
Subscriptions	140	140
Recruitment costs	50	488
Plant and machinery	645	383
Computer equipment	1,259	1,119
Loss on sale of tangible fixed assets	<u>24</u>	<u>274</u>
	10,917	11,695
Governance costs		
Accountancy fees	1,440	900
Professional fees	957	846
Bad debts	<u>-</u>	<u>-</u>
	<u>2,397</u>	<u>1,746</u>
Total resources expended	<u>87,122</u>	<u>58,756</u>
Net income	<u><u>43,127</u></u>	<u><u>4,244</u></u>