

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

**for the year ended
31 MARCH 2024**

for

THE INCLUDE PROJECT



THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024

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**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Report Of the Trustees

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2024. 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.

Vision & Mission

The charity's mission is to build communities where no-one with communication needs is excluded.

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 to work more effectively with people with communication needs, by:

- **Coproducing and providing inclusive community activities and self-advocacy groups, which enhance wellbeing, build confidence and skills, develop friendships and increase awareness of rights**
- **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**
- **Raising awareness and amplifying the visibility and voice of people with learning disabilities and/or autism and communication needs**

To achieve the aims outlined above, we run the following programmes:

- **The Include Choirs**
 - Weekly inclusive singing and signing sessions for members
 - Performances at community events, conferences and more
 - Outreach sessions for care providers, schools, third sector and businesses

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report Of the Trustees Continued

- **The Champions Self-Advocacy & Co-production Group**
 - Co-creation of freely shared accessible information about a range of topics
 - Accessibility reviews of external organisations' Easy Read information
 - Codesign & co-delivery of training
- **Stroll and Sign Sessions**
 - provide social and communication learning opportunities
 - improve health and wellbeing through increased communication opportunity, exercise and exposure to nature
- **Supported Volunteering Programme**
 - Training and support for people with learning and communication needs
 - Development of skills for work
- **Speech & Language Therapy Training & Consultancy**
 - Nationally accredited & bespoke training
 - Makaton & Talking Mats courses
 - Tailored inclusive communication/ mental capacity act training for a range of organisations
 - Communication consultancy for individuals, families and care providers

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 policies for the year.

How our activities benefit the public

At least 1 In 5 people will experience a communication difficulty in their lifetime (Royal College of Speech and Language Therapists 2019), including people with learning disabilities, autism, dementia and other acquired or developmental needs. Communication disability leads to:

- increased isolation
- reduced wellbeing & mental health
- poorer health outcomes
- poorer employment opportunities
- increased likelihood of exposure to the criminal justice system

(RCSLT 2021, LeDeR Report 2022)

Our services:

- increase wellbeing, confidence and opportunities for self-advocacy for people with communication needs
- provide skills development opportunities for people with communication needs
- train members of the community, businesses, health and social care providers in the inclusive communication skills which empower and include people with communication needs

Thereby reducing strain on health and social care provision, as well as significantly improving quality of life and opportunity for people with communication needs.



THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Our Values



Achievement And Performance

Between April 2023 and March 2024, Include.org continued its steady trajectory of growth; we delivered more services and events, reached more beneficiaries and trained more people than ever before.

What we delivered

Output	Total
Include Choir:	77
Weekly Inclusive Music & Communication Sessions	
Awareness-Raising / Educational Performances	33
Stroll & Sign: Inclusive Nature & Wellbeing Sessions	15
Champions: speech & language therapy led Self-advocacy & Co-production Sessions	42
External Easy Read Resources created / reviewed	10
Expert By Experience Sessions	5
Training: Accredited Makaton training delivered	6
Workshops / Training sessions delivered	17
Volunteers / staff trained in Makaton	17

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees- continued

Beneficiaries Reached

Beneficiary Group	Total
Members (with learning or communication needs)	137
Family carers	28
Professional carers	150+
Training recipients	700+
Audience members per annum (approximate)	15,000
Volunteers	93
Supported volunteer hours donated	350+

The Growth of Include.org

The growth of the charity has continued at an unprecedented pace this year, in line with the need for our services in a landscape where there are limitations on the quality and availability of services available to people with communication needs, as a result of the financial landscape and the ongoing effects of the pressures of the pandemic.

Overall

43% increase in members

Redhill choir

82% annual increase in members attending regularly

22% of members attend regularly

New members remain steady at an average of 10 per term

The gender split is beginning to equalise (43% and 57%)

145 communication partners attended compared to 110 last year

25% increase in members with autism

Epsom choir

Member attendance has increased by 320% compared to last year

Average of 11 new members each term

37 communication partners attended compared to 2 last year

5% of members attend regularly

The gender split is beginning to equalise (40% and 60%)

5% of members are under 19 years old

Stroll and sign

Attendance is higher in the summer months

13% increase in members and guests

30% increase in attendance by communication partners

Progress towards our targets

As part of our Annual Planning Process for 2023-2024, we worked with our Stakeholders to identify targets for the year, in line with our 5 Year Strategy,

As we review progress at the end of the year, we are delighted to have made significant progress in all key areas identified at the start of the year, as follows:

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Develop and improve Communication of Speech and Language Therapy Value in Include

- We have created an up-to-date digital and hard copy brochure which clearly explains the clinical evidence underpinning our services and the value provided by Include's evidence-based community activities and training.
- The speech and language therapy team have designed and produced a suite of inclusive communication information sheets which can be shared free of charge with individuals, families and social care workers.
- Include now provides 'Communication Corner', a free monthly communication surgery service in 2 venues, accessible to any of our members for speech and language therapy advice.

Replicate, secure and grow a second Include Choir

- Our second choir, The Epsom Include Choir finishes the year at a new venue and with significant growth in membership.
- Stakeholder mapping has meant developing new partnerships with NHS and social care providers – and the development of an excellent volunteer team.
- We are delighted to see the initial choir, set up with support from Surrey County Council develop into a sustainable project with its own identity and membership and look forward to using the learning to explore other potential opportunities for replication.

Increase Opportunities to empower people with Learning Disabilities and Autism within Include

- We are delighted to have secured the commitment of all Trustees towards moving to a Board where at least 75% of the Trustees have lived experience of communication needs.
- We have worked with the Include Choir Steering Group and Reps to decide the process of recruitment and transformation.
- We have designed a training programme which will introduce potential Lived Experience Trustees to the role of the Trustee and principles of Governance in an accessible manner, using our expertise as speech and language therapy professionals in the field of communication.
- We have recruited a group of potential Trustees in training.

Improve operational efficiency and data collection

- The audit and analysis of processes and data began in earnest this year, and with the identification of a suitable Customer Relationship Management system and funding secured to source it, we are set to enter the next financial year with considerably improved capacity to manage data, make efficiency savings and improve our impact reporting.

Develop partnerships and increase local profile of the charity

- Thanks to a hardworking and innovative communications and partnerships team, Include saw the number and breadth of its working partnerships increase significantly this year.
- Investment in a creative Big Give Match-Funding Campaign, which empowered and involved members as well as staff and Trustees provided opportunities for increasing reach within the local community, building our supporter base and securing ongoing relationships which help secure a stable foundation for the coming year.

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

The year ahead

We recognise that despite the significant progress made towards long term strategic goals, there is always more to do. Priorities for the year ahead include:

- Building Staff Capacity and sustainable structure
- Increasing Equality, Diversity and Inclusion within the organisation, with a particular focus on greater representation of people from the Global majority at all levels of the organisation
- Using increased capacity for efficient data processing to build effective impact reporting
- Increasing fundraising capacity in line with the growth of services



THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Awards

Notwithstanding further ambition for the charity in the years ahead, Once again, this year, Include.org demonstrated that it was able to 'punch above its weight' and achieve recognition at local, County and National levels.

Three achievements particularly stood out for us:

Our Lived Experience Volunteers and members were recognised by Learning Disability England for the difference they make in educating the wider community about inclusive communication to improve services – demonstrating our wider impact which reaches far beyond the (not inconsiderable) individual benefits gained by accessing our services.

Winning a local Business Award demonstrated Includes commitment to sound business practice, and our commitment to developing a sustainable business model. For a charity whose serious purpose can be disguised by the joy and uplift it brings to members and audiences alike, recognition of hard work, research and solid foundations was particularly welcome.

Receiving not one but two Stars in Surrey Awards: Include is a local charity, but it reaches across the county and beyond to bring about change for people with communication needs. Winning two awards really helped communicate the real steps we are making to build a more inclusive community.

Between April 2023 and March 2024, Include.org was awarded:

- **Learning Disability and Autism Awards - Team Making a Difference Award (July 2023) - Highly Commended**
- **Royal College of Speech & Language Therapist Giving Voice Award (August 2023) - Winner - For songwriting collaboration raising awareness of human rights for people with communication needs with Giving Voice Leeds Choir & others**
- **Reigate & Banstead Volunteer Awards (2023) - The Include Choir Reps - Winner**
- **Reigate & Banstead Business Awards (July 2023) - Charity & Social Enterprise category – Winner**
- **Surrey Council Stars in Surrey (December 2023) - Make it happen Community Hero Award - Alix Lewer - Winner**
- **Surrey Council Stars in Surrey (December 2023) - Championing Equality, Diversity and Inclusion Award - Winner**



THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Partnership working

In 2023-24, Include pursued its strategic focus of working in partnership in 4 key areas:

Health

As part of the National Fast Follower Roll out of an improved system for identifying people with learning disabilities and autism, Include worked with Guys and St Thomas's NHS Trust to create Easy Read information and write a song to 'win the hearts and minds' of NHS professionals encouraging them to use the 'red flag for reasonable adjustments' on their IT systems in order to improve services and reduce risks for people with learning disabilities and autism. The song was performed by the Include Choir to a large audience of NHS professionals from London NHS Trusts, and was a huge success

T H A N K Y O U to The Include Choir for kick starting the day with a bang, for all your energy, enthusiasm and joy. We couldn't have wished for a more perfect start to the afternoon, and when looking around the room it was really moving to see how much the audience connected with the songs and performance.' *Training Lead, SLAM NHS Trust*

New partnerships with NHS Trusts were developed through the delivery of training to over 50 staff in Sussex Partnership NHS Foundation Trust; 88.9% of participants reporting that the training exceeded expectations.

Social Care

Within social care, Include developed its partnership with Award-winning Care Provider, Active Prospects through the joint delivery of a Healthy Living Project, supported by Reigate and Banstead Borough Council. We also further developed partnerships with other care providers including County Care, Achieve Together and The Grange.

Education & Youth Organisations.

A long held strategic goal has been to increase the charity's reach to children and young people, where we know the lack of accessible support for children and young people with communication needs has a significant impact. This goal was met through partnerships at primary level, with Hatchlands School, where we delivered Makaton workshops for Teachers and over 300 students, and with Grooveline Music, who hosted an inclusive summer concert. At secondary level, a day of inclusive communication workshops for over 1000 students at Reigate College received outstanding feedback and helped secure funds for the charity. We also provided inclusive communication and Makaton Workshops to over 50 local Guides and Beavers, helping to build a more inclusive community.

Non-Profits

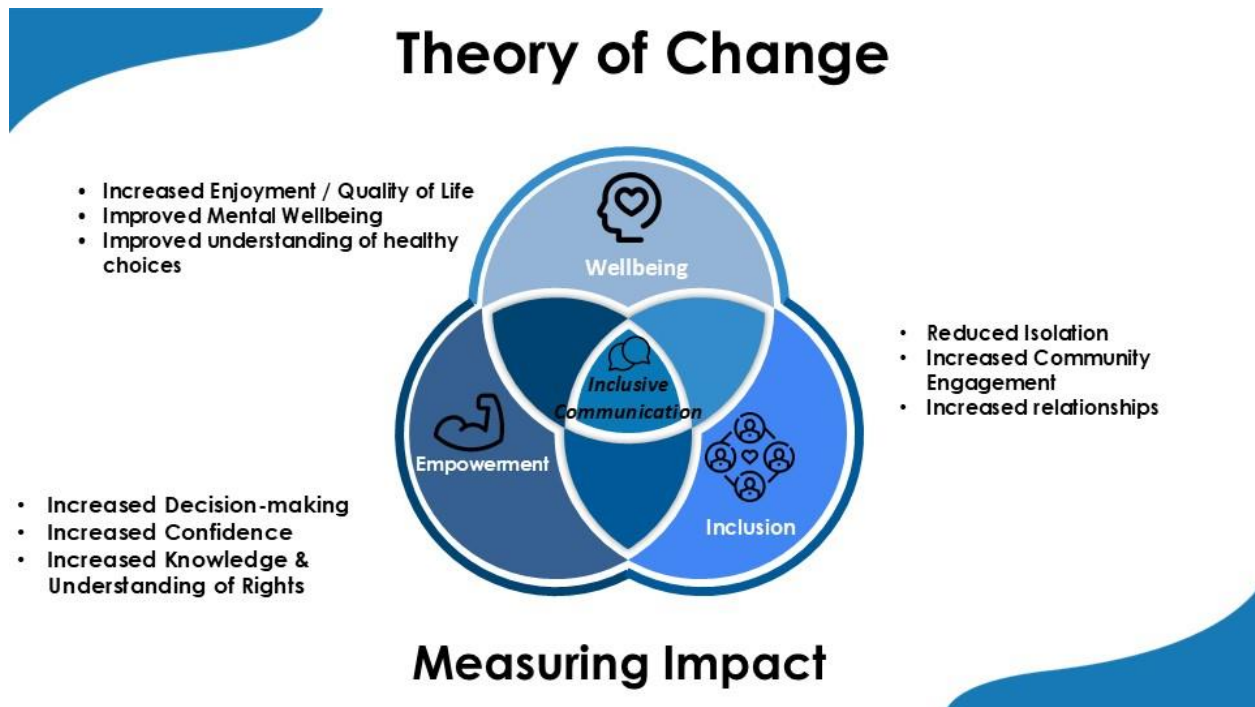
2023-24 also saw Include significantly develop relationships with local non-profits through training (eg inclusive communication and training provision for local charity, Stripey Stork, to improve their support for volunteers with additional needs), partnership (eg extending our Stroll and Sign Service to people with mental health needs, through the Mary Frances Trust).

Partnerships extended beyond the local level too; we were delighted to work with national Human Rights Charity, Liberty, to help them ensure that people with cognitive communication needs, often from minority ethnic communities, fully understood their rights with regards to police questioning. Multi-Disciplinary Partnerships across sectors also brought significant benefits, and Include is delighted to have joined the Steering Group for the Kent Surrey and Sussex Community of Practice Community of Practice and look forward to working further with them next year.

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

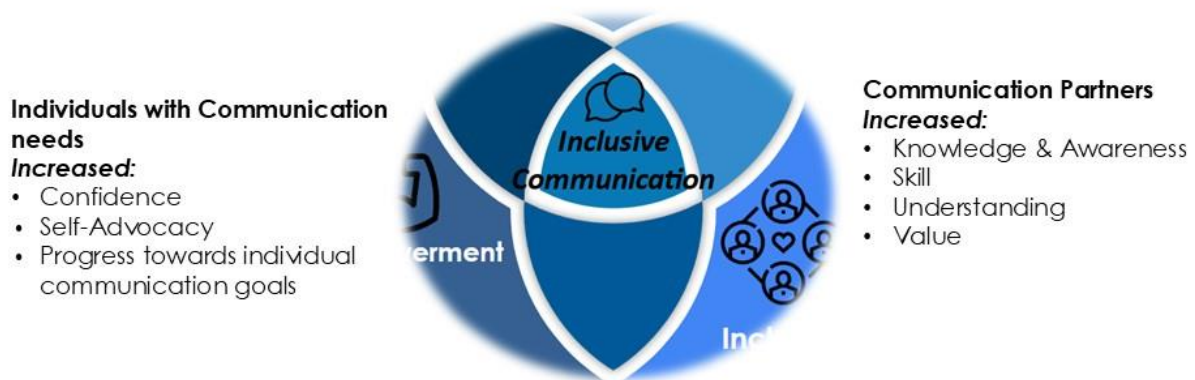
Impact

In 2023, we worked with stakeholders to redefine our Theory of Change Model, recognising that, while improvement in communication skills is a significant benefit of attending Include's services (and can be measured by individual clinical & training outcomes), inclusive communication is also the input which enables change in three core areas of wellbeing, empowerment and inclusion, through our services - illustrated by the models below.



Inclusive Communication Impact and Outcomes

Through the use, teaching and promotion of clinical Inclusive Communication skills and techniques, we create positive impact both for the individual and for communication partners, following a social model of disability



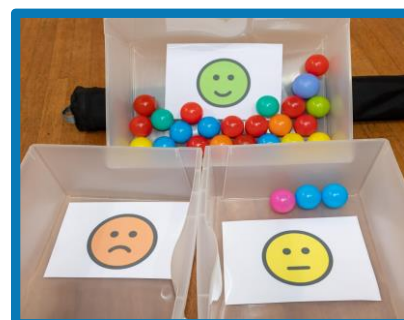
Long term removal of barriers to inclusion and equality within the community

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Inclusive Communication is the enabling factor, made possible by investment in the skills and training of our staff, volunteers and the wider community. 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, Wellbeing and Empowerment are further subdivided into the areas where we aim to make the biggest impact, when gathering feedback – and the results of this clinical model speak for themselves:

Key Impact Area	Area of Gain	Statement	% agree
Inclusion	Enjoyment / Quality of Life	I enjoy The Include Choir Sessions	100%
	Mental Wellbeing	I feel useful at The Include Choir sessions	96%
	Community Engagement	The Include Choir makes me feel I am helping the community	88%
	Reduced Isolation	I feel less alone since joining The Include Choir	88%
	Friendship	I have got to know people better since joining The Include Choir	96%
Empowerment	Choice & Decision-making	I help to make decisions at The Include Choir	91%
	Confidence	The Include Choir makes me feel more confident in my life	82%
	Respect	I feel respected at The Include Choir	96%
	Knowledge & understanding of Rights	The Include Choir helps me to understand the right to communication support	96%
	Opportunities for Healthy Choices	The Include Choir helps me to understand and make good choices	96%
Wellbeing	Knowledge & Awareness	I have learned about new things at The Include Choir	100%
	Skill	I have learned new skills at The Include Choir	100%
	Understanding	The Include Choir helps me understand what inclusive communication is	100%
	Value	The Include Choir helps me show other people how to be more inclusive	100%
	Post Covid Recovery	The Include Choir helped me feel more confident after Covid-19 lockdowns	96%

The charity acknowledges the ongoing challenges of gathering feedback from beneficiaries who are non-verbal or have limited receptive language and literacy skills, and will continue to work to develop holistic and creative measures to ensure that all services are co-produced with as many members as possible and all voices heard.



THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Financial Review



Financial position

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

For the year ended 31 March 2024, the charity's total income was £159,979; £50,901 up on last year. This represents the continuing growth of the charity since its formation in 2018, and is a significant achievement considering the fundraising landscape during the cost of living crisis.

Principal funding sources

As in previous years, a proportion of funding was received from Trusts and Foundations, with grateful thanks to the Foyle Foundation, Gatwick Airport Community Trust, All Age Autism Strategy Better Care Fund, The Edward Gosling Foundation, Peter Harrison Foundation, Bailey Thomas, VARB SPARKS, The Alchemy Foundation, Community Foundation for Surrey, Shanly Foundation and The National Lottery. A £10,000 grant from Charity Job was paid in via The Big Give, therefore it has been recorded as donations instead of grant funding.

The charity took part in an annual Big Give fundraising campaign for the 4th year running, the target of £25,000 was exceeded by an amazing £10,875. The Big give target amount has been recorded as a restricted fund, in previous years it has been recorded as unrestricted funds.

This year saw a substantial increase in fundraising income. Include was Cllr Frank Kelly's charity of the year 2022 to 2023, £6,117 was raised for Include during his year as Mayor. We also received significant funds from a fundraising event held by Weddings & Honeymoons Media.

Income earned from outreach and training work remained steady. This consisted of choir performances, expert by experience projects, Makaton training, workshops and training sessions.

The remaining income was generated from donations, gift aid, membership fees and merchandise sales.

Expenditure

Total expenditure for the year was £132,489; £25,505 up on last year. This year-on-year increase in expenditure primarily reflects increased staffing costs, particularly the investment in 2 additional choir directors and choir co-ordinators.

The charity has invested significant resources in the design and production of a brochure detailing all the services they offer. Special thanks goes to Powertutors who helped to fund the project.

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.

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees - continued

Reserves



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' essential operational costs and 3 months' reduced costs), in the event that no further funds are forthcoming.

Total reserves at the end of the year consisted of £71,308 in unrestricted funds and £49,495 in restricted funds. Of the unrestricted funds, the Trustees recommend that £59,729 is designated to cover the charity's running costs as per the reserves policy and note 10 of the accounts.

This reserves policy takes into account the need for financial stability and sustainability, enabling us to meet beneficiary need, provide sufficient resources and meet long-term strategic goals. The Trustees do not currently have any concerns about the charity continuing as a going concern.

Structure, Governance And Management

Governing document

The charity is registered as a Charitable Incorporated Organisation, 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 2024 it had 6 trustees, and, in an exciting new development, 6 Lived Experience Trustees in training.

Increasing the representation of people with lived experience of cognitive communication needs on the Board has been a longstanding goal for Include.org, but lack of resources to adequately support Trustees with additional needs has been a barrier. This year, the Board agreed that the time was right to invest and, working alongside the existing Include Choir Steering Group and members, a significant restructure of the Board began.

6 new prospective Trustees with lived experience were identified and in January 2024, began a training programme which provide accessible information, support and shadowing opportunities, so that the candidates could make an informed decision about taking on the role of Trustee, in line with the requirements of the Charity Commission, Equality Act and Mental Capacity Act.

Once the 6 month initial training is complete, potential new trustees will 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. Ongoing support to fulfil their statutory obligations will be provided through additional recruitment.

Staffing & Volunteers

Founder & CEO, Alix Lewer, worked in the NHS for over 15 years as both a speech and language therapist and Safeguarding Adults Lead – bringing a range of relevant skills. She completed research into the barriers of achieving sustained change in communication support for adults with learning disabilities and autism within social care settings, which underpins the foundation of Include.org. She is supported by an excellent, and growing part-time team of contracted staff and session leads.

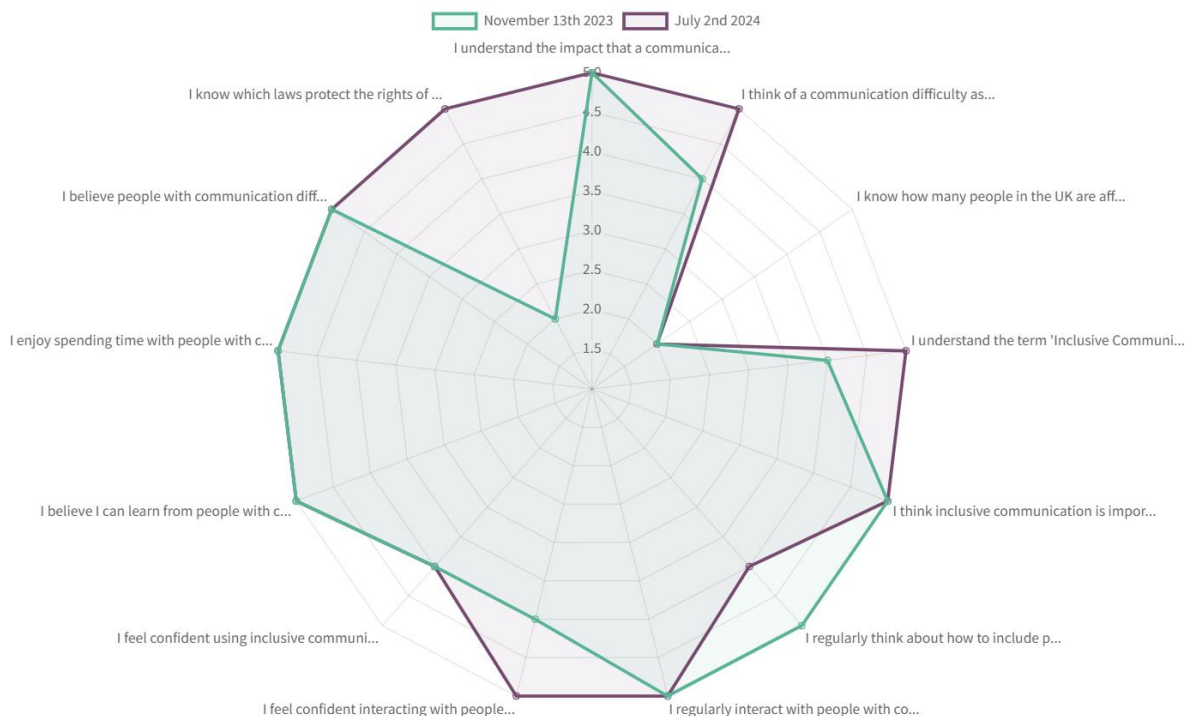


THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024
Report of the Trustees – continued

In 2023-2024, The Include Project continued to increase its investment in staffing with a view to long term sustainability, training two new Include Choir Directors to sustain the second choir and reduce the demands on the CEO. With external support, restructuring priorities were identified, recognising the long-term commitment and expertise of key staff and moving them in to Lead Roles in Finance, Communications and Clinical to support the CEO. The need for further operational support was also identified and further discussions regarding recruiting to operational and business development roles remain ongoing

Volunteers remain integral to the success of Include and the charity maintains over 50 volunteers, longstanding and new, who receive inclusive communication and mandatory training and who remain integral to the smooth running of services. Our volunteer team includes a growing team of 'Supported Volunteers' with communication needs who gain skills and experience from work through their work with us.

Over 80% of volunteers report a significant increase in inclusive communication skills and confidence through volunteering with Include.



**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Reference And Administrative Details

Registered Charity number

1177785

Registered office

37 South Mead
Redhill
RH1 2EL

Trustees

Mrs Cathy Wood - Chair
Mr Nigel Leach - Treasurer
Ms Harriet Ayhan
Mr Derek Hill
Mr Faisal Osman
Mr Jan van Laer

Lived Experience Trustees in Training from January 2024

Ms Beth Farr
Ms Emma McKenzie
Mr Martin Cornford
Ms Sarah-Jayne Manson
Mr Jamie Benstead
Ms Felicity Harrison

Independent Examiner

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

Approved by order of the board of trustees on Monday 25th November 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'N Leach', written over a light blue horizontal line.

N Leach - Trustee

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Independent Examiner's Report To The Trustees

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 2024.

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: 25/11/2024

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Statement Of Financial Activities

			31.3.24	31.3.23
		Unrestricted	Restricted	
	Notes	funds £	funds £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		37,617	93,106	130,723
Charitable activities				
Performance & outreach fees		6,982		6,982
Membership fees		7,400		7,400
Other trading activities	2	14,874		14,874
Total		66,873	93,106	159,979
EXPENDITURE ON				
Raising funds		8,230	786	9,016
Charitable activities				
Performance & outreach costs		34,134	74,972	109,106
Support costs		4,283	8,179	12,462
Governance costs		1,904	0	1,904
Total		48,552	83,937	132,489
NET INCOME/(EXPENDITURE)		18,321	9,169	27,490
RECONCILIATION OF FUNDS				
Total funds brought forward		52,987	40,326	93,313
TOTAL FUNDS CARRIED FORWARD		71,308	49,495	120,803

The notes form part of these financial statements

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Balance Sheet					
				31.3.24	31.3.23
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	6	40	301	342	790
CURRENT ASSETS					
Stocks	7	2,109	320	2,429	878
Debtors	8	17,894	20,000	37,894	11,423
Cash at bank and in hand		62,507	36,125	98,631	97,808
		82,509	56,445	138,954	110,109
CREDITORS					
Amounts falling due within one year	9	-11,242	-7,252	-18,494	-17,586
NET CURRENT ASSETS					
		71,267	49,194	120,461	92,523
TOTAL ASSETS LESS CURRENT LIABILITIES					
		71,308	49,495	120,803	93,313
NET ASSETS					
		71,308	49,495	120,803	93,313
FUNDS					
	10				
Unrestricted funds				71,308	52,987
Restricted funds				49,495	40,326
TOTAL FUNDS					
				120,803	93,313

The notes form part of these financial statements

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 25th November 2024 and were signed on its behalf by:

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

N Leach - Trustee

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes To the Financial Statements

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 - 33.33% on cost
Computer equipment - 33.33% 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
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

2. OTHER TRADING ACTIVITIES

	31.3.24	31.3.23
	£	£
Merchandise	1,061	566
Fund raising events	13,813	75
	<u>14,874</u>	<u>641</u>

3. NET INCOME/(EXPENDITURE)

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

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	847	1,951
	<u>847</u>	<u>1,951</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES – 2023

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	56,575	39,114	95,689
Charitable activities			
Performance & outreach fees	7,648		7,648
Membership fees	5,100		5,100
Other trading activities	641		641
	<u>69,664</u>	<u>39,114</u>	<u>109,078</u>
Total	69,664	39,114	109,078

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES – 2023 - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	7,818	32	7,850
Charitable activities			
Performance & outreach costs	36,744	48,790	85,534
Support costs	6,569	5,142	11,711
Governance costs	1,683	206	1,889
Total	52,814	54,170	106,984
NET INCOME	17,150	-15,056	2,094
Net movement in funds	17,150	-15,056	2,094
RECONCILIATION OF FUNDS			
Total funds brought forward	35,837	55,382	91,219
TOTAL FUNDS CARRIED FORWARD	52,987	40,326	93,313

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

6. TANGIBLE FIXED ASSETS

	Plant and machinery	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2023	2,810	5,036	7,845
Additions	399	-	399
At 31 March 2024	3,209	5,036	8,244

DEPRECIATION

At 1 April 2023	2,265	4,791	7,056
Charge for year	602	245	847
Eliminated on disposal	-	-	0
At 31 March 2024	2,867	5,036	7,903

NET BOOK VALUE

At 31 March 2024	342	0	342
At 31 March 2023	545	245	790

7. STOCKS

	31.3.24	31.3.23
	£	£
Stocks	2,429	878

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade debtors	35,999	10,819
Prepayments	1,895	604
	<hr/>	<hr/>
	37,894	11,423
	<hr/>	<hr/>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	17,894	17,186
Accrued expenses	600	400
	<hr/>	<hr/>
	18,494	17,586
	<hr/>	<hr/>

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

10. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
General fund	10,268	18,321	-10,913	17,676
Big Give 2023	0	0	0	0
Designated reserves	42,719		10,913	53,632
	52,987	18,321	0	71,308
Restricted funds				
Surrey County Council	19,473	-19,473		0
National Lottery 2022	6,235	-6,235		0
Guy's & St Thomas'	10,000	-5,390		4,610
Healthwatch Surrey	1,500	-1,500		0
Reigate & Banstead Borough Council 2022	2,610	-2,610		0
Russell Kin Trust	508	-508		0
All Age Autism		4,568		4,568
Reigate & Bansted Borough Council 2023		287		287
Foyle Foundation		0		0
Gatwick Airport Community Trust 2023		0		0
Peter Harrison Foundation		3,691		3,691
National Lottery 2024		20,000		20,000
Shanly Foundation		3,000		3,000
Alchemy Foundation		0		0
The Bailey Thomas Charitable fund		0		0
Edward Gosling Foundation		0		0
Varb Sparks		0		0
Big Give 2023		13,293		13,293
Power Tutors		0		0
Hardship fund		45		45
	40,326	9,169	0	49,495
TOTAL FUNDS	93,313	27,490	0	120,803

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

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	56,462	-38,142	18,321
Big Give 2023	10,410	-10,410	0
	<hr/> 66,873	<hr/> -48,552	<hr/> 18,321
Restricted funds			
Surrey County Council		-19,473	-19,473
National Lottery 2022		-6,235	-6,235
Guys & St Thomas'		-5,390	-5,390
Healthwatch Surrey		-1,500	-1,500
Reigate & Banstead Borough Council		-2,610	-2,610
Russell Kin Trust		-508	-508
All Age Autism	10,000	-5,432	4,568
Reigate & Bansted Borough Council 2023	2,500	-2,213	287
Foyle Foundation	7,500	-7,500	0
Gatwick Airport Community Trust 2023	2,500	-2,500	0
Peter Harrison Foundation	6,000	-2,309	3,691
National Lottery 2024	20,000	0	20,000
Shanly Foundation	3,000	0	3,000
Alchemy Foundation	1,000	-1,000	0
The Bailey Thomas Charitable fund	1,000	-1,000	0
Edward Gosling Foundation	10,000	-10,000	0
Varb Sparks	2,000	-2,000	0
Big Give 2023	24,900	-11,607	13,293
Power Tutors	2,661	-2,661	0
Hardship fund	45	0	45
	<hr/> 93,106	<hr/> -83,937	<hr/> 9,169
TOTAL FUNDS	<hr/> 159,979	<hr/> -132,489	<hr/> 27,490

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

10 MOVEMENT IN FUNDS - continued

Comparatives for movement in funds - 2023

	At 1.4.22	Net movement in funds	Transfers between funds	At 31.3.23
	£	£	£	£
Unrestricted funds				
General fund	34,337	18,650	-42,719	10,268
Redhill Round Table 2022	1,500	-1,500	-	0
Designated reserves	-	-	42,719	42,719
	<hr/> 35,837	<hr/> 17,150	<hr/> 0	<hr/> 52,987
Restricted funds				
Mencap - Let's get Digital	688	-688	-	0
Community Foundation for Surrey 2022	1,685	-1,685	-	0
Surrey County Council	40,000	-20,527	-	19,473
Surrey County Council - Nature Connectedness	3,750	-3,750	-	0
National Lottery 2021	152	-152	-	0
Erasmus Ideal	8,156	-8,156	-	0
Community Foundation for Surrey - Core	951	-951	-	0
Russell Kin Trust	-	508	-	508
National Lottery 2022	-	6,235	-	6,235
Healthwatch Surrey	-	1,500	-	1,500
Guy's & St Thomas'	-	10,000	-	10,000
Reigate & Banstead Borough Council 2022	-	2,610	-	2,610
	<hr/> 55,382	<hr/> -15,056	<hr/>	<hr/> 40,326
TOTAL FUNDS	<hr/> 91,219	<hr/> 2,094	<hr/> 0	<hr/> 93,313

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

10 MOVEMENT IN FUNDS - continued

Comparative net movement in funds 2023, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	54,964	-36,314	18,650
Garfield Weston Foundation	15,000	-15,000	0
Redhill Round Table 2022	-	-1,500	-1,500
	<hr/> 69,964	<hr/> -52,814	<hr/> 17,150
Restricted funds			
Surrey County Council	1,457	-1,457	0
Shanly Foundation	3,000	-3,000	0
National Lottery 2022	10,000	-3,765	6,235
Mencap - Let's get Digital	-	-688	-688
Guys & St Thomas'	10,000	-	10,000
Healthwatch Surrey	1,500	-	1,500
Reigate & Banstead Borough Council	5,000	-2,390	2,610
National Lottery 2021	-	-152	-152
Erasmus Ideal	-	-8,156	-8,156
Russell Kin Trust	8,157	-7,649	508
Community Foundation for Surrey - Core	-	-951	-951
Community Foundation for Surrey 2022	-	-1,685	-1,685
Surrey County Council – Better Care Fund	-	-20,527	-20,527
Surrey County Council - Nature Connectedness	-	-3,750	-3,750
	<hr/> 39,114	<hr/> -54,170	<hr/> -15,056
TOTAL FUNDS	<hr/> 109,078	<hr/> -106,984	<hr/> 2,094

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

10 MOVEMENT IN FUNDS - continued

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

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.03.24 £
Unrestricted funds				
General fund	34,337	36,971	-53,632	17,676
Redhill Round Table 2022	1,500	-1,500		0
Designated reserves	-		53,632	53,632
	35,837	35,471	0	71,308
Restricted funds				
Guys & St Thomas'		4,610		4,610
All Age Autism		4,568		4,568
Reigate & Bansted Borough Council 2023		287		287
Peter Harrison Foundation		3,691		3,691
Big Give 2023		13,293		13,293
National Lottery 2024		20,000		20,000
Hardship fund		45		45
Shanly Foundation		3,000		3,000
Mencap - Let's get Digital	688	-688		0
Community Foundation for Surrey 2022	1,685	-1,685		0
Surrey County Council	40,000	-40,000		0
Surrey County Council - Nature Connectedness	3,750	-3,750		0
National Lottery 2021	152	-152		0
Erasmus Ideal	8,156	-8,156		0
Community Foundation for Surrey - Core	951	-951		0
National Lottery 2022		0		0
Healthwatch Surrey		0		0
Reigate & Banstead Borough Council 2022		0		0
Russell Kin Trust		0		0
Foyle Foundation		0		0
Gatwick Airport Community Trust 2023		0		0

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

10 MOVEMENT IN FUNDS - continued

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.03.24 £
Restricted funds - continued				
Alchemy Foundation		0		0
The Bailey Thomas Charitable fund		0		0
Edward Gosling Foundation		0		0
Varb Sparks		0		0
Power Tutors		0		0
	55,382	-5,887	0	49,495
TOTAL FUNDS	91,219	29,584	0	120,803

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

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	111,426	-74,456	36,971
Garfield Weston Foundation	15,000	-15,000	0
Redhill Round Table 2022	0	-1,500	-1,500
Big Give 2023	10,410	-10,410	0
	<hr/> 136,837	<hr/> -101,366	<hr/> 35,471
Restricted funds			
All Age Autism	10,000	-5,432	4,568
Reigate & Bansted Borough Council 2023	2,500	-2,213	287
Foyle Foundation	7,500	-7,500	0
Gatwick Airport Community Trust 2023	2,500	-2,500	0
Peter Harrison Foundation	6,000	-2,309	3,691
National Lottery 2024	20,000	0	20,000
Shanly Foundation	3,000	0	3,000
Alchemy Foundation	1,000	-1,000	0
The Bailey Thomas Charitable fund	1,000	-1,000	0
Edward Gosling Foundation	10,000	-10,000	0
Varb Sparks	2,000	-2,000	0
Big Give 2023	24,900	-11,607	13,293
Power Tutors	2,661	-2,661	0
Hardship fund	45	0	45
Surrey County Council	1,457	-1,457	0
Shaley Foundation	3,000	-3,000	0
National Lottery 2022	10,000	-10,000	0
National Lottery 2021		-152	-152
Mencap - Let's get Digital		-688	-688

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Notes to the Financial Statements - continued

10 MOVEMENT IN FUNDS - continued

	Incoming resources £	Resources expended £	Movement in funds £
Restricted funds - continued			
Erasmus Ideal		-8,156	-8,156
Community Foundation for Surrey - 2022		-1,685	-1,685
Surrey County Council - Better Care Fund		-40,000	-40,000
Community Foundation for Surrey - Core		-951	-951
Surrey County Council - Nature Connectedness		-3,750	-3,750
Guys & St Thomas'	10,000	-5,390	4,610
Healthwatch Surrey	1,500	-1,500	0
Reigate & Banstead Borough Council	5,000	-5,000	0
Russell Kin Trust	8,157	-8,157	0
	132,220	-138,107	-5,887
TOTAL FUNDS	269,057	-239,473	29,584

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Detailed Statement Of Financial Activities

FOR THE YEAR ENDED 31 MARCH 2024

	31.3.24	31.3.23
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	62,467	40,575
Hardship fund	45	0
Corporate donations	2,711	0
Grants	65,500	55,114
	<hr/> 130,723	<hr/> 95,689
Other trading activities		
Merchandise	1,061	566
Fund raising events	13,813	75
	<hr/> 14,874	<hr/> 641
Charitable activities		
Performance & outreach fees	6,982	7,648
Membership fees	7,400	5,100
Total incoming resources	<hr/> 159,979	<hr/> 109,078

THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024

Detailed Statement of Financial Activities - continued

	31.3.24	31.3.23
	£	£
EXPENDITURE		
Raising donations and legacies		
Wages	6,680	6,600
Other trading activities		
Opening merchandise stock	878	1,047
Merchandise costs	2,660	951
Closing merchandise stock	-2,429	-878
Fundraising costs	1,227	130
	<hr/> 2,336	<hr/> 1,250
Charitable activities		
Wages	105,490	83,285
Music equipment	266	522
Training Resources	2,297	723
Communication resources & licences	1,053	1,004
	<hr/> 109,106	<hr/> 85,534
Support costs		
Management		
Rent	4,091	2,345
Insurance	176	173
Telephone	60	45
Postage and stationery	397	297
Advertising	3,863	1,627
Sundries	30	-22
Travel & catering costs	633	637
Repairs & renewals	263	518
Computer expenses	964	2,235
Staff training	757	828
Subscriptions	128	145

**THE INCLUDE PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

Detailed Statement of Financial Activities - continued

	31.3.24	31.3.23
	£	£
Management - continued		
Recruitment costs	0	693
Plant and machinery	133	0
Computer equipment	245	595
Music Equipment	469	1,356
Volunteer costs	254	239
	<hr/> 12,462	<hr/> 11,711
Governance costs		
Accountancy fees	1,440	1,440
Professional fees	300	276
Bank charges	164	173
	<hr/> 1,904	<hr/> 1,889
Total resources expended	<hr/> 132,489	<hr/> 106,984
Net Income	<hr/> 27,490	<hr/> 2,094