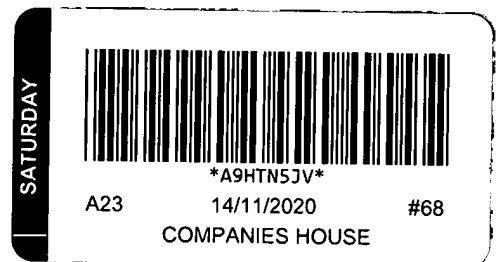


Charity Registration No. 1061373

Company Registration No. 3332555 (England and Wales)

INVOLVE COMMUNITY SERVICES
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020



INVOLVE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I R J Harrison (Chair) M F Dudson (Vice Chair) G H Taylor F M Kelly R Kramer S Goodchild M Nicholson
Treasurer trustee	R Radountcheva
Charity number	1061373
Company number	3332555
Principal address	The Court House Town Square Bracknell Berkshire RG12 1AE
Registered office	The Court House Town Square Bracknell Berkshire RG12 1AE
Independent examiner	Andrew Beet FCA Rice Associates Limited Market Chambers 3-4 Market Place Wokingham Berkshire RG40 1AL
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ

INVOLVE COMMUNITY SERVICES

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INVOLVE COMMUNITY SERVICES

FOR THE YEAR ENDED 31 MARCH 2020

TRUSTEES' REPORT

The Trustees present their report and financial statements for the year ended 31 March 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and the 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 2015).

Structure, governance, and management

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

I R J Harrison (Chair)
M F Dudson (Vice Chair)
Peter Redford (Resigned 1 March 2020)
K L Bishop (Resigned 14 November 2019)
M J Gibson (Resigned 23 May 2019)
G H Taylor
F M Kelly
J Rogers (Resigned 8 October 2020)
R Radountcheva (Treasurer) (appointed 15 August 2019)
R Kramer (Appointed 2 October 2019)

None of the Trustees has any beneficial interest in the Company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity's purpose as set out in the object's clause of the company's memorandum of association are to:

- Promote any charitable purpose for the benefit of the community in Bracknell Forest, Berkshire, and the Thames Valley, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.
- Promote and organise co-operation in the achievement of this objective and bring together in council representatives of voluntary organisations and statutory authorities within the area of benefit.
- Promote effective community service and activity in Bracknell Forest, Berkshire and the Thames Valley, to strengthen voluntary organisations by offering a range of vital services and to provide opportunities to draw them together within the voluntary sector and to act as a strategic partner with local statutory agencies.

During the reporting year the Trustees reviewed and agreed that the focus of involve should continue with its core functions. The main functions are infrastructure, volunteering, funding, trustee recruitment and training support. This review looks at what has been achieved and the results of involve's work in the previous 12 months. The review helps to ensure our aims and objectives remain focused on involve's stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit and the trustees consider how planned activities will contribute to the aims and objectives set.

Governance

All policies and procedures are reviewed either on an annual basis or when it is legally necessary.

The General Manager is responsible for the day to day decisions, including expenditure on items up to £500, with the exception of the Payroll. The Trustees agree Policies and Procedures and any substantial financial decisions affecting the long term aims of the organisation.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

New Trustees are normally recruited by the Trustees, although there are arrangements in place for members to nominate a person to be a Trustee. Trustees are appointed by an ordinary resolution of the charity. In identifying potential new trustees, the Trustees are mindful of any identified shortfalls in the skill set of the current Trustees. Appropriate training will be offered to new trustees in the light of their existing skills and experience.

Via the Business Plan, Business Continuity Plan and Policies such as involve's Reserves Policy the Trustees and the General Manager have covered risks including financial, physical and operational risks. These are reviewed by the Board of Trustees and systems or procedures are in place to manage these identified risks.

involve is affiliated to the National Association of Voluntary Community Action (NAVCA).

Review of Activities 19/20

2019/20 has been a year of embedding changes, keeping a focus on what involve Community Services should be doing, moving forwards and then following the arrival of the covid-19 pandemic Involve Community Services, as with every organisation, had to completely change and respond accordingly.

The Trustees would like to begin by thanking all the staff and volunteers of involve Community Services. Great progress has been made and involve Community Services continues to be a robust, well organised, stable, and respected charity.

All the staff and volunteers at involve Community Services once again have worked so hard to deliver services and support to the local voluntary and community sector, local communities, partners and volunteers. A big thank you from the Trustees goes to Jackie Eddolls and Clarissa Webb (Finance Manager and Admin/PR Officer) who keep all the systems, finances, websites, social media and so much more running smoothly for the organisation.

The Trustees would like to extend their gratitude to the following staff that have all made a contribution to the organisation and have left within this year due to resigning from their posts or their contract finishing; Allison Vile, Tim Madge and Debbie Horsburgh. Lynn Baldwin also left the organisation within the year, however technically finished in April 2020. Lynn had been the manager of the Befriending scheme for many years and the project closed on 31st March and we are very grateful to Lynn for many years of support to hundreds of volunteers and service users. The trustees wish all the above every success in their new endeavours.

During the Q2 of FY 19/20 involve Community Services welcomed another intern from Reading University. Charlotte Abraham. Charlotte worked over the summer on the development of an idea called the Berkshire Sculpture Park: finding and photographing publicly accessible artwork in the community and then forming a website to display and map the artwork. Charlotte returned in March 2020 to help move the project forward to launch the website. There is more work to be done on this programme and involve hopes to secure funding to fully roll out the piece of work soon. Our thanks and best wishes go to Charlotte for all her hard work, her contribution was invaluable in starting the project up and setting out a vision and plan for the project.

The Trustees welcome Jason Bowles as the new Community Navigator in July who has since progressed on to take on the role of Social Prescriber, Yolanda Romero-Cummins who has taken a lead on the Community Resilience work, Hannah Ellis joined in October following the securing of funding to deliver a second Winter Navigation Pilot and Tracy Howat joined in February to support the reception cover facilities administration.

The Board of Trustees in 2019/20 saw Peter Redford standing down as a Trustee, Peter has been a Trustee, Chair and Vice Chair of involve Community Services and has made a huge contribution to the organisation over the last 6 years. Peter has been a stable guide and driver to the board, the General Manager and the staff through his term – a big thanks goes to Peter and we wish him well. Kate Bishop also stood down within the year, Kate's contribution has equally been exceptional, and her HR background has been invaluable in supporting the organisation. Finally, Mike Gibson also stood down within the year, Mike has been with involve for 3 years and has been a steady contributor to all elements of the charity. Mike has become a Bracknell Forest Councillor and continues to be connected to involve through this way. Thanks to Mike and good luck in his role with the council.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

involve Community Services welcomed Roumie Radountcheva as Treasure and Renze Kramer in the year, both of whom have joined the involve board and we are delighted to have their knowledge and input to help the organisation. James Harrison has remained as Chairperson and Malcolm Dudson as Vice Chair.

The Trustees wish to thank all the volunteers that have contributed to involve Community Services; particularly to the many Befriending Volunteers who have all finished in their roles due to the scheme closing. All those volunteers have been vital to the project's success over the years and we hope they will all stay active citizens in our communities.

The Board of Trustees would like to extend their thanks to all the organisations that have provided funding for the work completed/ being delivered by involve. These include Bracknell Forest Council, Wokingham Borough Council, Berkshire West CCG, Wokingham North Primary Care Network, the National Lottery, Stevenson Family Trust, Berkshire Community Foundation, the Wokingham Borough Community Safety Partnership (CSP), the Police Crime Commissioners Fund, St. James Place fund, Boehringer Ingelheim, Easthampstead Rotary Club, Co-op Community Fund, Eizo, Asda Foundation, Waitrose, and The Wokingham Lions Club.

We are also very grateful to all the charities, groups and organisations that have interacted with involve Community Services through paying for our services – this is mainly through our training provision but also through the inTrusted Trustee recruitment service launched in 19/20. Generating our own income is key for the future of involve Community Services and involve has endeavoured to offer a range of quality services, accessible to all that enable the charity to support the sector and become more sustainable.

Finally, the Board would like to express its thanks toward the Voluntary and Community Sector across Bracknell Forest and Wokingham Borough. involve Community Services is here to support you all, however it recognised that the members and wider Voluntary & Community Sector have been unwavering in their support of involve. We look forward to continuing to strengthen relationships and partnerships further in the future ahead.

The details below are not a comprehensive report of all the activities of the organisation but give a summary of performance against the 5 key service delivery areas of the organisation. This summary covers the core work of the organisation in both Bracknell Forest and the Wokingham Borough.

Core Service Delivery Area	Key Activities during 2019/20
Training: sourcing, brokering and providing training for Volunteers and VCFS organisations.	involve had over 1000 learners attend the various training courses organised by involve. This is a remarkable achievement and a big thanks goes to Claire Page for maintaining such excellent training provision and high attendance rates.
Funding advice: on sources of grant funding and support with applications.	Embedding a new way of working with Jackie Leslie joining the team in Feb. 19, the new funding service supported nearly 100 organisations in the year, delivered 6 funding courses and supported over £460k worth of funding bids in the year. Thanks to Jackie for such a successful year.
Information: providing new and existing VCFS organisations with constitutional, management, administrative and developmental information and working as an activist and advocate of the sector.	<p>Over 400 charities and groups have received support, advice, start-up guidance or networking/ learning opportunities. This has been in several areas including governance, development, policies, leadership and more. This is delivered face to face, through events, growth clubs or via telephone/ email.</p> <p>involve continues to advocate for the VCS at various statutory platforms and boards.</p> <p>This is coordinated by Deputy Manager Phil Bell who has done excellently in his first year in post in achieving these numbers.</p>

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Trustee Recruitment and Liaison: A new service that began in February 2019 offering targeted trustee recruitment, training and support.	Mike has successfully placed 14 trustees into local charities as well as generating a bank of more interested organisations and potential trustees. In addition to this 5 Trustees training courses were delivered to 45 people – this is building and improving the quality of trustee boards across the area.
Volunteer recruitment: including Business in the Community, recruiting and screening Volunteers to match members and the community's needs.	Bracknell Forest only – The online volunteer centre – bracknellforestgetinvolved reached over 200 live volunteering opportunities – a huge success for the portal. 225 applications of interest were received through the office – lower than last year, this is due to the introduction of the on line portal. The online vol centre had nearly 5000 visitors in the year and we also saw a continued increase in business volunteering, enabling 93 days of volunteering to be undertaken in the community, where 974 people volunteered. Thanks to Diane, Angie and Clarissa for enabling and contributing to the above.

In addition to the above 5 core objectives above involve would also like to highlight the following key areas of work, achievements and performances:

Cancer Champions (Wokingham)

The project started in November 2018 and successfully secured funds to continue through 2019/20. The scheme has grown steadily through the year with the help of funds from the National Lottery and other funders and has focused on the 4 key areas of support/ delivery: Meet ups to bring people together, Online support through Facebook/ social media, Peer to peer support via Cancer Champion Volunteers and Signposting to other help and support. An attendee of one of the meet-ups fed back: *"I enjoyed the session very much and felt very relaxed doing the crafts. It was nice to meet other people at different stages in the journey but there wasn't too much cancer talk. Sometimes I feel as though I am just living in a little cancer bubble and do need to remind myself that my life isn't just about cancer now. Thank you for the work you do. All the helpers were lovely, caring and reassuring."*

Thanks to Vickie Randall for growing this project, the future and next steps for the project will be determined in 2020/21.

Befriending and Community Choices

The board of trustees took the decision to close the befriending scheme this year, partly due to the insecurity of future funding and also considering what the core purpose and focus of involve Community Services is. The trustees were keen however that the service did not completely stop so a new provider was found; Age UK Berkshire and a careful wind down process was established working with Bracknell Forest Council. The scheme closed on the 31st March 2020 – we did stay in contact with some users of the scheme due to the covid-19 pandemic and the role that involve played in the Community Response.

The trustees wish to thank all the volunteers that have supported so many people in the community over the years as well as all the funders that have enabled this project to happen. A special thanks also goes to Lynn Baldwin who for many years coordinated the scheme.

Supported Volunteering Scheme

Funds from the Victoria Hall fund enabled it to continue through this year. The scheme is ever popular and had 56 referrals, up from last year. Many of these referrals have been supported to find specific volunteering or community opportunities, tailored for their individual needs. Coordinated by Angie Cowan, thanks and well done for another solid year supporting vulnerable people in the community.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Community Navigator Scheme

Following the transformation of the scheme in 18/19 the scheme grew from 260 referrals in the year to 449. This is a huge success for the scheme and these 449 people have been signposted and provided with a multitude of information to help find support and services locally and nationally.

Example; one caller contacted involve regarding transport to get to hospital appointments following a cataract operation, she has many eye/other hospital appointments too and also has a disabled 91 year old husband who she cares for. The lady had been getting taxi's to hospital appointments but through Community Navigation was guided towards a local volunteer care scheme, Berkshire Vision and the Carers Hub. She was very pleased with our 'prompt kind service' and is happy to know we are here if needed again. In 19/20, this scheme has been delivered by Liz Penn, Debbie Horsburgh, Jason Bowles and Hannah Ellis – thanks to all.

Bracknell Forest Volunteer Passport Scheme

This project has stayed level in the year and has begun a transformation process following the introduction of the Volunteer Pool as well as the growth of the business volunteering and an additional Community Volunteering project being worked on by Diane Benford, Angie Cowan and a volunteer, Jamie McDougall. We expect in 20/21 to have a more defined future for this scheme.

Activity Café

The funding for this project from the Victoria Hall Fund kept the project alive through 19/20. The scheme has made a significant contribution to people's wellbeing and optimism and we know the attendees appreciate coming along each week and taking part in different activities, games and arts & crafts. The scheme has been staffed by Lynn Baldwin and supported by Irene who volunteers each week to help set up and support the group.

Winter Pressures

involve was commissioned to deliver a Winter Pressures Navigation scheme again in 19/20. This year the focus was on supporting up to 50 people through the winter period engaging with them regularly to keep them safe and well and out of the 'system'. The scheme was delivered by Hannah Ellis and due to low referrals from partners didn't achieve the 50 mark, however made some excellent progress for the individuals that were referred and taken on:

91 year old female, referred for visual impairment and loneliness, she hadn't left her house in several years apart from medical appointments and was sleeping in a chair. Through Hannah's intervention and support she was going to attend the Link Christmas lunch but was unable to get in to the car. Instead, the volunteer bought her Christmas lunch and present to her house and had lunch with her. She is really excited to go out and is now looking forward to meeting with the Berkshire Vision team and now she is sleeping in her bed, she is feeling much more comfortable and at ease. Her overall mood is much more positive every week when we catch up.

Community Resilience

involve managed two Community Resilience projects in 19/20, the first undertaking community research, understanding the community more and looking for opportunities to create more cohesive communities in the area. This project was been sub contracted to Clare Rebbeck and produced an incredibly interesting piece of research highlighting a number of key issues and opinions from the community. This report is with the Wokingham CSP for progression and next steps.

involve also launched a Community Awareness campaign and welcomed Yolanda Romero-Cummins to the team. Recognising the gaps in local provision in key areas such as hate crime, exploitation, knife crime and others involve, working with partners, is regularly promoting and raising awareness of these local issues and providing information of where to go for help and support.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Social Prescribing

involve secured funding from the Wokingham North Primary Care Network to begin the delivery of a social prescribing service in the north of the Wokingham borough. The funders like the link between social prescribing and Community Navigation so the services will be delivered in parallel. Jason Bowles moved from his role as Community Navigator to this position and started in February 2020.

Future Leaders - a management/ development course for those looking to progress in the voluntary sector – this project has funds allocated to it from the Victoria Hall Fund and is still being developed.

Funding/Financial Review

The year reflected a period of continuing progress and development in both the Bracknell Forest and Wokingham Boroughs, involve Community Services' primary areas of operation. The grant for core services from Bracknell Forest Council remained unchanged again which is expected in a local government spending environment which remains difficult, total: £126,900 (2018/19: £126,900) and a similar position and amount of £88,500 (2018/19: £87,000) was received from Wokingham Borough Council & Berkshire West CCG. Similar levels of support are anticipated in both areas in 2020/21; this is a tribute to the continuing strengthening in the relationship between involve Community Services and the funders with which it works.

Most of the funds transferred to involve from the Trustees of the Victoria Hall Fund ("VHF") have now been allocated and spent within the year as per the parameters of the VHF. Income for restricted funds and projects rose again in 2019/20 to £202,890 (2018/19: £162,256), reflecting involve's broader and more varied reach. The Trustees' policy is to diversify the income base and consider additional projects/ opportunities that align with the organisational objectives. Income from other sources principally space sharing and training and other income generation such as through the Trustee recruitment service increased to £78,124 from £67,808 (2018/19). There are always different areas of opportunity, but it must be noted the environment remains challenging and unknown, particularly regarding investors, funders, and premises so unrestricted income is vital for involve to secure and increase going forward.

Support costs increased to £259,220, (2018/19: £236,758). Governance costs included therein were *stable* £10,915 (2018/19: £10,266). Hours worked increased by 7% (2018/19: decreased by 1.8%) compared with the previous period. Generally, this is due to the reorganisation of the charity in 18/19 that saw some roles merged and new ones created and therefore hours expanded plus the securing of new funds for new projects/ pieces of work. The premises in the old Magistrates Court in Bracknell are secured on a 3 year lease up until 2021, with the possibility of an extension. The Trustees are mindful of the fact this could be extended but equally could be very temporary. The charity will do what it can to plan with the 2 main funders what the situation is and what other options there could be in the future.

Unrestricted reserves decreased in the year, by £17,701 to £201,286 (2018/19 £218,987). This reflects the VHF distribution and the diversification of the revenue base referred to above. involve remains in a strong financial position and thanks to the strong relationships with core funders the trustees remain cautious but for the short term are able to have minimal concerns regarding any future challenges. Note: Unrestricted reserves are linked to the 2 core work area income streams in Bracknell Forest and Wokingham Boroughs.

It has been involve's policy to maintain reserves of a minimum of 5 months' core expenditure because of the nature of future funding, to allow the charity to wind down its services and cover its costs effectively. At the period end and subsequently this test continues to be met, with reserves remaining at healthy levels.

The Cash Balance of £250,266 (2018/19: £250,926) is sufficient to cover our outstanding restricted fund commitments.

The trustees are of the view that the charity is a going concern.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2020***

Future Plans

2019/20 has been hugely successful for involve and the changes made in the year before have become firmly embedded. The focus now going forward is: Sustainability, Network & Reach and Quality.

Under these three headings our focus will be absolute in staying true to the core focus of the charity: supporting charities, groups and communities and making a difference locally.

Therefore, we'll be looking to increase the usage of all our services, including the paid for options as well as developing and nurturing new opportunities that align with the above. Increasing our reach and connections into the local charity and community sector will increase awareness of the charity and further embed and safeguard its future.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Asset cover for funds

Note 13 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Risk

The organisation is supported by a few local organisations (primarily Bracknell Forest Council, Wokingham Borough Council and Berkshire West CCG) in the form of grant income receivable. This grant income is fundamental to the continuation of involve and as such, the potential loss of this income has been identified as one of our primary risks. The risks identified, associated with our core grant income/primary funders are *medium* in the short term. While a complete loss of grant is unlikely, given the challenging outlook for local authority funding in the near term a reduction in grant levels is something that involve should be prepared for. This risk is mitigated by mindful husbandry of the organisation's reputation.

In addition to the risk highlighted above regarding loss of funding from a primary funder, there is also the risk of expenditure being in excess of budget because of unforeseen circumstances. This is monitored by the Trustees and the General Manager regularly so that, where possible, steps can be taken to mitigate the impact of this.

Reference and administrative details

Charity number: 1061373
Company number: 3332555
Registered office: The Court House, Town Square, Bracknell, RG12 1AE

Independent Examiners

A resolution proposing that Rice Associates Limited be re-appointed as Independent Examiners of the company will be put to the members.

INVOLVE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Statement of Trustees' responsibilities

The trustees (who are also the directors of Involve Community Services for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

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

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

This report has been prepared in accordance with the Statement of Recommended Practice: 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) (effective 1 January 2015) and in accordance with the special provisions of the small companies regime (Section 419(2) of the Companies Act 2006).

Trustees are all volunteers who are recruited either by personal contact or as the result of advertisements.

On behalf of the Board of Trustees



I R J Harrison (Chair) Trustee

Dated:

INVOLVE COMMUNITY SERVICES

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INVOLVE COMMUNITY SERVICES

I report to the trustees on my examination of the financial statements of involve Community Services (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

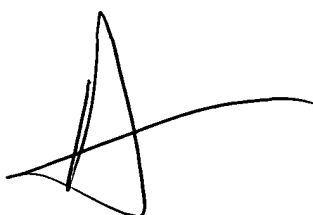
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.

Andrew Beet FCA

Rice Associates Limited
Chartered Accountants
Market Chambers
3-4 Market Place
Wokingham
Berkshire
RG40 1AL



Dated: 11 November 2020.

INVOLVE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted Funds		Restricted Funds		Total	Total
		2020	2019	2020	2019	2020	2019
<u>Income and endowments from</u>	Notes	£	£	£	£	£	£
Core funding	2	215,400	214,900	-	-	215,400	214,900
Income from investments	3	245	194	-	-	245	194
		215,645	215,094	-	-	215,645	215,094
Income from Charitable activities	4	68,689	116,551	164,774	162,256	233,463	278,807
Total income and endowments		284,334	331,645	164,774	162,256	449,108	493,901
Expenditure on Charitable activities	5	259,220	236,758	181,540	154,812	440,760	391,570
Total resources expended		259,220	236,758	181,540	154,812	440,760	391,570
Net (deficit)/income		25,114	94,887	(16,766)	7,444	8,348	102,331
Transfers between funds		(42,815)	(7,291)	42,815	7,291	-	-
Net movement in funds		(17,701)	87,596	26,049	14,735	8,348	102,331
Fund balances at 1 April 2019		218,987	131,391	44,076	29,341	263,063	160,732
Fund balances at 31 March 2020		201,286	218,987	70,125	44,076	271,411	263,063

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

INVOLVE COMMUNITY SERVICES

BALANCE SHEET

AS AT 31 MARCH 2020

		2020		2019	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		9,519		4,387
Current assets					
Debtors	10	20,780		29,592	
Cash at bank and in hand		<u>250,266</u>		<u>250,926</u>	
Current assets		271,046		280,518	
Creditors: amounts falling due within one year	11	<u>(9,154)</u>		<u>(21,842)</u>	
		261,892		258,676	
Net current assets					
			<u>271,411</u>		<u>263,063</u>
Total assets less current liabilities					
Income funds					
Restricted funds	13		70,125		44,076
Unrestricted funds			<u>201,286</u>		<u>218,987</u>
			<u>271,411</u>		<u>263,063</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

The accounts were approved by the Board on

R Radountcheva (Treasurer)
Trustee



I R J Harrison (Chair)
Trustee



Company Registration No. 3332555

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006.

involve Community Services meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going Concern

In their assessment of going concern the trustees have considered the current and developing impact on the charity as a result of the COVID19 virus. The Covid-19 pandemic has had some impact on the charity's operations but generally services have continued as normal. The trustees are aware that if the current situation becomes prolonged further adaptations may have to be considered. Whilst there remains uncertainty regarding the duration, extent and ultimate impact of the pandemic, the trustees cannot estimate with any precision the impact on the financial performance of the charity. In particular, any changes in regulations introduced, as a result of the economic impact of the Covid-19 pandemic, that may have an impact on the services we offer.

A proportion of our people continue to work remotely, and this remains a viable scenario. The resilience and adaptability of our people, coupled with the use of existing and embracement of new technologies, has meant that the charity has been able to continue to provide a high level of service to its service users. It is expected that this will continue as appropriate measures are implemented, in line with recommendations and guidance, to allow the continued use of our offices and the return to face-to-face meetings and services.

The charity has considered forecasts which take account of expected changes in the charity's income and expenditure and this demonstrates that the charity will be able to operate within its current level of facilities. Various scenarios relating to the ongoing Covid-19 pandemic show that the trustees expect the charity to have adequate liquidity to meet its obligations as they fall due. On this basis, the trustees consider it appropriate to prepare the financial statements on the going concern basis.

1.3 Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Donations and legacies and other forms of voluntary income are recognised as Income when their receipt is probable and the amount can be measured reliably.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1.4 Expenditure on charitable activities

Liabilities and related expenditure are recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure falling directly within one activity is allocated only to that activity. Central costs have been apportioned and allocated between support costs and governance costs of the charity on the basis of time spent on each activity. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

1.5 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Assets of value of less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment	33% straight line
Office equipment	33% straight line

1.7 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Pensions

The charity's contribution to employee personal pension plans are charged on a monthly basis within salaries.

1.11 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.12 Legal status of the charity

The charity is a company limited by guarantee incorporated in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

2 Core funding

	2020	2019
	£	£
Grants receivable from Bracknell Forest Council for core activities	126,900	127,900
Grants receivable from Wokingham Council & NHS Wokingham CCG for core activities	88,500	87,000
	215,400	214,900

Since October 2016, involve has occupied premises owned by Bracknell Forest Council, the value of the rent foregone by the Council £20,000 (2019 £20,000) is included in the grant dealt with above.

3 Investment income

	2020	2019
	£	£
Interest receivable	245	194

All of the charity's investment income arises from money held in interest bearing deposit accounts.

4 Income from charitable activities.

	Unrestricted funds		Restricted funds		Total	Total
	2020	2019	2020	2019	2020	2019
	£	£	£	£	£	£
Grants receivable for charitable activities	-	56,717	155,340	154,282	155,340	210,999
Other income	68,689	59,834	9,434	7,974	78,123	67,808
	68,689	116,551	164,774	162,256	233,463	278,807

Included within income relating to grants receivable for charitable activities are the following grants:

Restricted Funds

Be-friending & Community Choices	41,100
Core Training	12,500
Community Navigation	46,565
Health & Wellbeing Advisors (Social Prescribing)	5,685
Community Resilience	3,500
Cancer Champions	12,500
WBC Winter Pressures Navigator	27,500
WBC Community Resilience	5,990

155,340

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5 Expenditure on charitable activities

	Staff Costs		Depreciation		Other Costs		Total Costs	
	20120	2019	2020	2019	2020	2019	2020	2019
	£	£	£	£	£	£	£	£
Activities undertaken directly	134,454	113,152	-	-	47,086	41,660	181,540	154,812
Support costs	186,911	174,159	6,213	5,267	66,096	57,332	259,220	236,758
Total charitable activities	321,365	287,311	6,213	5,267	113,182	98,992	440,760	391,570

6 Support costs

	2020 £	2019 £
Staff costs	175,996	165,892
Premises Costs	37,941	26,976
Equipment, Supplies & Support	18,043	16,771
Fees, Recoveries & Sundries	10,112	11,585
Depreciation	6,213	5,267
Governance Costs	10,915	10,267
	259,220	236,758

Governance Costs include accountancy and independent examiners fees of £2,000 (2019 £1,800), an estimate of time spent by the General and Finance Managers on governance matters and trustee related expenses, if any.

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration, benefits, or reimbursed expenses from the charity during the year.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

8 Employees

Number of employees

The average monthly number of employees for full time equivalent during the year was:

	2020	2019
	Number	Number
Management	2	1
Administration	2	2
Charity support	10	12
	<u>14</u>	<u>15</u>

Employment costs

	2020 £	2019 £
Wages and salaries	292,861	264,125
Social security	20,432	16,067
Pension costs	3,114	2,262
	<u>316,407</u>	<u>282,454</u>

The average monthly number of employees for actual head count during the year are 14.08 (2019: 14.67).

There were no employees whose annual emoluments were £60,000 or more (2019: nil).

The emoluments of key management personnel amounted to £58,766 (2019: £53,399).

With effect from 1st June 2016, a Workplace Pension Scheme was established by the Trustees in compliance with applicable regulations.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

9 Tangible fixed assets

At 31 March 2019	Equipment £	Total £
Cost		
At 1 April 2019	<u>21,284</u>	<u>16,238</u>
Additions	11,345	11,345
Disposals	(5,584)	(538)
At 31 st March 2020	<u>27,045</u>	<u>27,045</u>
Depreciation		
At 1 April 2019	16,897	11,851
Charge for the year	6,213	6,213
Disposals	(5,584)	(538)
At 31 st March 2020	<u>17,526</u>	<u>17,527</u>
Net book value		
At 31 March 2020	<u>9,519</u>	<u>9,519</u>
	<u>4,387</u>	<u>4,387</u>
At 31 March 2019		

10 Debtors

	2020 £	2019 £
Trade debtors	15,875	25,627
Prepayments and accrued income	4,905	3,965
	<u>20,780</u>	<u>29,592</u>

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	1,037	1,766
Accruals and deferred income	8,117	20,076
	<u>9,154</u>	<u>21,842</u>

Income of £4,500 (2019: £13,690) has been deferred as it relates to activities that will be undertaken in the subsequent financial year. Previously deferred income of £13,690 (2019: £22,539) was released in the year.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

12 Share capital

The company is incorporated in England and Wales as limited by guarantee and therefore has no share capital. Every member undertakes to contribute such amount as may be required (not exceeding £1). The number of organisations 31 March 2020 was 463 of which 124 were member organisations (2019: 175). This reflects Wokingham and Bracknell organisations.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

Movement in funds

	Balance at 01-Apr-19	Incoming resources	Resources expended	Transfers	Balance at 31-Mar-20
	£	£	£	£	£
Befriending & Community Choices	11,622	41,610	48,516	(4,716)	-
BFC Training service	4,170	12,500	14,465	-	2,205
Community Navigation	3,310	46,575	40,752	(3,034)	6,099
Volunteer Passport Scheme	9,523	-	10,422	10,000	9,101
Faith & Belief Forum	158	-	158	-	-
Specialist Volunteer Services Co-ordinator	1,249	-	11,908	25,781	15,122
Safeguarding Children's Board	1,783	-	1,500	-	283
Community Resilience	8,060	3,500	5,534	8,000	14,026
WBC Community Resilience	10	5,990	6,000	-	-
Befriending Activities Café	11	200	3,961	3,750	-
WBC Winter Navigator	477	27,500	16,286	-	11,691
Cancer Champions	3,703	16,513	15,357	3,034	7,893
Wokingham Men's Shed	-	4,700	1,105	-	3,595
Health & Wellbeing Advisor	-	5,686	5,576	-	110
	<u>44,076</u>	<u>164,774</u>	<u>181,540</u>	<u>42,815</u>	<u>70,125</u>

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Each of these funds is the result of a grant to the company for a specific purpose. The uses to which these funds may be applied is set out in the company's bid or the grant-making bodies' letter of grant. The company is subject to differing accountability requirements from the grant making bodies. Details of the grant making bodies and purposes of Restricted Funds are set out in the following table.

Name	Grant making body	Purposes
Befriending & Community Choices	Bracknell Forest Council, Berkshire Community Foundation, Legal & General	Recruiting volunteer befrienders and matching with isolated individuals in Bracknell Forest.
Bracknell Training	Bracknell Forest Council	To arrange and deliver training for volunteers, charities & community groups and individuals in Bracknell Forest.
Community Navigation	Wokingham Borough Council	Signposting people to help and support from charities & community groups.
Specialist Volunteer & Community Choices Co-ordinator	Berkshire Community Foundation, Victoria Hall Fund	Enabling people with additional needs and older isolated individuals to volunteer or get better connected in their local communities.
Local Safeguarding Children's Board	Bracknell Forest Council	Developing better children's safeguarding practice in Bracknell Forest.
Activities Cafe	People's Health Trust, Victoria Hall Fund	Hosting and running a weekly activities café for older people within a specified geographical area of Bracknell.
Volunteer Passport	Victoria Hall Fund, Boehringer Ingelheim	A partnership project enabling groups using volunteers to work together, avoid duplication, share training opportunities amongst volunteers and upskill volunteers to contribute widely to their communities.
Community Resilience	Bracknell Forest Council, Police Crime Commissioners Fund	To look at and instigate projects that increase Community Resilience.
Winter Pressures Community Navigator	Wokingham Borough Council	Supporting Adult Social Care over the winter period, providing Community Navigation within the WBC Duty team.
Community Resilience Work	Wokingham Community Safety Partnership	Undertaking listening events and surveys to listen to the community regarding resilience and safety.
Cancer Champions	National Lottery, Stevenson Family Trust, St James's Place	To set up and pilot a Cancer Champions Scheme in the Wokingham Borough.
WBC Voluntary Sector Strategy Development	Wokingham Borough Council	Following the idea of a VCS strategy, WBC commissioned involve to support the development and consultations to build this document.
Social Prescribing	Wokingham North PCN	Support GP patients in the North of Wokingham Borough to find alternative help and support to improve Health and Wellbeing.
Social Prescribing Development	Wokingham Borough Council	Taking a more external perspective to support the roll out and integration of social prescribing across the borough.

INVOLVE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Analysis of net assets between funds

Fund balances at 31 March 2020 are represented by:	Unrestricted £	Restricted £	Total funds £
Tangible fixed assets	9,519	-	9,519
Current assets	200,921	70,125	271,046
Creditors: amounts falling due within one year	(9,154)	-	(9,154)
	<hr/> 201,286	<hr/> 70,125	<hr/> 271,411

13 Related party transactions

There were no disclosable related party transactions during the year (2019: none).