

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 2016**

# INVOLVE COMMUNITY SERVICES

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	P Redford (Chair) D Birch (Vice Chair) E Sawbridge (Treasurer) G Barnard S Drew G Hallett J McDougall J N Dougall J Lowther K Bishop M J Gibson G Taylor I Harrison F Kelly
<b>Charity number</b>	1061373
<b>Company number</b>	3332555
<b>Principal address</b>	Ground Floor, Amber House Market Street Bracknell Berkshire RG12 1JB
<b>Registered office</b>	Ground Floor, Amber House Market Street Bracknell Berkshire RG12 1JB
<b>Independent examiner</b>	Andrew Beet FCA Rice Associates Limited Market Chambers 3-4 Market Place Wokingham Berkshire RG40 1AL
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ

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# INVOLVE COMMUNITY SERVICES

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# INVOLVE COMMUNITY SERVICES

**FOR THE YEAR ENDED 31 MARCH 2016**

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## TRUSTEES' REPORT

The Trustees present their report and accounts for the year ended 31 March 2016 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).

On the 11<sup>th</sup> May 2015, the Company changed its name from Bracknell Forest Voluntary Action to involve Community Services.

### Structure, governance and management

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

P Redford: (Chair)	
E Sawbridge (Treasurer)	
D Birch (Vice Chair)	(Resigned December 2015)
S Drew	(Resigned March 2016)
Dr G Barnard	
G Hallett	
J McDougall	
J N Dougall	(Appointed April 2015)
J Lowther	(Appointed April 2015)
K Bishop	(Appointed December 2015)
M J Gibson	(Appointed December 2015)
G Taylor	(Appointed December 2015)
I Harrison	(Appointed December 2015)
F Kelly	(Appointed February 2016)

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 objects 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 four core functions. The four functions are infrastructure, volunteering, funding 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

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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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 on at least an annual basis or when it is legally necessary and these include training and induction of trustees, governance and health and safety.

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.

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.

A statement of the major risks to which the charity is exposed, as identified by the Trustees or the General Manager, is attached to the Strategic Business Plan and covers financial, physical and operational risks. These are reviewed annually by the Board of Trustees and systems or procedures are put in place to manage these identified risks.

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

### **Review of Activities 15/16**

Involve has moved forward significantly in 2015/16. The organisation has enjoyed a year of stability and growth. The reputation of the organisation has grown, the services have grown and the whole team; staff and trustees have also grown.

The Trustees would like to extend their thanks to Philip Cook who in his position of General Manager has steered the organisation forward and this was recognised at the 2016 Pride of Bracknell Forest Awards held in April, where involve came runner up in the Charity of the Year category.

The Trustees would also like to extend their thanks to the following staff that have all made an exceptional contribution to the organisation and have left within this year; Melanie Randall and Ali Coe.

In addition to the above, the Trustees welcomed Diane Benford (Development Advisor), Claire Page (Wokingham Training Coordinator) and Steve McSweeney (Community Navigator Coordinator).

There have been some changes to the Board of Trustees in 2015/16. The following have chosen to leave/stand down; Simon Drew and Dale Birch. Both fulfilled roles as Chairman, Vice Chair and contributed hugely to the organisation over the years, we are grateful for their time and commitment and the Board have welcomed trustees in; Neville Dougall, Ted Lowther, James Harrison, Kate Bishop, Geoffrey Taylor, Mike Gibson, Jamie McDougall and Fiona Kelly.

The Trustees would like to extend their thanks to the volunteers that have and continue to contribute to involve Community Services; Malcolm, Gill, Marion, Veronica, George, Calum and Amber and of course our many Befriending Volunteers that give up an hour or more each week to visit isolated members of the Bracknell Forest community. We are grateful for the contribution all our volunteers make, giving us their time and supporting the organisation and its service users.

The Board of Trustees would like to extend their thanks to all the organisations that have provided funding for the work completed/ being delivered, these include; Bracknell Forest Council, Wokingham Borough Council, Wokingham CCG, Bracknell Forest Homes, the Santander Foundation. Thanks also go to the various companies that have donated/supported involve during 2014/15; including Waitrose, Boehringer Ingelheim, Redwood Technologies, Bracknell Hilton and Allegis Global Solutions and finally the board would

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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, but you all also support us and we look forward to building on/strengthening these relationships and partnerships further in the future.

The details below are not a comprehensive report of all the activities of the organisation but give a summary of performance against the 4 key objectives of the organisation. This summary covers the core work of the organisation in both Bracknell Forest and the Wokingham Borough.

Objectives	Key Activities during 2016/17
<p><b>Training:</b> sourcing, brokering and providing training for Volunteers and VCFS organisations.</p>	<p>A total of 49 training courses were delivered across Bracknell Forest and the Wokingham Borough. All had good attendance rates and very positive feedback. Subjects covered varied from Stress Management and Mindfulness to Health &amp; Safety and First Aid to Communication and Presentation skills.</p> <p>Time has been spent on the website updating the Training section to make it clearer for users as well as providing other information on other training centres and courses operating across the local area.</p>
<p><b>Funding advice:</b> on sources of grant funding and support with applications.</p>	<p>Direct funding support was provided to 68 local charities and community groups in the year. This included identifying suitable grants, advising re: content of the bid and offering critical friending services.</p> <p>A better bid writing course was also delivered in Wokingham Borough with 23 groups represented/attending and a targeted event on Crowd Funding was held in Sandhurst with 17 groups attending.</p>
<p><b>Information:</b> providing new and existing VCFS organisations with constitutional, management, administrative and developmental information and working as an activist and advocate of the sector.</p>	<p>Over 130 charities and groups have received support, advice or start up guidance. This has been in a number of areas including governance, development, policies, leadership and more. In addition to this, over 550 groups and charities are on our contact list receiving newsletters, updates and information.</p> <p>involve has acted as the voice of the VCS at many strategic groups and meetings across both boroughs and has shared updates and information as required following these meetings. A full list of the statutory groups we attend is available on our website.</p>
<p><b>Volunteer recruitment:</b> including Business in the Community, recruiting and screening Volunteers to match members and the community's needs.</p>	<p><b>Bracknell Forest only</b></p> <p>543 applications of interest were received in the year to volunteer in Bracknell Forest. 463 of these individuals were forwarding on to groups/charities with specific opportunities.</p> <p>In addition to this, involve has engaged with 19 businesses in the area, supporting them to become more involved in their community with projects being undertaken at Larchwood School, Kennel Lane School, Ravenswood village, Jeallotts Hill and more.</p>

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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In addition to the above 4 core objectives above involve would also like to highlight the following key Achievements and Performance's:

### **EGM for official name change of the organisation**

In June 2014 BFVA launched as 'involve Community Services'. In May of 2015 an Extraordinary General Meeting was held to officially change the name of the charity. The required number of votes was received by members of the organisation and BFVA then officially changed its registered name to involve Community Services with both the Charity Commission and Companies House. This event was held at the Hilton in Bracknell and we are grateful for their support.

### **Community Awareness Events**

Involve moved from delivering Community Lunches to running Community Awareness Events in 15/16. These have been very well received and have covered topics including: Town Centre regeneration, safeguarding children and adults, the PREVENT agenda, domestic abuse and hate crime. We are delighted these have proven popular and our best attendance was 50.

### **Befriending and Community Choices**

involve's befriending scheme continues to grow with 99 volunteers registered and visiting 117 socially isolated individuals at the year-end 15/16. This project receives funding from Public Health and Bracknell Forest Homes. The scheme has slightly shifted in 15/16 with the introduction of 'Community Buddies'. This part of the project helps those that are more able, to identify activities, groups and charities to get involved with. This enables individuals to re-engage with the community and find new social circles. 47 individuals used the buddy scheme in the year.

A successful Christmas Party was held again for volunteers and service users as well as a summer trip to Bognor Regis. We are grateful to BFH, Waitrose, Redwood Technologies, Allegis, Boehringer Ingelheim and the Easthampstead Rotary Club for their help and support.

### **Supported Volunteering Scheme**

This project began with funding from Santander and then involve were fortunate to receive further funding from Bracknell Town Council, St. James Place Foundation and Bracknell Forest Homes to enable the project to continue throughout 15/16. In the year we received over 100 referrals to the project and helped over 70 individuals to find a suitable volunteering placement. Many have had the opportunity the enjoy volunteering, learn new skills and a few have even gone on to paid employment.

### **Community Navigator Scheme**

With funding being received from the Better Care Fund in Wokingham, this project officially started in September 2015. Involve is recruiting a network of volunteers to help people from across the Wokingham Borough to navigate around their communities better, this may be to find more appropriate or suitable health or social care support, it could be to find out easier where to find help regarding housing or finances or simply to reduce isolation and become more involved in the local community. The first 9 volunteers went into 3 surgeries (Wokingham, Swallowfield and Wokingham Medical Centre) in March and began signposting people out to find help and support.

### **Bracknell Forest Cultural Festival**

involve successfully organised and held a Cultural Festival in March 2016 at the Bracknell & Wokingham College. With funding received from Bracknell Forest Council involve brought together members of the diverse communities across the borough; including representatives from the Ghanaian, Thai, Chinese, Nepalese and Indian communities, members of Bracknell's Islamic community and church communities and there was also attendance from the police, the LSCB and the Gypsy & Traveller link worker. The event was attended by over 300 people and was seen as a huge success.

# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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### Carers Infrastructure Project

The remainder of this fund was used to support Bracknell Forest Council, and other neighbouring local authorities, to facilitate sessions on the exploration of the future of Carers Support locally and across Berkshire. There were 2 key events that were well attended by the Voluntary and Community Sector and contribution was made to the shaping of carers services.

### Funding/Financial Review

The year reflected a period of continuing consolidation and progress. The rebranding was followed by the name change to involve. It was also the first full period of operation in Wokingham. The grant for core services from Bracknell Forest Council remained unchanged at £141,010 (2015: £141,510) and £85,375 (2015: £31,263) was received from Wokingham Borough Council & NHS Wokingham CCG. Core funding levels in Bracknell Forest will reduce by 10% for 2016-17. Broadly similar levels are anticipated in Wokingham. Income for restricted funds and projects rose to £108,105 (2015: £81,826), reflecting the additional scope afforded by a wider area of operation. A similar spread of projects has been secured for 2016-17. Involve also plans to invest in further business development resource to leverage the changes arising from the central government funding of local authorities and health services.

Support costs £211,675 increased in line with wider area of activity (2015: £186,698). Governance costs included therein were stable £9,110 (2015: £8,642). Hours worked increased by 29% compared with the previous period.

In the second part of the year, the uncertainty surrounding the location and cost of new premises and the related fit-out costs and the funding thereof led to the Trustees adopting a conservative approach to new initiatives, until there was greater clarity in this area. As a result, unrestricted reserves rose to £149,396 (2015: £109,845). 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 period end and subsequently this test continues to be met.

The Cash Balance of £228,502 (2015: £137,329) is sufficient to cover our outstanding restricted fund commitments.

### Future Plans

The Trustees are looking to smartly invest some of the organisations reserves in a Development Manager to support the General Manager with continuing the organisation on its forward journey. Key focuses will be setting up and establishing new, innovative projects that complement the work involve already does and diversifying our funding streams to move towards greater sustainability for the future. This will contribute to strengthening and building local communities and the local voluntary and community sector further to ensure the sector thrives and grows into the future also.

### Asset cover for funds

Note 13 set 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 number of local organisations (primarily Bracknell Forest Council, Wokingham Borough Council, Wokingham CCG and Bracknell Forest Homes) 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.



# INVOLVE COMMUNITY SERVICES

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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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. Whether or not this will impact on reserves will depend on the forecast results for the year.

### Reference and administrative details

Charity number: 1061373  
Company number: 3332555  
Registered office: Ground Floor, Amber House, Market Street, Bracknell RG12 1JB

### 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 2016

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### 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 accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts 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 of the charity 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts 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



P Redford (Chair) Trustee

Dated: 28/9/16.

# INVOLVE COMMUNITY SERVICES

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF INVOLVE COMMUNITY SERVICES

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I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 9 to 19.

#### **Respective responsibilities of Trustees and examiner**

The Trustees, who are also the directors of involve Community Services for the purposes of company law, are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Andrew Beet FCA**



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

Dated: 3 October 2016

# INVOLVE COMMUNITY SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

		Unrestricted Funds		Restricted Funds		Total	
		2016	2015	2016	2015	2016	2015
<u>Income and endowments from</u>	Notes	£	£	£	£	£	£
Core funding	2	226,385	172,773	-	-	226,385	172,773
Income from investments	3	390	388			390	388
		<b>226,775</b>	173,161			<b>226,775</b>	173,161
Income from Charitable activities	4	15,684	16,301	108,105	85,168	123,779	101,469
<b>Total income and endowments</b>		<b>242,459</b>	189,462	<b>108,105</b>	85,168	<b>350,564</b>	274,630
Expenditure on Charitable activities	5	211,675	186,698	99,160	79,815	310,835	266,513
<b>Total resources expended</b>		<b>211,675</b>	186,698	<b>99,160</b>	79,815	<b>310,835</b>	266,513
<b>Net income</b>		<b>30,784</b>	2,764	<b>8,945</b>	5,353	<b>39,729</b>	8,117
Transfers between funds		8,767	(442)	(8,767)	442	-	-
<b>Net movement in funds</b>		<b>39,551</b>	2,322	<b>178</b>	5,795	<b>39,729</b>	8,117
Fund balances at 1 April 2015		109,845	107,523	24,317	18,522	134,162	126,405
<b>Fund balances at 31 March 2016</b>		<b>149,396</b>	109,845	<b>24,495</b>	24,317	<b>173,891</b>	134,162

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 2016

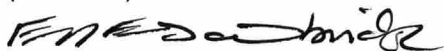
	Notes	2016		2015	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		-		-
<b>Current assets</b>					
Debtors	10	17,729		22,933	
Cash at bank and in hand		<u>228,502</u>		<u>137,329</u>	
		246,231		160,262	
<b>Creditors: amounts falling due within one year</b>	11	<u>(72,340)</u>		<u>(26,100)</u>	
<b>Net current assets</b>			<u>173,891</u>		134,162
<b>Total assets less current liabilities</b>			<u>173,891</u>		<u>134,162</u>
<b>Income funds</b>					
Restricted funds	13		24,494		24,317
Unrestricted funds			<u>149,397</u>		<u>109,845</u>
			<u>173,891</u>		<u>134,162</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 2016. 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

E Sawbridge (Treasurer)  
Trustee



28: IX. 2016.

P Redford (Chair)  
Trustee



Company Registration No. 3332555

# INVOLVE COMMUNITY SERVICES

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2016

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	2016	2015
	£	£
Net movement in funds	39,729	8,117
Deduct interest income shown in investing activities	(390)	(388)
Decrease/(increase) in debtors	5,204	(10,545)
Increase in creditors	46,240	17,214
<b>Net cash generated from operating activities</b>	<u>90,783</u>	<u>14,398</u>
<b>Cash flows from investing activities</b>		
Interest income	<u>390</u>	<u>388</u>
Increase in cash and cash equivalents in the year	91,173	14,786
Cash and cash equivalents at the beginning of the year	137,329	122,543
<b>Total cash and cash equivalents at the end of the year</b>	<u>228,502</u>	<u>137,329</u>

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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### 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.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatements were required.

#### 1.2 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.

#### 1.3 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.

#### 1.4 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 Trusts 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.

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

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### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land 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:

Leasehold Property	over the term of the lease
Equipment	33% straight line
Office equipment	33% straight line
Motor vehicles	20% straight line

### 1.6 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.

### 1.7 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.

### 1.8 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.

### 1.9 Pensions

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

### 1.10 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.

### 1.11 Legal status of the charity

The charity is a company limited by guarantee 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 2016

### 2 Core funding

	2016	2015
	£	£
Grants receivable from Bracknell Forest Council for core activities	141,010	141,510
Grants receivable from Wokingham Council & NHS Wokingham CCG for core activities	85,375	31,263
	<u>226,385</u>	<u>172,773</u>

### 3 Investment income

	2016	2015
	£	£
Interest receivable	390	388
	<u>390</u>	<u>388</u>

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
	2016	2015	2016	2015	2016	2015
	£	£	£	£	£	£
Grants receivable for charitable activities	-	-	105,075	81,826	105,784	81,826
Other income	15,684	16,301	3,030	3,342	18,714	19,643
	<u>15,684</u>	<u>16,301</u>	<u>108,105</u>	<u>85,168</u>	<u>123,789</u>	<u>101,469</u>

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

Befriending & Community Choices	40,450	32,422
BFH Befriending	11,800	5,650
BFH Volunteer Recruitment	3,950	8,701
Volunteer Training Bracknell	13,775	(150)
Specialist Volunteer Services Co-ordinator	11,917	8,947
Nepalese Capacity Building	-	1,050
Local Safeguarding Children's Board	3,000	-
Faith & Belief Forum	-	500
Carers Infrastructure Project	-	24,706
Community Cultural Event	5,000	-
Community Navigator Wokingham	15,183	-
	<u>105,075</u>	<u>81,826</u>

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

Income received for other services of £18,714 (2015: £19,643). Rental income £13,283 (2015: £14,580), and miscellaneous income of £5,431 (2015: £5,063).

### 5 Expenditure on Charitable activities

	Staff Costs		Depreciation		Other Costs		Total Costs	
	2016	2015	2016	2015	2016	2015	2016	2015
	£	£	£	£	£	£	£	£
Activities undertaken directly	77,494	55,742	-	-	21,666	24,073	99,160	79,815
Support costs	160,735	130,019	-	-	50,940	56,679	211,675	186,698
<b>Total Charitable activities</b>	<b>238,229</b>	<b>185,761</b>	<b>-</b>	<b>-</b>	<b>72,606</b>	<b>80,752</b>	<b>310,835</b>	<b>266,513</b>

### 6 Support costs

	2016	2015
	£	£
Other costs	49,140	54,759
Staff costs	153,425	123,297
Depreciation	-	-
Governance Costs	9,110	8,642
	<b>211,675</b>	<b>186,698</b>

Governance Costs include accountancy and independent examiners fees of £1,800. (2015 £1,920).

### 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 2016

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### 8 Employees

#### Number of employees

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

	2016	2015
	Number	Number
Management	1	1
Administration	2	1
Charity support	9.6	8.6
	<u>12.6</u>	<u>10.6</u>

#### Employment costs

	2016	2015
	£	£
Wages and salaries	210,821	173,399
Social security and pension costs	13,325	10,679
	<u>224,146</u>	<u>184,078</u>

The average monthly number of employees for actual head count during the year are 12.6 (2015:10.6).

There were no employees whose annual emoluments were £60,000 or more (2015: nil).

The emoluments of key management personnel amounted to £44,713 (2015: £39,287)

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

9			
Tangible fixed assets			
	Improvements to property	Equipment	Total
	£	£	£
At 31 March 2015			
<b>Cost</b>			
At 1 April 2015 and at 31 March 2016	17,480	37,325	54,805
<b>Depreciation</b>			
At 1 April 2015 and at 31 March 2016	17,480	37,325	54,805
<b>Net book value</b>			
At 31 March 2016	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
At 31 March 2015	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
10 Debtors			
		2016	2015
		£	£
Trade debtors		9,744	15,709
Prepayments and accrued income		7,985	7,224
		<u>17,729</u>	<u>22,933</u>
11 Creditors: amounts falling due within one year			
		2016	2015
		£	£
Trade creditors		9,001	866
Accruals and deferred income		63,338	25,234
		<u>72,339</u>	<u>26,100</u>

Income of £57,994 (2015: £20,758) has been deferred as it relates to activities that will be undertaken in the subsequent financial year. Previously deferred income of £20,758 (2015: £nil) was released in the year.

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

### 12 Share capital

The company is incorporated 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 2016 was 1,346 of which 489 were member organisations (2016: 540). 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. Transfers include Management charges levied in accordance with the terms of grant:

	Movement in funds				
	Balance at 1 April 2015	Incoming resources	Resources expended	Transfers	Balance at 31 March 2016
	£	£	£	£	£
Befriending & Community Choices	4,616	40,480	34,872	(3,371)	6,853
Training 2015	-	14,275	11,723	(740)	1,812
Community Navigator	-	15,183	15,168		15
BFH Volunteer Recruitment	3,790	3,950	5,430	(2,310)	-
BFH Befriending	306	11,800	9,040	410	3,476
Faith & Belief Forum	432	-	-	-	432
Carers' Infrastructure Project	8,484	-	5,432	(288)	2,764
Specialist Volunteer Services Co-ordinator	4,807	14,417	13,544	(1,384)	4,296
Community Cultural Event	-	5,000	3,916	(1,084)	-
Local Safeguarding Children's Board	1,882	3,000	35	-	4847
	24,317	108,105	99,160	(8,767)	24,495

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	Coordinate and support volunteers and clients through training and recruitment and matching service.
Training 2015	Bracknell Forest Council	To arrange and deliver training events for the voluntary and community groups and individuals in Bracknell Forest.
Community Navigator	Wokingham Borough Council	Recruiting & training volunteers to help signpost people to better navigate their community.
Befriending Volunteers	Bracknell Forest Homes	Identify Volunteer Befrienders.
Faith & Belief Forum	Bracknell Forest Council	Administrative Support.

# INVOLVE COMMUNITY SERVICES

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

Carers Infrastructure Project	Bracknell Forest Council	Provide information to Carers.
Specialist Volunteer Co-ordinator	Santander Foundation	Enabling people with additional needs to volunteer.
Community Cultural Event	Bracknell Forest Council	Celebrating diversity across Bracknell Forest.
Local Safeguarding Children's Board	Bracknell Forest Council	Developing children's safeguarding practice in Bracknell Forest.
Befriending Activities	Bracknell Forest Homes	Volunteer recruitment to provide activities in sheltered housing

### Analysis of net assets between funds

	Unrestricted	Restricted	Total funds
	£	£	£
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	-	-	-
Current assets	221,736	24,495	246,231
Creditors: amounts falling due within one year	(72,340)	-	(72,340)
	<b>149,396</b>	<b>24,495</b>	<b>173,891</b>

### 14 Lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2016	2015
	£	£
Within one year	6,806	22,946
Between two and five years	2,784	5,414
<b>Total cash and cash equivalents at the end of the year</b>	<b>9,590</b>	<b>28,360</b>