

Charity Registration No. 1061373

Company Registration No. 3332555 (England and Wales)

**INVOLVE COMMUNITY SERVICES**  
**(formerly BRACKNELL FOREST VOLUNTARY ACTION)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

# **INVOLVE COMMUNITY SERVICES**

## **(formerly BRACKNELL FOREST VOLUNTARY ACTION)**

### **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
<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** **(formerly BRACKNELL FOREST VOLUNTARY ACTION)**

## **CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 6
Independent examiners' report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10-17

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# **INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)**

**FOR THE YEAR ENDED 31 MARCH 2015**

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## **TRUSTEES' REPORT**

The Trustees present their report and accounts for the year ended 31 March 2015.

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 Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

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:

S Drew (resigned as Chair 22<sup>nd</sup> December 2014)  
E Sawbridge (Treasurer)  
Dr G Barnard  
D Birch  
G Hallet  
P Redford: (appointed as Chair 22<sup>nd</sup> December 2014)  
N Parish: (resigned 3<sup>rd</sup> December 2014)  
P Lander: (resigned 25 September 2014)  
J McDougall

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 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.

# **INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015**

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### **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 Chief Officer 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 Chief Executive, 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**

Following the challenging year of 13/14, involve has enjoyed a more stable year as an organisation in 14/15 with some opportunities seized for growth and development. There have been further changes however as the organisation continues to move forward and seeks to be the best and most efficient/effective organisation it can be; enabling, developing and empowering the Voluntary and Community Sector across the area to thrive, grow and excel.

The Trustees would like to extend their thanks to Janet Dean who held the position of Chief Officer, and who left the organisation in January 2015, for all her input, hard work, determination and commitment to involve. Janet led the organisation through a period of change and made a valuable contribution to the journey of involve.

The Trustees would also like to extend their thanks to the following staff that have all made an exceptional contribution to involve; Jan Davis, Jane Currie, Tracey Morgan and Deborah Roberts.

In addition to the above, the Trustees welcomed a new General Manager; Philip Cook, who joined in December 2014, as well as Kate Eatwell, Melanie Randall and Jo Hawkins. involve also welcomed 3 staff who work in Wokingham Borough including Ali Coe, Bruce Wright and Clare Rebbeck.

There have been some changes to the Board of Trustees in 2014/15. The following have chosen to leave/stand down; Nick Parish and Penny Lander. We are grateful for their time, commitment and input to the organisation and the Board have welcomed a new trustee; Jamie McDougall.

The Trustees would like to extend their thanks to the volunteers that have and continue to contribute to involve; Malcolm, Gill, Marion, Veronica and George. We are grateful for the contribution they 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, Bracknell Forest Homes and the Santander Foundation. Thanks also go to the various companies that have donated/supported involve during 2014/15; including Waitrose, Boehringer Ingelheim and Redwood Technologies and finally the board would like to express its thanks toward the Voluntary and Community Sector across Bracknell Forest and Wokingham Borough.

# INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

involve is here to support you all, but you all also support us and we look forward to building on/ strengthening these relationships and partnerships in 2015/16.

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.

Objectives	Key Activities during 2014/15
<b>Training:</b> sourcing, brokering and providing training for Volunteers and VCFS organisations.	A number of training sessions have been provided in both Bracknell and Wokingham along with the production of a monthly training bulletin which initially was circulated in Wokingham but now is shared on the involve Bracknell website too.
<b>Funding advice:</b> on sources of grant funding and support with applications.	Funding support is being provided across both boroughs via targeted bulletins and alerts as well as through one to one advice and guidance.
<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.	involve has acting 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.  Group support and start up guidance is available to all groups and charities and has been provided in a number of areas including; development, growth, governance, leadership and more.
<b>Volunteer recruitment:</b> including Business in the Community, recruiting and screening Volunteers to match members and the community's needs.	<b>Bracknell only</b> As the volunteer centre for Bracknell Forest, involve has continued to support many individuals find the right opportunity as well as aiding groups to source specific people for voluntary roles.  Engagement with companies has been with a selection of Bracknell based business' who have contributed significantly to communities and organisations within the borough.

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

### Rebrand and Launch of new operating name

In June 2014 BFVA launched as 'involve'. This launch event was supported by Bracknell regeneration Project, Waitrose and was attended by the Deputy Mayor Andy Blatchford and local MP Dr Philip Lee. It was determined at the BFVA AGM in October 2014 that an Extraordinary General Meeting should be held to further discuss the name change and allow members to officially vote on the change.

### Reduction of Office space at Amber House

This year has seen involve have to reduce its office size which resulted in the loss of a large training room. This however did not impact on service delivery and involve was able to continue to operate as usual throughout the year.

# **INVOLVE COMMUNITY SERVICES**

## **(formerly BRACKNELL FOREST VOLUNTARY ACTION)**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2015**

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#### **Wokingham Infrastructure Support**

involve had the opportunity to take on the infrastructure support work in Wokingham in 2014/15. This was transferred across and began in November 2014 as a transition contract. The project consists of training provision, funding advice and development work for the Voluntary and Community Sector across the Wokingham Borough. involve was successful in meeting all set targets for the 5 month contract and has since secured a grant to continue delivering this work for 2015/16.

#### **Carers Infrastructure Project**

involve assisted in the setting up of a Carer's Forum and supported the forum throughout the year to become 'independent'. An independent Chair and Secretary were recruited, trained and supported in their roles to lead the forum forward. The Bracknell forest Carers Forum now meets monthly, have terms of reference in place and operates as an independent Forum. In addition to this, a gap analysis of Carers services across Bracknell Forest has been completed for Bracknell Forest Council.

#### **Befriending and Community Choices**

involve's hugely successful Befriending scheme continued to grow throughout 2014/15. The project, funded by Bracknell Forest Council and Bracknell Forest Homes, matches volunteer befrienders with socially isolated individuals. Befrienders visit people in their own homes or encourage people to join them out in the community, this may be in a café setting or attending another community group taking place in their area. There were 73 volunteers supporting 81 individuals at the end of 2014/15.

#### **Supported Volunteering Scheme**

After a successful grant request to the Santander Foundation involve was able to launch a Supported Volunteer project in January 2015. The aim of this project is to support and enable people with additional needs to access volunteering. In addition to this, involve supports charities and community groups to host volunteers with additional needs. involve is delighted to be able to offer volunteering opportunities to all, with some individuals using this as a stepping stone to start/get back into work.

#### **Nepali Project**

involve successfully supported the Bracknell Nepalese Society (BNS) to achieve a £4,000 grant from Comic Relief to pay for room hire and the salary of a support worker to run a weekly coffee morning. The coffee morning was set up to tackle social isolation amongst the older Nepalese population and support them to learn English and engage in Bracknell life. Additional targeted support was also provided to BNS around business planning and registering as a charity.

#### **Future Plans**

The Trustees will look to set out clear aims and objectives for the year 2015/16 that strengthen the organisation and support, develop and retain the core objectives outlined above.

There will be an additional focus on strengthening and diversifying the future funding sources for the charity as well as looking at alternative premises with which to operate from in the future.



# **INVOLVE COMMUNITY SERVICES** **(formerly BRACKNELL FOREST VOLUNTARY ACTION)**

## **TRUSTEES' REPORT (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2015**

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### **Financial review**

The work mapped out for the transformation project was completed in the period, which saw a rebranding of BFVA (operating as involve) and an extension of the provision of core services to Wokingham during the latter part of the period. The grant for core services from Bracknell Forest Council remained unchanged at £141,510 (2014: £141,010) and £31,263 was received from Wokingham Borough Council. Core funding levels have been maintained for 2015-16. Income for restricted funds and projects fell to £81,826 (2014: £94,733). A similar spread of projects has been secured for 2015-16.

Support costs £178,056 decreased slightly (2014: £181,270). Governance costs were stable £8,642 (2014: £10,594). Hours worked increased by 28% compared with the previous period. An increase in rent was absorbed by reducing and handing back space occupied, rebuilding of the Charity's activity.

Unrestricted reserves remain stable £109,845(2014: £107,523). 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 charity's lease expires in 2016 and the landlord intends to redevelop the premises. The consequent relocation and fit out is likely to draw on reserves.

The Cash Balance of £137,329 (2014: £122,542) is sufficient to cover our outstanding restricted fund commitments.

### **Asset cover for funds**

Notes 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.

### **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** **(formerly BRACKNELL FOREST VOLUNTARY ACTION)**

## **TRUSTEES' REPORT (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2015**

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### **Statement of trustees' responsibilities**

The trustees 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).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which 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:

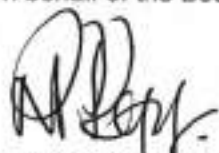
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed 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 sufficient 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 Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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 (issued in March 2005) 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: 24<sup>th</sup> September 2015

# **INVOLVE COMMUNITY SERVICES** **(formerly BRACKNELL FOREST VOLUNTARY ACTION)**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)**

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I report on the accounts of the charity for the year ended 31 March 2015, which are set out on pages 8 to 17.

#### **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 the 2011 Act.
- (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**

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

Dated: 30.03.15

**INVOLVE COMMUNITY SERVICES**  
**(formerly BRACKNELL FOREST VOLUNTARY ACTION)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2015**

		Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014
	Notes				
<b>Incoming resources from generated funds</b>					
Core funding	2	172,773	-	172,773	201,010
Investment income	3	388	-	388	542
		173,161	-	173,161	201,552
Incoming resources for charitable activities	4	16,301	85,168	101,469	116,376
Other incoming resources		-	-	-	-
<b>Total incoming resources</b>		189,462	85,168	274,630	317,928
<b>Resources expended</b>					
<b>Charitable activities</b>					
Charitable expenditure		178,056	79,815	257,871	289,376
<b>Total charitable expenditure</b>		178,056	79,815	257,871	289,376
Governance costs		8,642	-	8,642	10,594
<b>Total resources expended</b>		186,698	79,815	266,513	299,970
<b>Net outgoing resources before transfers</b>		2,764	5,353	8,117	17,958
Gross transfers between funds		(442)	442	-	-
<b>Net expenditure for the year/ Net movement in funds</b>		2,322	5,795	8,117	17,958
Fund balances at 1 April 2014		107,523	18,522	126,405	108,087
<b>Fund balances at 31 March 2015</b>		109,845	24,317	134,162	126,045

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 (formerly BRACKNELL FOREST VOLUNTARY ACTION)

## BALANCE SHEET AS AT 31 MARCH 2015

		2015		2014	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		-		-
<b>Current assets</b>					
Debtors	10	22,933		12,388	
Cash at bank and in hand		<u>137,329</u>		<u>122,543</u>	
		160,262		134,931	
Creditors: amounts falling due within one year	11	<u>(26,100)</u>		<u>(8,886)</u>	
<b>Net current assets</b>			<u>134,162</u>		<u>126,045</u>
<b>Total assets less current liabilities</b>			<u>134,162</u>		<u>126,045</u>
<b>Income funds</b>					
Restricted funds	13	24,317		18,522	
Unrestricted funds		<u>109,845</u>		<u>107,523</u>	
		<u>134,162</u>		<u>126,045</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 2015. 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 24<sup>th</sup> September 2015

E Sawbridge (Treasurer)  
Trustee



P Redford (Chair)  
Trustee



Company Registration No. 3332555

# **INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)**

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015**

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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 applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

#### **1.2 Incoming resources**

Grants are recognised as incoming resources when receivable. Grants receivable under service level agreements are included in 'Incoming Resources for Charity's Objectives'. Other grants which are of a general nature are included in 'Donations and Legacies'.

Core funding, donations and legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

#### **1.3 Resources expended**

Liabilities and related expenditure are recognised in full as soon as an obligation arises.

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 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

#### **1.5 Pensions**

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

#### **1.6 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.

# INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 2 Core funding

	2015 £	2014 £
Grants receivable from BFC for core activities	141,510	141,010
Grant receivable from BFC Transformation Fund	-	60,000
Grants receivable from Wokingham Council for core activities	31,263	-
	<u>172,773</u>	<u>201,010</u>

### 3 Investment income

	2015 £	2014 £
Interest receivable	<u>388</u>	<u>542</u>

# INVOLVE COMMUNITY SERVICES (formerly) BRACKNELL FOREST VOLUNTARY ACTION

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 4 Incoming resources for charitable activities.

	Unrestricted funds	Restricted funds	Total 2015	Total 2014
	£	£	£	£
Grants receivable for charitable activities	-	81,826	81,826	94,672
Other services	16,301	3,342	19,643	21,704
	<b>16,301</b>	<b>85,168</b>	<b>101,469</b>	<b>116,376</b>

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

Big Lottery Fund Grant	-	27,713
Funding Advisor	-	8,325
Befriending & Community Choices	32,422	26,050
BFH Befriending	5,650	19,584
BFH Volunteer Recruitment	8,701	-
Volunteer Training	(150)	8,000
Specialist Volunteer Services Co-ordinator	8,947	-
Nepalese Capacity Building	1,050	3,000
Local Safeguarding Children's Board	-	2,000
Faith & Belief Forum	500	-
Carers Infrastructure Project	24,706	-
	<b>81,826</b>	<b>94,672</b>

Income received for other services of £19,643 (2014: £13,749). Rent income £14,580 (2014: £13,288), and miscellaneous income of £5,063 (2014: £461).



# INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 5 Total resources expended

	Staff costs	Depreciation	Other costs	Total 2015	Total 2014
	£	£	£	£	£
<b>Charitable activities</b>					
<u>Charitable Expenditure</u>					
Activities undertaken directly	55,742	-	24,073	79,815	108,106
Support costs	<u>123,297</u>	-	<u>54,759</u>	<u>178,056</u>	<u>181,270</u>
<b>Total</b>	<b><u>178,056</u></b>	<b>-</b>	<b><u>79,815</u></b>	<b><u>257,871</u></b>	<b><u>289,376</u></b>
 <b>Total charitable activities</b>	 <b><u>178,056</u></b>	 <b>-</b>	 <b><u>79,815</u></b>	 <b><u>257,871</u></b>	 <b><u>289,376</u></b>
 <b>Governance Costs</b>	 <b><u>6,722</u></b>	 <b>-</b>	 <b><u>1,920</u></b>	 <b><u>8,642</u></b>	 <b><u>10,594</u></b>
Include accountancy and independent examiners fees of £1,920.(2014 £2,400)					
	<b><u>184,778</u></b>	<b>-</b>	<b><u>81,735</u></b>	<b><u>266,513</u></b>	<b><u>299,970</u></b>

### 6 Support costs

	2015	2014
	£	£
Other costs	54,759	34,367
Staff costs	123,297	139,618
Depreciation	-	7,285
	<u>178,056</u>	<u>181,270</u>

### 7 Trustees

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

# INVOLVE COMMUNITY SERVICES (formerly) BRACKNELL FOREST VOLUNTARY ACTION

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 8 Employees

#### Number of employees

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

	2015	2014
	Number	Number
Management	1	0.5
Administration	1	1.0
Charity support	8.6	6.3
	<u>10.6</u>	<u>7.8</u>

#### Employment costs

	2015	2014
	£	£
Wages and salaries	173,399	197,143
Social security and pension costs	<u>10,679</u>	<u>15,722</u>
	<u>184,078</u>	<u>212,865</u>

The average monthly number of employees for actual head count during the year are 10.6 (2014:7.8).

There were no employees whose annual emoluments were £60,000 or more.

# INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

<b>9</b>	<b>Tangible fixed assets</b>			
	At 31 March 2014	Improvements to property	Equipment	Total
		£	£	£
	<b>Cost</b>			
	At 1 April 2014 and at 31 March 2015	17,480	37,325	54,805
	<b>Depreciation</b>			
	At 1 April 2014 and at 31 March 2015	17,480	37,325	54,805
	<b>Net book value</b>			
	At 31 March 2015	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
	At 31 March 2014	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
<b>10</b>	<b>Debtors</b>		2015	2014
			£	£
	Trade debtors		15,709	4,964
	Prepayments and accrued income		7,224	7,424
			<u>22,933</u>	<u>12,388</u>
<b>11</b>	<b>Creditors: amounts falling due within one year</b>		2015	2014
			£	£
	Trade creditors		866	2,126
	Accruals and deferred income		25,234	6,760
			<u>26,100</u>	<u>8,886</u>

Income of £20,758 (2014: £nil) has been deferred as it relates to activities that will be undertaken in the subsequent financial year.

# INVOLVE COMMUNITY SERVICES (formerly) BRACKNELL FOREST VOLUNTARY ACTION

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

### 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 2015 was 540 of which 262 were member organisations (2014: 565).

### 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 2014	Incoming resources	Resources expended	Transfers	Balance at 31 March 2015
	£	£	£	£	£
Big Lottery Fund Grant	120	-	4,227	4,107	-
Befriending & Community Choices	3,541	32,941	29,213	(2,653)	4,616
Volunteer Training	3,986	200	6,252	2,066	-
BFH Befriending Activities	6,454	-	4,899	(1,555)	-
Nepalese Capacity Building	2,421	1,050	3,471	-	-
BFH Volunteer Recruitment	-	8,701	5,493	582	3,790
BFH Befriending	-	5,650	4,715	(629)	306
Faith & Belief Forum	-	500	68	-	432
Carers' Infrastructure Project	-	24,706	15,095	(1,127)	8,484
Specialist Volunteer Services Co-ordinator	-	8,947	3,791	(349)	4,807
Nepali Project Worker	-	2,473	2,473	-	-
Local Safeguarding Children's Board	2,000	-	118	-	1,882
	18,522	85,168	79,815	442	24,317

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
Carers Information & Advice Worker	Big Lottery Fund Grant	Advice & Information support for adult Carers in Bracknell Forest.
Befriending & Community Choices	Bracknell Forest Council	Coordinate and support volunteers and clients through training and recruitment and matching service.
Befriending Activities	Bracknell Forest Homes	Volunteer recruitment to provide activities in sheltered housing.
Volunteer Training	Bracknell Forest Council	To arrange and deliver training events for the voluntary and community groups and individuals in Bracknell Forest.

# INVOLVE COMMUNITY SERVICES (formerly BRACKNELL FOREST VOLUNTARY ACTION)

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

Name	Grant making body	Purposes
Nepalese Capacity Building	Bracknell Forest Council	Assist Nepalese Community to strengthen their project management processes.
Specialist Volunteer Services Co-ordinator	Santander Foundation	Enabling people with additional needs to volunteer.
Carers Infrastructure Project	Bracknell Forest Council	Provide information to Carers.
Local Safeguarding Children's Board	Bracknell Forest Council	Developing children's safeguarding practice in Bracknell Forest
Faith & Belief Forum	Bracknell Forest Council	Administrative Support.
BFH Volunteer Recruitment	Bracknell Forest Homes	Identify and match volunteers.
BFH Befriending	Bracknell Forest Homes	Identify Volunteer Befrienders.
Nepali Project Worker	Bracknell Forest Council	Administrative support to a Nepali Community Project in Sandhurst.

### Analysis of net assets between funds

	Unrestricted	Restricted	Total funds
	£	£	£
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	-	-	-
Current assets	135,945	24,317	160,262
Creditors: amounts falling due within one year	(26,100)	-	(26,100)
	<b>109,845</b>	<b>24,317</b>	<b>134,162</b>