

Involve Leeds

Charity number 1166340

A company limited by guarantee number 09760686

Annual Report and Financial Statements

for the year ended 30 September 2021



West Yorkshire Community Accounting Service

Involve Leeds

Annual Report and Financial Statements for the year ended 30 September 2021

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Prepared by West Yorkshire Community Accounting Service

Involve Leeds

Trustees' report for the year ended 30 September 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Richard Hamlin	Chair	Resigned 10 January 2022
Helen Grayson		
Samantha Calvert		
Michael Dodd		Resigned 8 December 2021
Keith Green		
Company secretary	Adele Murray	
Charity number	1166340	Registered in England and Wales
Company number	09760686	Registered in England and Wales
Registered and principal address	Bankers	
Involve Learning Centre	HSBC	
Whitfield Avenue	33 Park Row	
Leeds	Leeds	
LS10 2QE	LS1 1LD	

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 3 September 2015. It is governed by a memorandum and articles of association. The articles were amended by special resolution on 15 March 2016. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To act as a resource for young people from the age of 11 up to the age of 16 living in Leeds by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- b) advancing education;
- c) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Involve Leeds

Trustees' report (continued) for the year ended 30 September 2021

Objectives and activities

The charity's main activities

Involve provides a variety of education programmes to vulnerable young people living in Leeds. The programmes are both effective and creative, positively impacting their education achievement, their self-esteem and their future aspirations.

We continue to offer education to disadvantaged and socially and educationally excluded young people supporting them to return to mainstream or specialist long term provision.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education and support programmes

Achievements and performance

Over the last year we have continued our work supporting our vulnerable students and, like other educational settings working with the most vulnerable students, we stayed open throughout lockdown.

Our practice on site changed to adopt the social distancing practice of all education settings which has now been relaxed though we continue to review risk assessments in relation to Covid and risks to our bubble. We offered lessons on site, but additionally in support of the students who were isolating we also provided learning packs. Offering education to some of the most vulnerable young people in the city remains the central tenet of our work. We have continued to implement Covid-19 guidance in the centre and Involve is Covid-19 secure. We also provided food parcels and other basic items to ensure all families of our young people are supported during financial challenges. This has meant buying clothes, curtains, emergency heating for the families of our Young People.

We were open 7 days a week for every day of lockdown, responding to the helpline calls for our area. The volunteers and the team were totally committed to making the difference, to responding to the demands and it was a privilege to be part of the community response to the crisis. We continue to offer emergency support to vulnerable local families and whilst numbers have greatly reduced we are still providing emergency food but also advice and guidance to local services as and when needed.

We have also built on our community links working with partners to offer more services to vulnerable communities outside of school hours – young people, families and refugee communities.

During the year the charity bought the building at Whitfield Avenue.

This has enabled planned improvements in the line with the needs of the young people and the community. Improvements in the year included upgrading the kitchen area for teaching and learning and upgrading the toilet facilities.

Financial review

The net income for the year was £83,555, including net income of £159,906 on unrestricted funds and net expenditure of £76,351 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £95,559.

It is the policy of the trustees to hold between 3 and 9 months running costs in free reserves in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity need to close. The charity held 7.8 months running costs in reserves at the year end.

Involve Leeds

Trustees' report (continued) for the year ended 44469

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and 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;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial 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 (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 29/04/2022

Samantha Calvert (Trustee)

Involve Leeds

Independent examiner's report to the trustees of Involve Leeds

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 30 September 2021, which are set out on pages 6 to 13.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Claire Welling

13/05/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Involve Leeds

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 30 September 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	10,808	160,316	171,124	44,388
Schools income		47,420	-	47,420	42,790
Rental income		1,150	-	1,150	2,844
Other income		-	-	-	217
Total income		59,378	160,316	219,694	90,239
Expenditure on:					
Salaries and NI	(3)	23,411	72,092	95,503	96,905
Administration costs		313	118	431	190
Broadband		80	240	320	447
Computer and internet expenses		450	796	1,246	1,290
Food and refreshments		1,037	3,198	4,235	2,019
Insurance		1,354	191	1,545	2,809
Office expenses		265	1,103	1,368	1,968
Teaching resources		307	780	1,087	634
Premises		6	2,509	2,515	11,621
Printing and reproduction		-	-	-	348
Professional fees		55	4,790	4,845	4,344
Repairs and maintenance		-	-	-	6,140
Small tools and equipment		5	168	173	30
Staff training		60	4,897	4,957	142
Childcare vouchers		1,773	506	2,279	2,196
Travel and meetings		4,098	535	4,633	1,287
Trips and residentials		373	182	555	222
Young persons support		-	171	171	607
Utilities		-	5,607	5,607	5,123
Donation to others		25	-	25	363
Postage and delivery		19	-	19	29
Repayment of underspent grant		-	-	-	3,140
Depreciation		4,625	-	4,625	-
Total expenditure		38,256	97,883	136,139	141,854
Net income / (expenditure)		21,122	62,433	83,555	(51,615)
Transfers between funds	(4)	138,784	(138,784)	-	-
Net movement in funds		159,906	(76,351)	83,555	(51,615)
Fund balances brought forward		70,087	154,005	224,092	275,707
Fund balances carried forward	(4)	229,993	77,654	307,647	224,092

All incoming resources and resources expended derive from continuing activities.

Involve Leeds

Balance sheet

as at 30 September 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 134,435	-	134,435	-
Total fixed assets	<u>134,435</u>	<u>-</u>	<u>134,435</u>	<u>-</u>
Current assets				
Debtors and prepayments	(6) 15,029	-	15,029	244
Cash at bank and in hand	(7) 81,489	77,653	159,142	224,821
Total current assets	<u>96,518</u>	<u>77,653</u>	<u>174,171</u>	<u>225,065</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 959	-	959	973
Total current liabilities	<u>959</u>	<u>-</u>	<u>959</u>	<u>973</u>
Net current assets / (liabilities)	<u>95,559</u>	<u>77,653</u>	<u>173,212</u>	<u>224,092</u>
Net assets	<u>229,994</u>	<u>77,653</u>	<u>307,647</u>	<u>224,092</u>
Funds				
Unrestricted funds	229,993	-	229,993	70,087
Restricted funds	-	77,654	77,654	154,005
Total funds	<u>229,993</u>	<u>77,654</u>	<u>307,647</u>	<u>224,092</u>

For the year ending 30 September 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 29/04/2022

Samantha Calvert (Trustee)

Involve Leeds

Notes to the accounts

for the year ended 30 September 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Building: Over 50 years

Fixtures and fittings: over 10 years

Computer equipment (second hand): over 2 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Involve Leeds

Notes to the accounts continued

for the year ended 30 September 2021

1 Accounting policies continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives. Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of the fund. Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
National Lottery Community Fund	-	-	-	5,869
Leeds City Council	-	118,836	118,836	24,160
Leeds Community Foundation	10,053	23,220	33,273	8,437
LCC Housing Area Panel	-	-	-	3,000
Seedlings Foundation	-	-	-	730
UnLtd	-	12,760	12,760	-
Slung Low	-	500	500	-
Voluntary Action Leeds	-	5,000	5,000	-
Other donations	755	-	755	2,192
	<u>10,808</u>	<u>160,316</u>	<u>171,124</u>	<u>44,388</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	88,755	91,955
Social security costs	6,360	3,766
Employment allowance	(3,619)	(3,081)
Payroll administration charges	856	906
Pensions	2,922	3,359
Freelance staff	229	-
	<u>95,503</u>	<u>96,905</u>

The average number employees during the year was 5.3, being an average of 3.8 full time equivalent (2020: 6, 4.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021 £	2020 £
Costs of the scheme to the charity for the year	2,922	3,359

Involve Leeds

Notes to the accounts continued

for the year ended 30 September 2021

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Big Lottery SIB	7,378	-	7,378	-	-
LCC summer camp	805	-	-	(805)	-
LCC Housing Area Panel	1,915	-	1,915	-	-
Garfield Weston capital	143,907	-	954	(125,863)	17,090
Healthy Holidays	-	23,220	3,575	-	19,645
Sticker Project	-	500	500	-	-
Social Enterprise Support Fund	-	12,760	7,278	(4,720)	762
LCC Covid hub	-	95,950	70,844	(887)	24,219
LCC I Pads	-	440	440	-	-
LCC CIL fund	-	22,446	-	(6,509)	15,937
Refugee /asylum seeker project	-	5,000	5,000	-	-
	<u>154,005</u>	<u>160,316</u>	<u>92,884</u>	<u>(138,784)</u>	<u>77,653</u>
			4999		

Fund name	Purpose of restriction
Big Lottery SIB	To support Involve to become investment ready.
LCC summer camp	To run summer camp activities. A transfer of £805 was made for spend in 2019.
LCC Housing Area Panel	For weekend wages.
Garfield Weston capital	For the provision of buying the building. A transfer of £125,863 was made to reflect the acquisition cost of the building, which is for the general use of the charity.
Healthy Holidays	To run holiday camp activities.
Sticker Project	To design stickers to stick up around places where young people hang out with Coronavirus messages attached.
Social Enterprise Support Fund	To run a cake and cuppa service for the most vulnerable families. A transfer of £4,720 was made for the kitchen refurbishments costs, which are for the general use of the charity.
LCC Covid hub	For the costs of running a Covid support hub A transfer of £887 was made from this fund for the cost of purchasing four cookers which are for the general use of the charity.
LCC I Pads	For the purchase of I Pads.
LCC CIL fund	For development of the community centre. A transfer of £6,509 was made for the disabled toilets fitting costs, these are for the general use of the charity.
Refugee /asylum seeker project	To 'test and learn' from volunteer placement experiences

Involve Leeds

Notes to the accounts continued

for the year ended 30 September 2021

5 Tangible assets	Equipment	Fixtures and fittings	Buildings	Total
<u>Cost</u>		£	£	£
At 1 October 2020	765	4,075	-	4,840
Additions	1,968	11,229	125,863	139,060
At 30 September 2021	<u>2,733</u>	<u>15,304</u>	<u>125,863</u>	<u>143,900</u>
<u>Depreciation</u>				
At 1 October 2020	765	4,075	-	4,840
Charge for year	985	1,123	2,517	4,625
At 30 September 2021	<u>1,750</u>	<u>5,198</u>	<u>2,517</u>	<u>9,465</u>
<u>Net book value</u>				
At 30 September 2021	<u>983</u>	<u>10,106</u>	<u>123,346</u>	<u>134,435</u>
At 30 September 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6 Debtors and prepayments			2021	2020
			£	£
Debtors			14,236	-
Prepayments			793	244
			<u>15,029</u>	<u>244</u>
7 Cash at bank and in hand			2021	2020
			£	£
Cash at bank			159,141	224,817
Cash			1	4
			<u>159,142</u>	<u>224,821</u>
8 Creditors and accruals			2021	2020
			£	£
Credit card			179	193
Accruals			780	780
			<u>959</u>	<u>973</u>

Involve Leeds

Notes to the accounts continued

for the year ended 30 September 2021

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and the project lead and the project co-coordinators. The total employee benefits received by the project lead were £24,333 (In 2020 key management personnel included the project co-ordinators as well as the project lead. Total employee benefits were £18,843).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Involve Leeds

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	10,808	26,498	160,316	17,890	171,124	44,388
Schools income	47,420	42,790	-	-	47,420	42,790
Rental income	1,150	2,844	-	-	1,150	2,844
Other income	-	217	-	-	-	217
Total income	59,378	72,349	160,316	17,890	219,694	90,239
Expenditure						
Salaries and NI	23,411	70,392	72,092	26,513	95,503	96,905
Administration costs	313	190	118	-	431	190
Broadband	80	335	240	112	320	447
Computer and internet expenses	450	1,290	796	-	1,246	1,290
Food and refreshments	1,037	1,157	3,198	862	4,235	2,019
Insurance	1,354	2,613	191	196	1,545	2,809
Office expenses	265	1,694	1,103	274	1,368	1,968
Teaching resources	307	612	780	22	1,087	634
Premises	6	6,969	2,509	4,652	2,515	11,621
Printing and reproduction	-	175	-	173	-	348
Professional fees	55	844	4,790	3,500	4,845	4,344
Repairs and maintenance	-	-	-	6,140	-	6,140
Small tools and equipment	5	30	168	-	173	30
Staff training	60	142	4,897	-	4,957	142
Childcare vouchers	1,773	2,196	506	-	2,279	2,196
Travel and meetings	4,098	1,185	535	102	4,633	1,287
Trips and residentials	373	222	182	-	555	222
Young persons support	-	607	171	-	171	607
Utilities	-	3,381	5,607	1,742	5,607	5,123
Donation to others	25	313	-	50	25	363
Postage and delivery	19	29	-	-	19	29
Repayment of underspent grant	-	-	-	3,140	-	3,140
Depreciation	4,625	-	-	-	4,625	-
Total expenditure	38,256	94,376	97,883	47,478	136,139	141,854
Net income / (expenditure)	21,122	(22,027)	62,433	(29,588)	83,555	(51,615)
Transfers between funds	138,784	-	(138,784)	-	-	-
Net movement in funds	159,906	(22,027)	(76,351)	(29,588)	83,555	(51,615)
Fund balances brought forward	70,087	92,114	154,005	183,593	224,092	275,707
Fund balances carried forward	229,993	70,087	77,654	154,005	307,647	224,092