

Involve Leeds

Charity number 1166340

A company limited by guarantee number 09760686

Annual Report and Financial Statements for the period 3 September 2015 to 30 September 2016



West Yorkshire Community Accounting Service

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Involve Leeds

Annual Report and Financial Statements for the period ended 30 September 2016

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Prepared by West Yorkshire Community Accounting Service

Involve Leeds

Trustees' report for the period ended 30 September 2016

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	Dates
Richard Hamlin	
Duncan Wells	Resigned January 2017
Howard Bradley	Appointed November 2016

Company secretary Deborah Wynter

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 Sept 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.

Involve Leeds

Trustees' report (continued) for the period ended 30 September 2016

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.

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. Programmes have included KS3 education, KS4 enterprise, work experience, afterschool clubs, one to one mentoring, bicycle refurbishment, trips, educational visits and residential. All the activities have the joint aim of helping young people learn, achieve and realise their potential.

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 to vulnerable young people living in Leeds.

Achievements and performance

Key Stage 3

Our work at KS3 is a core element of our work. In the 2015/16 academic year we supported 17 young people for 4144.5 hours all of who were struggling in mainstream school and additionally faced multiple disadvantages including but not limited to chaotic home lives, variety of levels and kinds of abuse at home or in their community, suffering from child sexual exploitation & grooming, looked after, bullied/the bullier, uncontrollable anger issues and physical aggression or family suffers from substance misuse leaving the young person unsupported and neglected.

The team have experienced and recorded positive social impact based on the 5 aims outlined in the initial proposal: building positive relationships, building confidence and working on the national curriculum, addressing behavioural needs, working with the family and working with the schools.

Additional to the 17 young people Involve has supported, we have also provided 8 volunteer and student placements. These placements have been very successful giving volunteers and students an excellent introduction to working in an alternative education environment.

1. In 2015/16 the attendance of KS3 young people referred to Involve was 85.1%
 2. In 2015/16 88% of the young people improved by 2 or more National Curriculum (NC) sub-levels, and 12% improved by less than 2 NC levels.
 3. In 2015/16 76% have seen step-change* improvement in their behaviour and engagement on the programme and 82% have given feedback in tutorials* that Involve has positively impacted their aspirations and plans for the future.
 4. In 2015/16 100% of KS3 young people we supported have successfully reintegrated into mainstream school or progressed on to further education, employment or training.
- TA was a young person facing permanent exclusion from his school due to reaching his allotted amount of fixed term exclusions for the academic year. When we began working with him, he had issues with drug use, getting involved in petty-crime and anti-social behaviour, and was falling behind at school due to pressure from his peers and spending so much time in isolation.

Involve Leeds

Trustees' report (continued) for the period ended 30 September 2016

Achievements and performance (continued)

When he started at Involve, it was clear that TA did not lack ability, but he needed to hone his behaviour and build his confidence in order to succeed, filling in the gaps he had missed due to being isolated from mainstream lessons. In his time with us TA went up 5 national curriculum sublevels in English and Maths, received support from Platform Leeds (drugs awareness programme) and we negotiated a reintegration plan between his mum and school. 6 months later we received contact from his school to say that not only was he was keeping himself out of trouble, but that he was succeeding and back on track to succeed in his education.

Key Stage 4

Our iVenture, (and additional iSkills project) has had more limited success in 2015/16. We have experienced lower than usual referrals to the KS4 (14-16 provision) due to many of our referring schools creating their own in-house 14-16 provision. The lower number of referrals has meant that we have been able to work more intensively with the smaller group.

The KS4 programme supported 5 young people for 562.5 hours in 2015/16. The referred young people were persistent non-attenders to their mainstream school, and in doing so had incredibly low national curriculum levels in English and Maths, low levels of interest in academic or practical study and were clearly on a path to be unemployed and disaffected at 16. Additionally, the young people had unsupportive families, issues of addiction, were in foster care, were persistent youth offenders and benefited from the Youth Offending Service and in many cases the mainstream referring school had given up all hope the young person re-engaging with education, and little chance of qualifications.

Additional to the 5 young people Involve has supported, we have also provided 2 volunteer and student placements. These placements have been very successful giving volunteers and students an excellent introduction to working in an alternative education environment.

1. In 2015/16 20% young people gained accreditation.
2. In 2015/16 the attendance of KS4 young people referred to Involve was 75%
3. 60% of the young people we supported at KS4 progressed onto education, employment or training.

SD was a 16 year old referred to us as he was no longer attending mainstream education and was struggling to find a work experience placement. SD was a child looked after and presented a number of issues that made it difficult for him to access a regular work experience placement. SD began on iSkills working half days at a local charity shop; steaming, pricing and selling second hand clothing in Hunslet. Due to his success at this he was soon offered an opportunity helping restore furniture in a warehouse and selling it on the shop floor. With our close supervision SD flourished and following the completion of his accreditation, he was able to find a more independent placement working full days at a local builders' merchants. SD achieved an attendance figure of over 95% and also received support with his English and Maths work while he was placed with us, better preparing him for the work place.

Wrap-Around

Wrap-Around has provided a wide range of programmes for young people afterschool in the South Leeds area. The youth workers have been working extremely hard engaging hard to reach young people through a variety of activities including: sports on the local multi-use games area, youth clubs at the Involve Learning Centre, working in partnership with other youth organisations to offer Summer activity camps, trips to the seaside, local climbing wall and laser quest.

1. Youth clubs and detached community work: In 2015/16 the detached youth work team have engaged 200 young people through their regular sports sessions, summer holiday activities and trips.
2. Group mentoring: In 2015/16 Involve has supported 35 young people through small group work on a Thursday and Friday with young people requiring Social Emotional Aspects of Learning Activities, and the creative offer of a monthly bike repair project at the Urban Bar.
3. One to one support for the most vulnerable: the mentoring team has support 17 young adults through the development of a football team, regular sports coaching and regular meetings to support those individuals to access further education, employment or training.

Involve Leeds

Trustees' report (continued) for the period ended 30 September 2016

Financial review

The net income for the year was £74,958 on unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £69,041.

The policy of the trustees is to hold between 3 and 6 months reserves.

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 (FRSSE)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.....  (Trustee)

Name..... *Richard Hamlin*

Date..... *24/3/17*

Involve Leeds

Independent examiner's report to the trustees of Involve Leeds

I report on the accounts of the charitable company for the period 3 September 2015 to 30 September 2016, which are set out on pages 7 to 11.

Respective responsibilities of the trustees and the examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 seeking explanations from the 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:

1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 386 of the Companies Act 2006; and

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 (Charities SORP (FRSSE)).

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Claire Welling

Date: 18/4/2017

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 period ended 30 September 2016

	Notes	2016 Total funds £
Income from:		
Grants and donations	(2)	17,750
Schools income		98,796
Transfer from LCCT		5,599
Fundraising events		580
Total income		122,725
Expenditure on:		
Salaries and NIC	(3)	33,545
Sessional workers		176
Administration costs		3,307
Broadband		74
Computer and internet expenses		697
Food and refreshments		1,258
Office expenses		636
Premises		254
Printing and reproduction		8
Professional fees		932
Repairs and maintenance		519
Small tools and equipment		105
Staff training		400
Travel and meetings		2,147
Trips and residentials		255
Utilities		1,478
Postage and delivery		3
Depreciation		1,973
Total expenditure		47,767
Net income / (expenditure)		74,958
Fund balances brought forward		-
Fund balances carried forward		74,958

All incoming resources and resources expended derive from continuing activities.

Involve Leeds

Balance sheet

as at 30 September 2016

		2016
		Total £
Fixed assets		
Tangible assets	(4)	<u>5,917</u>
Total fixed assets		<u>5,917</u>
Current assets		
Debtors and prepayments	(5)	9,031
Cash at bank and in hand	(6)	<u>63,711</u>
Total current assets		<u>72,742</u>
Current liabilities:		
amounts falling due within one year		
Creditors and accruals	(7)	<u>3,701</u>
Total current liabilities		<u>3,701</u>
Net current assets / (liabilities)		<u>69,041</u>
Total assets less current liabilities		<u>74,958</u>
Net assets		<u>74,958</u>
Funds		
Unrestricted funds		<u>74,958</u>
Total funds		<u>74,958</u>

For the period ending 30 September 2016 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 the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 24/3/17

Signed: [Signature]

Name Richard Hamblin

Involve Leeds

Notes to the accounts

for the period ended 30 September 2016

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRSSE)) the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective January 2015).

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they 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 as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

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:

Minibus: over 4 years

Fixtures and fittings: over the lifetime of the tenancy agreement held with Leeds Christian Community Trust.

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.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Involve Leeds

Notes to the accounts continued for the period ended 30 September 2016

2 Grants and donations	2016
	Total
	funds
	£
Patricia & Donald Shepherd Trust	200
Souter Charitable Trust	2,000
Wades	2,250
Myerscough	500
Discovery Foundation	5,000
Leeds Convalescent Society	300
S Shepherd & S Dickson Trust	500
WYPC Commissioner	5,000
Sir George Martin Trust	1,000
Leigh Trust	1,000
	<u>17,750</u>

3 Staff costs and numbers	2016
	£
Gross salaries	31,184
Social security costs	2,393
Employment allowance	(2,393)
Pensions	1,578
Payroll administration charges	784
	<u>33,545</u>

The average number employees during the period was 1.5, being an average of 1.2 full time equivalent.

Defined contribution pension scheme	2016
	£
Costs of the scheme to the charity for the period	1,578

4 Tangible assets

	Fixtures and fittings	Minibus	Total
<u>Cost</u>		£	£
Additions	4,890	3,000	7,890
At 30 September 2016	<u>4,890</u>	<u>3,000</u>	<u>7,890</u>
<u>Depreciation</u>			
Charge for year	1,223	750	1,973
At 30 September 2016	<u>1,223</u>	<u>750</u>	<u>1,973</u>
<u>Net book value</u>			
At 30 September 2016	<u>3,667</u>	<u>2,250</u>	<u>5,917</u>

Involve Leeds

Notes to the accounts continued

for the period ended 30 September 2016

5 Debtors	2016
	£
Debtors	<u>9,031</u>

6 Cash at bank and in hand	2016
	£
HSBC current account	63,498
Cash	<u>213</u>
	<u>63,711</u>

7 Creditors and accruals	2016
	£
Credit card	188
Accruals	660
Creditors	<u>2,853</u>
	<u>3,701</u>

8 Trustee expenses

No trustee received any expenses during the period.

9 Related party transactions

There were no related party transactions during the period.