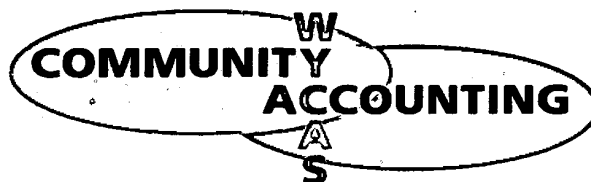


Involve Leeds

Charity number 1166340

A company limited by guarantee number 09760686

Annual Report and Financial Statements for the year ended 30 September 2017



West Yorkshire Community Accounting Service

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COMPANIES HOUSE

Involve Leeds

Annual Report and Financial Statements for the year ended 30 September 2017

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Prepared by West Yorkshire Community Accounting Service

Involve Leeds

Trustees' report for the year ended 30 September 2017

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		
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 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 2017

Objectives and activities (continued)

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

Financial review

The net income for the year was £43,630 on unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £114,669.

It is the policy of the trustees to hold between 3 and 9 months reserves.

Achievements and performance

In the academic year 2016/17 we worked with the consultant Adrian Ashton to create a colourful Social Impact Report which outlines the progress the charity has made in supporting young people at risk of exclusion.

Involve Leeds

Trustees' report (continued) for the year ended 30 September 2017

Social Impact Report

Involve

EMPOWER | ACHIEVE | INCLUSION | EDUCATION

SOCIAL IMPACT REPORT 2016/17

Involve is a high quality nurturing alternative provision with approved provider status for KS3 young people. Our team of teachers and tutors support no more than 8 young people per day at a...



Involve is suitable for a KS3 young person:

Who struggles in mainstream education and may be at risk of permanent exclusion.

Where existing school strategies have been implemented with limited or no success.

Faces personal, emotional or social difficulties which stops them from achieving at school.

Who has a record of non-engagement, poor attendance, low achievement and challenging behaviour.

We typically offer 3-5 days a week provision providing we have places available on the requested days. The Involve day starts at 9.45am and finishes at 2.15pm. We may be able to tailor our offering to less than 3 days a week, and/or half days depending on the circumstances of each individual case.



Involve is committed to working with young people across a 10 - 30 week period.

Each day that a young person attends, they will complete targeted English and maths work in line with the National Curriculum.

Each day we also deliver lessons on creative topics such as media, food tech and art, as well as building confidence and communication through sports and activities. Our teaching and practice is approved by Leeds Children's Services on an annual basis and we place as much emphasis on learner progression as behaviour support.

We update school with half termly learner progression reports and provide a detailed report at the end of a placement to offer recommendations.

in 2016/17

Involve supported 18 young people, providing...



2700HRS
of direct support



1620HRS
of indirect support

1620 hrs include curriculum and marking, contact with school, contact with home and attending multi-agency meetings.

We measure our success by attendance & engagement, behaviour, achievement and progression.

ATTENDANCE and ENGAGEMENT

84%

The average attendance for the 18 young people was 84%, with 4 out of 18 achieving 100%!

We are really proud of this statistic as high attendance figures demonstrate a 'buy-in' from the young person into what Involve is all about! If a young person struggles to attend initially or their attendance falls, we act, arranging review meetings, conducting home visits and removing any barriers to attendance.

Attendance data taken from CLM system and includes authorised & unauthorised absences.

National PRU attendance 67.4% 2015/16, DfE 2017.

BEHAVIOUR

Involve prides itself in being experts in turning behaviour round. Every day the young person receives a score out of 10 depending on their levels of engagement. Involve has high standards and boundaries which are an absolute necessity to ensure the young people can thrive and succeed.

In 2016/17 the average daily score for behaviour was a fantastic...



7.9 / 10

And 5 out of our 18 scored an average of over 9 out of 10 throughout their whole placement.

Involve has a scaled behaviour system for each lesson which in turn gives a total for each day which is fed back to schools on a weekly basis.

Involve Leeds




Trustees' report (continued) for the year ended 30 September 2017

Social Impact Report (continued)

ACHIEVEMENT


At the beginning of each placement the referred young person completes an initial assessment to identify their ability in English and Maths. Using this data and grades from school, young people are set a target grade and a personal subject target. These are reviewed on a half termly basis, drawing upon data from formative and summative assessments. We regularly provide feedback to young people on their work, progress and targets and communicate this to schools.

In 2016/17 the average increase in levels was:

	READING	3 NC sub levels (1 GCSE grade)
	WRITING	3 NC sub levels (1 GCSE grade)
	MATHS	4 NC sub levels (1 GCSE grade)

PROGRESSION

It is vital we are a link in a positive chain of education and support. Our aim is to reintegrate young people back into mainstream school or prepare them for their next step in education.

66%
 In 2016/17 of those young people who moved on from Involve 66% were reintegrated back into mainstream school or progressed onto further alternative education or training.

OUTCOMES MATRIX

Involve works holistically with the referred young person using the Involve Outcomes Matrix capturing wide ranging data regarding their wellbeing. In tutorials young people are asked to comment on how they feel their placement is going.

In 2016/17...

★★★★★ **100%** ★★★★★
of young people reported a significantly greater level of confidence and self-esteem than at the start of their placement.

*The names and details of the young people have been changed for safeguarding reasons.

VALUE FOR MONEY

As a charity Involve works hard to secure funding from a variety of different sources to enhance and support our work. In 2016/17 for every £2 paid by schools in Leeds, Involve secured £1 from other sources to make sure the best outcomes can be secured for Leeds' young people.

Comparison between referral income and grant, trust and other income from profitless QuickBooks 2016/17 data.

IT'S NOT JUST ABOUT DATA, IT'S ABOUT YOUNG PEOPLE'S LIVES

Andrew (year 9) came to us with a great deal of emotional and social difficulties related to his peer group. His school key worker attended his initial meeting and said: "Andy just needs somewhere he can be himself and not worry" this was something that the whole team felt is one of Involve's strengths. Initially he was reluctant to build new relationships and would stay close with the staff team throughout the day. With positive guidance and target setting through our key worker model Andrew settled well and created some healthy relationships with his peer group, he excelled academically and was clearly very happy. He was able to evaluate the relationships he had with his school peer group and make some positive choices to help him focus on achieving and being happy within himself. We saw Andrew return to school and thrive, he is now achieving at and enjoying mainstream school.

Karen (year 8) was referred to Involve due to a lack of engagement at school, refusing to accept responsibility for her behaviour and influencing others. She also had medical needs, risk of CSE and had experienced significant events in her life which meant that the nurturing environment of Involve was ideal for her. Karen settled well into Involve and as there was no other young people from her school there, she felt that she had a fresh start and could concentrate on herself. Meetings with her key worker enabled Karen to regularly discuss concerns in her personal life as well as reflecting on her targets and achievements at Involve. The key worker was also a point of contact to home, school and other agencies regarding issues of Karen's wellbeing. Karen has made significant progress in Maths and English, has begun to enjoy lessons and be proud of the work she has produced. She has been referred to other agencies for support and been asked by school to start a reintegration programme into mainstream lessons.*

✉ Involve Learning Centre, Whitfield Avenue, Leeds
@ www.involveleeds.org.uk
☎ 0113 320 0396
Registered Charity Number 1166340

Involve
ENGAGE | ACHIEVE | INCLUDE | EDUCATE

Involve Leeds

Trustees' report (continued) for the year ended 30 September 2017

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:

Signed  (Trustee)

Name Richard Hamlin

Date 18/1/18

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 2017, which are set out on pages 8 to 14.

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.

Signed: .....

Name: Claire Welling

Date: .....

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 2017

	Notes	2017 Unrestricted funds £	2017 Restricted funds £	2017 Total funds £	2016 Total funds £
Income from:					
Grants and donations	(2)	16,207	9,920	26,127	17,750
Schools income		89,058	-	89,058	98,796
Fundraising events		-	-	-	580
Rental income		10,200	-	10,200	-
Recharges to St Luke's Cares		60,320	-	60,320	-
Reimbursed expenses		386	-	386	-
Other income		31	-	31	-
Transfer from LCCT		-	-	-	5,599
Total income		176,202	9,920	186,122	122,725
Expenditure on:					
Salaries and NIC	(3)	81,704	9,920	91,624	33,545
Sessional workers		1,464	-	1,464	176
Administration costs		11,068	-	11,068	3,307
Broadband		378	-	378	74
Computer and internet expenses		94	-	94	697
Food and refreshments		3,259	-	3,259	1,258
Insurance		2,639	-	2,639	-
Office expenses		2,939	-	2,939	636
Premises		11,189	-	11,189	254
Printing and reproduction		173	-	173	8
Professional fees		1,121	-	1,121	932
Repairs and maintenance		290	-	290	519
Small tools and equipment		138	-	138	105
Staff training		600	-	600	400
Childcare vouchers		6,355	-	6,355	-
Travel and meetings		1,379	-	1,379	2,147
Trips and residentials		341	-	341	255
Utilities		5,455	-	5,455	1,478
Postage and delivery		38	-	38	3
Depreciation		1,948	-	1,948	1,973
Total expenditure		132,572	9,920	142,492	47,767
Net income		43,630	-	43,630	74,958
Fund balances brought forward		74,958	-	74,958	-
Fund balances carried forward	(4)	118,588	-	118,588	74,958

All incoming resources and resources expended derive from continuing activities.

Involve Leeds

Balance sheet

as at 30 September 2017

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 3,919	-	3,919	5,917
Total fixed assets	<u>3,919</u>	<u>-</u>	<u>3,919</u>	<u>5,917</u>
Current assets				
Debtors and prepayments	(6) 3,648	-	3,648	9,031
Cash at bank and in hand	(7) 112,066	-	112,066	63,711
Total current assets	<u>115,714</u>	<u>-</u>	<u>115,714</u>	<u>72,742</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 1,045	-	1,045	3,701
Total current liabilities	<u>1,045</u>	<u>-</u>	<u>1,045</u>	<u>3,701</u>
Net current assets / (liabilities)	<u>114,669</u>	<u>-</u>	<u>114,669</u>	<u>69,041</u>
Total assets less current liabilities	<u>118,588</u>	<u>-</u>	<u>118,588</u>	<u>74,958</u>
Net assets	<u>118,588</u>	<u>-</u>	<u>118,588</u>	<u>74,958</u>
Funds				
Unrestricted funds	118,588	-	118,588	74,958
Restricted funds	-	-	-	-
Total funds	<u>118,588</u>	<u>-</u>	<u>118,588</u>	<u>74,958</u>

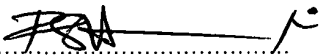
For the year ending 30 September 2017 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 2015).

The financial statements were approved by the board of trustees on

Date: 18/1/18

Signed:  (Trustee)

Name: Richard Hamlin

Involve Leeds

Notes to the accounts

for the year ended 30 September 2017

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 2015) and with the Charities The charity constitutes a public benefit entity as defined by FRS 102.

Reconciliation with previous Generally Accepted Accounting Practice 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. They have determined that no such restatement is required.

As a consequence, 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:

Minibus: over 4 years

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

Computer equipment (second hand): over 2 years

Involve Leeds

Notes to the accounts continued for the year ended 30 September 2017

1 Accounting policies (continued)

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.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Garfield Weston Foundation	15,000	-	15,000	-
Christine Hall Trust	500	-	500	-
Charles Brotherton Trust	125	-	125	-
Sylvia and Colin Shepherd Charitable Trust	500	-	500	-
Big Lottery Fund	-	9,920	9,920	-
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
Other donations	82	-	82	-
	<u>16,207</u>	<u>9,920</u>	<u>26,127</u>	<u>17,750</u>

3 Staff costs and numbers

	2017	2016
	£	£
Gross salaries	82,966	31,184
Social security costs	6,799	2,393
Employment allowance	(3,607)	(2,393)
Pensions	4,628	1,578
Payroll administration charges	838	784
	<u>91,624</u>	<u>33,545</u>

The average number employees during the year was 5, being an average of 3.9 full time equivalent (2016: 1.5, 1.2 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2017	2016
	£	£
Costs of the scheme to the charity for the year	4,628	1,578

Involve Leeds

Notes to the accounts continued

for the year ended 30 September 2017

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Big Lottery Fund	-	9,920	9,920	-
	-	9,920	9,920	-

Fund name	Purpose of restriction
Big Lottery Fund	To fund "Educated not Addicted" extra curricular workshops.

5 Tangible assets	Equipment (second hand)	Fixtures and fittings	Minibus	Total
<u>Cost</u>		£	£	£
At 1 October 2016	-	4,890	3,000	7,890
Additions	765	(815)	-	(50)
At 30 September 2017	765	4,075	3,000	7,840
<u>Depreciation</u>				
At 1 October 2016	-	1,223	750	1,973
Charge for year	383	815	750	1,948
At 30 September 2017	383	2,038	1,500	3,921
<u>Net book value</u>				
At 30 September 2017	382	2,037	1,500	3,919
At 30 September 2016	-	3,667	2,250	5,917

The negative figure on Fixtures and fittings additions is due to the cost of acquisition being less than that accrued when the 2016 accounts were prepared.

6 Debtors	2017	2016
	£	£
Debtors	3,648	9,031
7 Cash at bank and in hand	2017	2016
	£	£
HSBC current account	111,917	63,498
Cash	149	213
	112,066	63,711
8 Creditors and accruals	2017	2016
	£	£
Credit card	221	188
Accruals	678	660
Creditors	146	2,853
	1,045	3,701

9 Trustee expenses

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

Involve Leeds

Notes to the accounts continued

for the year ended 30 September 2017

10 Related party transactions

Key management personnel

The key management personnel of the charity comprises the Project lead and the project co-ordinators. The total employee benefits of the key management personnel of the charity were £91,624 (2015: £33,545).

There were no other related party transactions during this year 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 2017

	2017 Unrestricted funds £	2016 Unrestricted funds £	2017 Restricted funds £	2016 Restricted funds £	2017 Total funds £	2016 Total funds £
Income						
Grants and donations	16,207	17,750	9,920	-	26,127	17,750
Schools income	89,058	98,796	-	-	89,058	98,796
Fundraising events	-	580	-	-	-	580
Rental income	10,200	-	-	-	10,200	-
Recharges to St Luke's Cares	60,320	-	-	-	60,320	-
Reimbursed expenses	386	-	-	-	386	-
Other income	31	-	-	-	31	-
Transfer from LCCT	-	5,599	-	-	-	5,599
Total income	176,202	122,725	9,920	-	186,122	122,725
Expenditure						
Salaries and NIC	81,704	33,545	9,920	-	91,624	33,545
Sessional workers	1,464	176	-	-	1,464	176
Administration costs	11,068	3,307	-	-	11,068	3,307
Broadband	378	74	-	-	378	74
Computer and internet expenses	94	697	-	-	94	697
Food and refreshments	3,259	1,258	-	-	3,259	1,258
Insurance	2,639	-	-	-	2,639	-
Office expenses	2,939	636	-	-	2,939	636
Premises	11,189	254	-	-	11,189	254
Printing and reproduction	173	8	-	-	173	8
Professional fees	1,121	932	-	-	1,121	932
Repairs and maintenance	290	519	-	-	290	519
Small tools and equipment	138	105	-	-	138	105
Staff training	600	400	-	-	600	400
Childcare vouchers	6,355	-	-	-	6,355	-
Travel and meetings	1,379	2,147	-	-	1,379	2,147
Trips and residentials	341	255	-	-	341	255
Utilities	5,455	1,478	-	-	5,455	1,478
Postage and delivery	38	3	-	-	38	3
Depreciation	1,948	1,973	-	-	1,948	1,973
Total expenditure	132,572	47,767	9,920	-	142,492	47,767
Net income / (expenditure)	43,630	74,958	-	-	43,630	74,958
Fund balances brought forward	74,958	-	-	-	74,958	-
Fund balances carried forward	118,588	74,958	-	-	118,588	74,958