

Company Registration No. 5669443 (England and Wales)

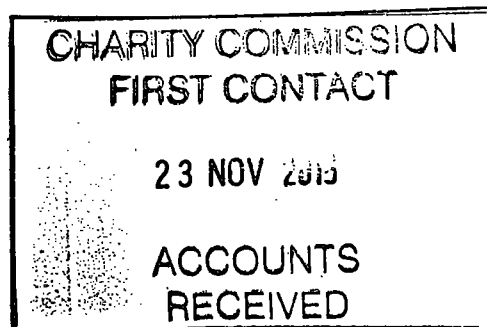
Charity Registration No. 1130568

**involve**

The Involve Foundation

Trustees' Report and Financial  
Statements

For the year ended 31 March 2015



# THE INVOLVE FOUNDATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Charity Name** The Involve Foundation

**Charity No.** 1130568

**Company Registration No.** 5669443 (England and Wales)

### Directors and Trustees

Ed Mayo (Chair)  
Estelle Rowe (Appointed 22 October 2014)  
Gareth Oakland (Resigned 16 January 2015)  
Jack Stilgoe  
Malcolm Rigg  
Marilyn Taylor  
Jill Rutter (Resigned 02 December 2014)  
Toby Sebastian Blume  
Catarina Tully  
Steven Smith (Resigned 02 December 2014)  
Steve Evison (Appointed 16 June 2015)  
Paul Skidmore (Appointed 28 May 2015)  
Jessica Greenhalf (Appointed 18 May 2015)

**Secretary** Simon Burall

**Principal address** 33 Corsham Street  
London  
N1 6DR

**Registered office** 33 Corsham Street  
London  
N1 6DR

**Auditors** Goldwins Limited  
75 Maygrove Road  
London NW6 2EG

# THE INVOLVE FOUNDATION

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# **THE INVOLVE FOUNDATION**

## **TRUSTEES' REPORT**

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

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statement and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, 'Accounting and Reporting by Charities', issued in March 2005.

#### **Structure, Governance and Management**

##### **Governing document**

Involve is a charitable company limited by guarantee. It was incorporated on 9 January 2006 and registered as a charity on 1 April 2010. The Memorandum of Association establishes the objects and powers of the charitable company which is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### **Recruitment and appointment of Trustees**

The directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as the Trustees. Trustees are appointed for an initial period of three years by resolution of the Trustees. This is renewable for a further term of three years. Trustees who have served six continuous years must remain out of office for a period of one year unless the Trustees resolve that it is in the best interests of Involve for that person to continue to serve as a Trustee.

Due to the nature of Involve's work, which is oriented to policy, research and practice, the Trustees have agreed that suitably experienced individuals are required to exercise adequate governance. Trustees identify new individuals through relevant networks and contacts, and by open recruitment. When appointing individuals to their number, Trustees look for a commitment to Involve's mission and attempt to achieve a balance of skills and experience on the Board. Trustees seek to ensure the diversity of the Board.

##### **Trustee induction and training**

All new Trustees are provided with a pack of information about the governance, management and work of Involve. This pack includes the key financial and governance documents. In addition, all new Trustees are encouraged to attend a short training session with the Secretary. The purpose of this session is to familiarise themselves with the charity, its purpose, structure, financing, activities as well as the role of a Board member.

##### **Risk management**

The Trustees have conducted a review of the major risks to which Involve is exposed. A risk register has been established and is updated quarterly. Where appropriate, systems and procedures have been established to mitigate the risks Involve faces.

##### **Organisational structure**

Involve has a Board of Trustees of up to fifteen members who meet quarterly and are responsible for the strategic direction, finances and policy of Involve. At the end of the year, there were seven Trustees with

# **THE INVOLVE FOUNDATION**

## **TRUSTEES' REPORT**

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

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a range of experience, skills and knowledge relevant to Involve's mission. The Secretary also sits on the Board, but has no voting rights. Staff members attend as appropriate.

Responsibility for the day-to-day activities and finances is delegated to the Secretary and senior staff of the organisation.

#### **Related parties**

Involve is a small charity with a specific remit, and set of skills and experience. Where it makes sense the organisation enters into partnership with other organisations which complement these.

In the last year Involve has worked in partnership to deliver projects or host public events with the following organisations. Significant partnerships include: The Association of English Cathedrals; Birmingham Voluntary Service Council; the British Science Association; Building Change Trust; the Cabinet Office; the Cathedral Innovation Centre; Civil Service Learning; The Democratic Society; Democratiser; the Department for Business, Innovation and Skills; the Department of Health; Development Initiatives; Dialogue by Design; Energy Research Partnership; The Foundation for European Initiatives, UK; Global Alliance for Public Relations and Communication Management, Switzerland; Greater Manchester Centre for Voluntary Organisations; International Budget Partnership; Leeds Beckett University; Mana Communications; New Economics Foundation; Newcastle Council for Voluntary Services; NHS England; Omidyar Network; Open Government Partnership Civil Society Engagement Team; Public-i Ltd; Ricardo-AEA Technology; The Tavistock Institute of Human Relations; Theos; Transparency International UK; University of Aarhus, Denmark; University of Alberta, Canada; University of Dubrovnik, Croatia; University of Sheffield; University of Udine, Italy; Varna Economic Development Agency, Bulgaria; Voluntary Action Leeds; Westminster University.

In addition, we had four Involve associates who each brought different skills and experience to the organisation. They were: Andy Williamson who brings extensive experience of digital engagement as well as working with parliaments and government both in the UK and internationally; Brendan Whitty who brings extensive experience of aid and institutional accountability; Helen Fisher who specialises in writing, research, analysis and evaluation in the fields of public and stakeholder engagement; and Sophia Olivia who has extensive experience of working across government, including in the Treasury and most recently in the Cabinet Office.

#### **Objectives and Activities**

Involve believes that greater participation in public decision-making will help citizens to develop their capacities, help meet their needs and participate more fully in society. In turn, enhancing public engagement will make public decisions more efficient and effective. Involve has two charitable objects:

1. To advance education for the public benefit in methods and processes of public participation and democratic practice;
2. To promote good citizenship for the public benefit by encouraging and facilitating participation by the public in democratic and decision making processes with an intended outcome of

# THE INVOLVE FOUNDATION

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2015

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enabling people to develop their capacities, help meet their needs and participate more fully in society.

Our mission is to **inspire**, **innovate** and **embed** effective citizen engagement, so that members of the public are able to take and influence the decisions that affect their lives.

We highlight specific projects and activities to provide more detail and context below.

#### Achievements and Performance

In 2014/15 Involve developed strongly as an organisation. We have grown our programmes in strategic areas; embedded our partnerships more deeply; and gained increased influence at higher levels within government. Building on the solid foundations of previous years we have continued to expand our funding, projects and profile, growing significantly as a staff team and strengthening our organisational structures to support this growth. We have seen the investments made in previous years start to pay off both in terms of impact, and partnerships developed and deepened.

Our previous engagements to support institutions to open up to the public voice have been particularly effective in enabling us to place citizen engagement within the wider framework of open government, transparency and accountability. This in turn is helping allies inside and outside government understand the value of public engagement from a different perspective, and we are seeing the careful work of building relationships over previous years starting to bear fruit.

Our work focuses on the three components of our mission to inspire, innovate and embed citizen engagement. We would like to highlight a number of specific areas where our programmes have made particular progress in delivering against this mission:

#### *Inspire*

A particularly strong example of our work to inspire effective citizen engagement is our work through the **Open Government Partnership (OGP)**. Since 2012, Involve has coordinated the UK Open Government Network, a coalition of organisations and individuals that collaborates with and challenges governments in the UK to develop and implement ambitious open government reforms through the UK's membership of the Open Government Partnership. In June 2014, Involve secured a two-year grant from the Omidyar Network to support our coordination of the Open Government Network, with a value of £71,385 for 2014/15.

During 2014/15, Involve worked to increase the breadth and diversity of the Open Government Network and coordinate the development of a set of proposals for transparency, participation and accountability commitments that should be included in the UK's next OGP National Action Plan. In total, over 250 individuals and organisations contributed to suggesting 79 ideas for commitments through a series of workshops and an online platform. In 2015/16, the Open Government Network will filter these ideas into a set of high quality and ambitious commitments, which will be taken to engagement with the

# THE INVOLVE FOUNDATION

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2015

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Government. Included within these ideas and commitments are a number of proposals for improving the practice of citizen engagement by government.

#### *Innovate*

One of the most exciting developments of 2014/15 was the development of the NHS Citizen programme, a major new innovation to enable the public to have a say in NHS England decision-making.

After a significant design phase we are excited that NHS Citizen has now moved to its next stage to build the social and technical infrastructure of the programme. This stage is where we start to see citizens engaging with the programme in a number of ways. These include enabling local engagement through a network of six local development sites; an online space called 'Gather' where citizens are invited to post up their issues and views on the NHS; and a Citizens Jury that will be recruited to consider these issues. The Citizen's Jury will select five issues to be taken forward to the NHS England Board at a national Assembly in November of this year.

As well as these high profile front-facing activities that we are delivering in the short term, the programme has longer term ambitions to improve how the system responds to citizens. It is providing valuable opportunities to explore what being an NHS Citizen means and challenging the NHS England Board to take action in areas where significant issues are emerging. As such, culture change forms a large part of the programme and runs through many of the activities we are deploying. We are also starting to think about how the programme can help to set future strategic priorities for NHS England as their business plans for the longer term develop.

#### *Embed*

Through our work in the **Sciencewise** programme this year, Involve made significant breakthroughs in our efforts to embed citizen engagement in government. Sciencewise is funded by the Department of Business, Innovation and Skills, to provide specialist advice, support and co-funding to government departments and agencies on the use of public dialogue in complex and controversial areas of science and technology. Involve delivers the programme in partnership with Ricardo-AEA and the British Science Association. In addition to being jointly responsible with the other partners for the strategic direction of the programme in 2014/15 we led two areas of activity: firstly, work to develop thought-leadership for the programme which would crystallise understanding of public dialogue and its significance for government; and secondly, a programme of training and capacity building to grow deeper expertise on public dialogue across government.

Highlights of the year include our 'Best of Sciencewise' thought leadership piece, which drew together key insights from over twenty previous reports to celebrate the 10<sup>th</sup> Anniversary of Sciencewise and was endorsed by a number of senior figures across government. A thought leadership piece on the role of public dialogue in policy dilemmas around 'data' in government was developed alongside a secondment to the Cabinet Office and extensive relationship building work. This work led to the development of a

# **THE INVOLVE FOUNDATION**

## **TRUSTEES' REPORT**

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

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public dialogue on data being scheduled for 2015/16. The dialogue will bring citizen voice into this complex area of policy which has significant ramifications across government and public services. We saw a step-change in our capacity building programme, with a move away from ad hoc, one off events and towards repeat training arrangements. These are in place with a number of government departments and Sciencewise training is embedded within Civil Service Learning's cross-Whitehall course on Open Policy Making. Over 200 policy makers were trained in 2014/15, with high satisfaction rates reported. The total value of the Sciencewise contract to Involve was £192,000 in 2014/15.

In addition to the activities listed above, Involve worked to develop a number of smaller projects and programmes. Notably, we have been establishing activity in the area of democratic reform, to explore the UK public's role in politics and how citizens would like politics to change. We have also been developing work in the area of climate change and energy futures.

Our website continues to provide full details about all of our projects and publications.

#### **Communications**

In order to maximise the impact of our work, we actively seek ways to communicate our research, practice and learning. We do this through an active events programme, producing think pieces and other influential publications, as well as accepting high-profile speaking opportunities and making increasing use of the opportunities provided by blogging and social media. In 2014/15 we developed a Communications Strategy, social media policy, and established an internal team to lead and coordinate this work.

#### **Financial Review**

During the year 2014-15, Involve has a surplus of £143,413 (2014 Deficit £20,634). The Trustees continued to designate £30,000 to the Thought Leadership Fund and to keep the Stability Fund of £35,000. Details of these funds can be found in note 11 of the financial statements.

The total funds of Involve at the 31 March 2015 were £234,426 (2014: £91,013), of which £65,000 are designated funds and £153,778 are general funds. This surplus was the result of a Board decision at the beginning of the financial year to invest time and resources into developing our programmes and in our thought leadership.

#### **Principal funding sources**

The majority of our funding comes from commissioned work with local, central and international government, and the community and voluntary sector. Services include training, mentoring, strategic planning and research. As a result of continuing constraints on UK government expenditure, Involve continues to diversify its funding base.

#### **Investment Policy**

The Charity Commission advises charities which have surplus funds that they should develop a policy to guide investment. During 2014/15 Involve held no significant surplus funds and so the Trustees agreed that in these circumstances an investment policy was not necessary. For 2015/16 the Trustees have



# **THE INVOLVE FOUNDATION**

## **TRUSTEES' REPORT**

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

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agreed to open a higher interest account to hold our Stability Fund (see reserves policy below for details). The organisation we have chosen to hold this reserve (CCLA) is a charity fund manager which invests its clients' funds in various ways.

#### **Reserves Policy**

For 2014/15, the Trustees designated £30,000 to the Thought Leadership Fund (for new investments and responsive thought leadership work). They also designated £35,000 to the Stability Fund, to ensure the resilience of the organisation.

Given our growth as an organisation, these funds were reviewed for 2015/16 and it was agreed that Involve will hold two funds in reserves: The Stability Fund and the New Investments Fund. The purpose of the Stability Fund is to ensure that Involve remains resilient and is able to weather shocks and disruptions, and (if necessary) to close down the organisation with honour. At a minimum level, this is set at one month's total overheads and redundancy payouts for all staff. The New Investments Fund is to enable Involve to respond to new opportunities where we believe the benefits over time will outweigh the seed funding and ongoing input costs. At a minimum level this is six months mid-level salary. These reserves figures are recalculated on a six monthly basis or whenever there is a significant change to the structure of funding for the organisation.

#### **Plans for the Future**

We will continue to develop our three significant programmes of work over the next year, as well as build our emerging programme around democratic reform. We will continue to work in partnership with Ricardo-AEA and the British Science Association to develop and strengthen Sciencewise, which is the premier institution for embedding public dialogue within government. We will build on our work with the Open Government Partnership in order to develop a better understanding of how the different components of open government can help to support more effective citizen engagement. Our work on NHS Citizen will accelerate and grow, as we build a major new system of engagement before the end of the 2015/16 financial year.

Our size and complexity as an organisation is growing. As a result, we will also be investing significant resources into strengthening the organisation to ensure we continue to deliver high-quality work effectively and efficiently. We will also continue to explore ways to diversify our funding while maintaining a strong focus on bringing authentic public voice to the heart of decision-making.

# THE INVOLVE FOUNDATION

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2015

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### Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements 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.

### Auditors

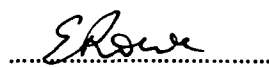
Goldwins were appointed as auditors and deemed to be re-appointed under section 487(2) of the Companies Act 2006. In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of this information.

Signed on behalf of the Board of Trustees

  
.....  
Ed Mayo, Trustee

Dated 4/11/15

  
.....  
Estelle Rowe, Trustee

Dated 6/11/15

# **THE INVOLVE FOUNDATION**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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

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The Trustees are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the Trustees are required to:

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# **THE INVOLVE FOUNDATION**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF THE INVOLVE FOUNDATION**

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

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We have audited the financial statements of The Involve Foundation for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied to their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Trustees and auditor**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. This includes an assessment of:

- whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed;
- the reasonableness of significant accounting estimates made by the Trustees;
- and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

**THE INVOLVE FOUNDATION**  
**INDEPENDENT AUDITOR'S REPORT**  
**TO THE TRUSTEES OF THE INVOLVE FOUNDATION**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.


**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

  
**Anthony Epton (Senior Statutory Auditor)**  
for and on behalf of  
**Goldwins Limited**  
**Statutory Auditor**  
**Chartered Accountants**  
**75 Maygrove Road**  
**West Hampstead**  
**London NW6 2EG**

18 November 2015

# THE INVOLVE FOUNDATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING AN INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	Note	Restricted Funds £	Unrestricted Funds £	2015 Total Funds £	2014 Restated Funds £
<b>Incoming Resources</b>					
<i>Incoming resources from charitable activities</i>					
Embed		-	241,812	241,812	342,734
Innovate		-	5,433	5,433	7,701
Inspire		121,508	10,799	132,307	15,305
Other projects		-	4,724	4,724	6,697
<i>Incoming resources from generated funds</i>					
Grants receivable	2	1,073,428	-	1,073,428	57,083
<b>Total Incoming Resources</b>		<b>1,194,936</b>	<b>262,768</b>	<b>1,457,704</b>	<b>429,520</b>
<b>Less Cost of Generated Funds</b>		<b>-</b>	<b>14,444</b>	<b>14,444</b>	<b>12,500</b>
<b>Total Incoming Resource Available for charitable Application</b>		<b>1,194,936</b>	<b>248,324</b>	<b>1,443,260</b>	<b>417,020</b>
<b>Resources Expended</b>					
<i>Charitable activities</i>					
Embed		-	48,054	48,054	16,113
Innovate		1,073,428	4,676	1,078,104	361,494
Inspire		125,089	36,123	161,212	54,055
Other projects		-	7,725	7,725	2,590
<i>Governance costs</i>		-	4,752	4,752	3,402
<b>Total Resources Expended</b>	3	<b>1,198,517</b>	<b>101,330</b>	<b>1,299,847</b>	<b>437,654</b>
<b>Net incoming /(outgoing) resources for the year before transfers</b>	4	<b>(3,581)</b>	<b>146,994</b>	<b>143,413</b>	<b>(20,634)</b>
<b>Net transfers between funds</b>	9	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net income / (expenditure) for the year</b>		<b>(3,581)</b>	<b>146,994</b>	<b>143,413</b>	<b>(20,634)</b>
Fund Balances at 1st April 2014		19,229	71,784	91,013	111,647
<b>Fund balances at 31st March 2015</b>		<b>15,648</b>	<b>218,778</b>	<b>234,426</b>	<b>91,013</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# THE INVOLVE FOUNDATION

Company Registration No. 5669443 (England and Wales)

## BALANCE SHEET AS AT 31 MARCH 2015

	Notes	2015 £	2015 £	2014 £	2014 £
<b>Fixed assets</b>					
Tangible assets	5		1,560		1,411
<b>Current assets</b>					
Debtors	6	56,174		24,841	
Cash at bank and in hand		<u>256,755</u>		<u>250,516</u>	
		312,929		275,357	
<b>Current Liabilities</b>					
Creditors - amounts falling due in less than one year	7	<u>(80,063)</u>		<u>(185,755)</u>	
<b>Net current assets</b>			232,866		89,602
<b>Total assets less current liabilities</b>			<u><b>234,426</b></u>		<u><b>91,013</b></u>
<b>Funds</b>					
Restricted Funds	9,10		15,648		19,229
<b>Unrestricted Funds</b>					
Designated Funds	9,10,11		65,000		65,000
General Funds	9,10		153,778		6,784
<b>Total funds</b>			<u><b>234,426</b></u>		<u><b>91,013</b></u>

For the year ending 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

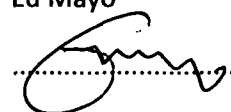
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved and authorised for issue by the Board on October 7<sup>th</sup> 2015.

Ed Mayo



Estelle Rowe



The notes on pages 13 to 18 form part of these financial statements.

# THE INVOLVE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

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### 1. Accounting Policies

#### Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. (Effective April 2008). They are prepared in accordance with the Companies Act 2006 and with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 by the Charity Commissioners for England and Wales.

#### Incoming Resources

The company derives its turnover from grants and project funding. The income is recognised when invoiced and is stated net of VAT.

#### Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives as follows:

Computer equipment	33.33% on cost
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#### Tax

The charitable company is a registered charity and is not subject to corporation tax on its current activities.

#### Leased asset

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged on a straight-line basis over the lease term.

Assets held under finance leases and hire purchase contracts are capitalised and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability. The interest element of the rental obligations is charged to profit and loss account over the period of the lease at a constant proportion of the outstanding balance of capital repayments.



# THE INVOLVE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

### 2 Grants Receivable

	Restricted Funds £	Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
EC Engage 2020	50,123	-	50,123	30,224
NHSE Citizen Assembly	1,073,428	-	1,073,428	-
Omidyar UK Open Government Partnership	71,385	-	71,385	-
Hivos People Unlimited	-	-	-	26,859
<b>Total Grants received</b>	<b>1,194,936</b>	<b>-</b>	<b>1,194,936</b>	<b>57,083</b>

### 3 Resources expended

#### a Analysis of total resources expended

	Direct costs £	Support Costs £	Total 2015 £	Total 2014 £
<i>Charitable activities</i>				
Embed	1,600	46,454	48,054	16,113
Innovate	869,364	208,740	1,078,104	361,494
Inspire	29,643	131,569	161,212	54,055
Other projects	3,074	4,651	7,725	2,590
<i>Governance</i>	-	4,752	4,752	3,402
<b>Total resources expended</b>	<b>903,681</b>	<b>396,166</b>	<b>1,299,847</b>	<b>437,654</b>

#### b Analysis of support costs

	Salaries £	Cost of premises £	Office & IT costs £	Other costs £	Total 2015 £	2014 £
<i>Charitable activities</i>						
Embed	38,380	1,810	2,874	3,390	46,454	35,791
Innovate	172,457	8,133	12,913	15,237	208,740	160,826
Inspire	108,700	5,127	8,138	9,604	131,569	101,369
Other projects	3,842	181	288	340	4,651	3,583
<i>Governance</i>	-	-	-	4,752	4,752	3,402
<b>Total support costs excluding cost of generated funds</b>	<b>323,379</b>	<b>15,251</b>	<b>24,213</b>	<b>33,323</b>	<b>396,166</b>	<b>304,971</b>
<i>Cost of Generated Funds</i>	14,444	-	-	-	14,444	12,500
<b>Total support costs</b>	<b>337,823</b>	<b>15,251</b>	<b>24,213</b>	<b>33,323</b>	<b>410,610</b>	<b>317,471</b>

Support costs are allocated on the basis of staff time.

# THE INVOLVE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

### 4 Net incoming/(outgoing) resources

	2015	2014
	£	£
These are stated after charging:		
Auditor's remuneration - independent examination	3,000	3,000
Trustees expenses	1,237	100
Depreciation	854	469

### 5 Fixed Assets

	Computer & Office Equipment £
<b>Cost or valuation</b>	
At 1 April 2014	8,362
Additions in the year	1,003
Disposals in the year	-
At 31 March 2015	<u>9,365</u>
<b>Depreciation</b>	
At 1 April 2014	6,951
Charge for the year	854
Charge on Disposals	-
At 31 March 2015	<u>7,805</u>
<b>Net Book Value</b>	
At 31 March 2015	<u>1,560</u>
At 31 March 2014	<u>1,411</u>

### 6 Debtors

	2015	2014
	£	£
Trade Debtors	27,883	17,740
Other Debtors	28,291	7,101
	<u>56,174</u>	<u>24,841</u>

# THE INVOLVE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

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### 7 Creditors

	2015	2014
	£	£
Trade Creditors	29,913	116,722
Accruals and deferred income	23,006	43,658
Social Security and other taxes	26,499	24,559
Other Creditors	645	816
	<u>80,063</u>	<u>185,755</u>

### 8 Trustees and employee information

#### a Trustee information

During the year Trustees were reimbursed for travel expenses of £1,237 (2014: £100).

#### b Employee information

	2015	2014
	£	£
Salaries	303,080	237,559
Employer's national insurance	34,743	26,070
	<u>337,823</u>	<u>263,629</u>

There were 9 full time employees at the end of the year (2014 - 7)

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was nil (2014 nil).

# THE INVOLVE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

### 9 Movement in Funds

	As at 1 April 2014 £	Income £	Expenditure £	Transfers between funds £	As at 31 March 2015 £
<b>Restricted Funds</b>					
<b>Embed</b>					
Omidyar UK Open Government Partnership	-	71,385	55,737	-	15,648
<b>Inspire</b>					
European Commission Engage 2020	19,229	50,123	69,352	-	-
<b>Innovate</b>					
NHSE Citizen Assembly		1,073,428	1,073,428	-	-
<b>Total Restricted Funds</b>	<b>19,229</b>	<b>1,194,936</b>	<b>1,198,517</b>	<b>-</b>	<b>15,648</b>
<b>Unrestricted Funds</b>					
<b>Designated Funds</b>					
Stability Fund	35,000	-	-	-	35,000
Thought Leadership Fund	30,000	-	-	-	30,000
<b>General Funds</b>					
	6,784	262,768	115,774	-	153,778
<b>Total Unrestricted Funds</b>	<b>71,784</b>	<b>262,768</b>	<b>115,774</b>	<b>-</b>	<b>218,778</b>
<b>Total Funds</b>	<b>91,013</b>	<b>1,457,704</b>	<b>1,314,291</b>	<b>-</b>	<b>234,426</b>

Transfers between the funds mainly occur to underwrite deficits in restricted funds.

### 10 Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds 2015 £	Total funds 2014 £
Tangible fixed assets	-	1,560	1,560	1,411
Current assets	15,648	297,281	312,929	275,357
Current liabilities	-	(80,063)	(80,063)	(185,755)
<b>Net assets at 31 March 2015</b>	<b>15,648</b>	<b>218,778</b>	<b>234,426</b>	<b>91,013</b>

# THE INVOLVE FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

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### **11 Designated Funds**

The Trustees continue to designate £35,000 of their Unrestricted Funds into a Stability Fund .The purpose of this fund is to build up a reserve to cover for unexpected funding gaps. £35,000 represents one and half months of Involve's support costs.

The Trustees continue to designate £30,000 of their Unrestricted Funds into the Thought Leadership Fund. The purpose of this fund is to provide Involve with the necessary infrastructure with respect to administration and premises.