

# **INVOLVE SOMERSET LTD**

(A company limited by guarantee)

**Report and Financial Statements**

**Year ended: 31 March 2009**

**Charity no: 1096243**

**Company no: 4442321**

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COMPANIES HOUSE

## **Legal and administrative information**

**Trustees:** John Murphy  
Jemma Packett  
Nicola Davey (to December 2008)  
Ray Parker (to September 2008)  
Sharon Dyke (to May 2008)  
Rob Foster (to November 2008)

**Registered Office:** Unit 3, UK Storage  
East Quay  
Bridgwater  
Somerset  
TA6 4DB

**Independent Examiners:** Butterworth Jones

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## **Report of the trustees for the year ended 31 March 2009**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31 March 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

### **Structure, governance and management**

The charity is a charitable company limited by guarantee and was set up on 2nd February 2003 and registered as a charity on 26<sup>th</sup> February 2003. It is governed by a Memorandum and Articles of Association.

The Directors of the company are also charity Trustees for the purposes of charity law. All Trustees give their time voluntarily and received no benefit from the charity. Any expenses reclaimed from the charity are set out in note 5 to the accounts.

### **Objectives and activities**

The objects are:

- to relieve suffering and distress of people experiencing problems associated with their mental health by provision of support, information and advice
- to facilitate, enable and engage people currently using, or whom have used, or those choosing not to use Mental Health Services in Somerset to be involved in the development, planning and evaluation of Mental Health Services in Somerset
- to provide information to individuals and other organizations relevant to the work of Involve Somerset
- to identify gaps in the provision of Mental Health Services in Somerset and communicate these to the appropriate providers of Mental Health Services in Somerset
- to facilitate user involvement in the development, planning and evaluation of other services to appropriate funding
- to be involved in such activities which have the potential to reduce negative stereotypes and raise awareness of Mental Health Issues in the community, subject to appropriate funding

Involve Somerset ensures that people who use or who have used mental health services are enabled to influence the planning, commissioning, and delivery of mental health services in Somerset.

We do this by the following activities:

- Identifying and engaging service users
- Enabling service users to participate in the decision-making processes of service providers and Commissioners
- Facilitating communication between Commissioners/providers and service users
- Taking action to address the barriers which prevent participation
- Providing the support, training, resources and information which service users need in order to participate
- Working with providers and commissioners to encourage meaningful service user participation and advise on good practice
- Maintaining an independent status from providers and Commissioners

The aims, objectives and activities are reviewed annually. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that they have set.

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## Report of the trustees for the year ended 31 March 2009 (cont.)

### Achievements and performance

Following the announcement that Somerset County Council would be reviewing the Involve Somerset contract and putting the service user involvement service up for re-tender, a consultant was appointed to help the Trustees and staff to identify the best way to secure the future for the service. This resulted in a successful transfer of the charities activities and net assets to Help and Care on 1 April 2009.

The process of identifying options and funding sources for the future, seeking potential partners and going through the merger process has taken up much energy and time of both staff and Trustees during 2008/09.

Despite significant staffing changes including the resignation of the Director, all of the staff at Involve Somerset maintained their commitment to the service during a very difficult period and did not allow the changes or the uncertainties to stop them delivering the best possible service to service users and funders. The number of service users involved in meetings and other involvement activities and the quality of their involvement was maintained.

### Financial review

The total income for the financial year was £120,359 and total expenditure £130,084, giving a deficit for the year of £9,725. At the end of the year, net assets and reserves totaled £31,664.

### Plans for future periods

On 1 April 2009, Involve Somerset transferred its net assets and all activities to Help and Care (Charity No. 1055056)

This report was approved by the Board on ..... 20 7 09 .....

.....  ..... (J Murphy, Chairman)

**Statement of Financial Activities (including summary income and expenditure account)  
for the year ended 31 March 2009**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
<b>Incoming Resources</b>					
Incoming resources from generated funds:					
Voluntary income					
Donations and gifts	2	-	-	-	-
Activities for generating funds:					
Investment income	4	1,992	-	1,992	3,193
Incoming resources from charitable activities	3	101,690	16,677	118,367	128,501
Other income					-
<b>Total incoming resources</b>		<b>103,682</b>	<b>16,677</b>	<b>120,359</b>	<b>131,694</b>
<b>Resources expended</b>					
Cost of generating funds:					
Fund-raising costs					
		-	-	-	-
Charitable activities		110,519	16,677	127,196	137,359
<b>Governance costs</b>		<b>2,888</b>	<b>-</b>	<b>2,888</b>	<b>4,131</b>
		<b>113,407</b>	<b>16,677</b>	<b>130,084</b>	<b>141,490</b>
<b>Total resources expended</b>	5	<b>113,407</b>	<b>16,677</b>	<b>130,084</b>	<b>141,490</b>
Net incoming resources / (resources expended before transfers)		(9,725)	-	(9,725)	(9,796)
Transfers between funds		-	-	-	-
<b>Net incoming resources/(resources expended)</b>		<b>(9,725)</b>	<b>-</b>	<b>(9,725)</b>	<b>(9,796)</b>
Realised gains on investment assets		-	-	-	-
<b>Net incoming resources / (resources expended including realised gains on investments)</b>		<b>(9,725)</b>	<b>-</b>	<b>(9,725)</b>	<b>(9,796)</b>
Unrealised gains on investment assets		-	-	-	-
Unrealised gains on assets for charity use		-	-	-	-
<b>Net movement in funds</b>		<b>(9,725)</b>	<b>-</b>	<b>(9,725)</b>	<b>(9,796)</b>
Fund balances brought forward at 1 April 2008		41,389	-	41,389	51,185
Fund balances carried forward at 31 March 2009		<b>31,664</b>	<b>-</b>	<b>31,664</b>	<b>41,389</b>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. Page 11 gives details of changes in resources applied for fixed assets for charity use.

**Balance Sheet as at 31 March 2009**

	<b>Notes</b>	<b>2009 £</b>	<b>2008 £</b>
<b>Fixed assets</b>			
Tangible assets	9	4,152	4,409
<b>Current assets</b>			
Debtors and prepayment	10	395	-
Cash at bank and in hand		31,473	39,429
		<u>31,868</u>	<u>39,429</u>
<b>Creditors: amounts falling due within one year</b>	12	(4,356)	(2,449)
<b>Net current assets</b>		<u>27,512</u>	<u>36,980</u>
<b>Total assets less current liabilities</b>		<u>31,664</u>	<u>41,389</u>
<b>Creditors: amounts falling due after more than one year</b>		-	-
<b>Net assets</b>		<u>31,664</u>	<u>41,389</u>
<b>Funds:</b>			
<b>Unrestricted funds</b>		31,664	41,389
General funds		-	-
Designated funds		-	-
<b>Restricted funds</b>		<u>31,664</u>	<u>41,389</u>
<b>Total funds</b>	13	<u>31,664</u>	<u>41,389</u>

## Balance Sheet as at 31 March 2009

For the year ended 31 March 2009 the company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985.

No member of the company has deposited a notice, pursuant to section 249B(2) of the Companies Act 1985, requiring an audit of these accounts. -

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company as at 31 March 2009 and of its income and expenditure for the period then ended in accordance with section 226(2), and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

Approved by the board on ..... 20 7 09 ..... and signed on its behalf by:

J Murphy, Chairman .....





**Notes forming part of the financial statements  
for the year ended 31 March 2009**

**1 Accounting policies**

**(a) Basis of preparation**

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 (SORP), "Accounting and Reporting by Charities" published in 2005 and applicable accounting standards.

**(b) Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**(c) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

**(d) Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

**(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Premises overheads have been allocated on a floor area basis and other overheads have been allocated on the basis of the head count.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

**(f) Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Office equipment	over 10 years, reducing balance
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**(g) Pension costs**

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

**(h) Finance and operating leases**

Rentals applicable to operating leases are charged to the SOFA over the period in which the cost is incurred. Assets purchased under finance lease are capitalised as fixed assets. Obligations under such agreements are included in creditors. The difference between the capitalised cost and the total obligation under the lease represents the finance charges. Finance charges are written-off to the SOFA over the period of the lease so as to produce a constant periodic rate of charge.

**2 Donations and gifts**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Individuals	-	-
Gifts in kind	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

**3 Income from charitable activities**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Somerset CC – main contract	97,400	95,287
Somerset CC – SUN Group	4,525	4,416
Other grants	4,290	6,250
New Horizons	12,152	22,548
	<u>118,367</u>	<u>128,501</u>
	<u>118,367</u>	<u>128,501</u>

**4 Investment income**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Interest receivable	1,992	3,193
	<u>1,992</u>	<u>3,193</u>
	<u>1,992</u>	<u>3,193</u>

**5 Total resources expended**

	<b>Staff Costs</b>	<b>Other Allocated Costs</b>	<b>Total 2009</b>	<b>Total 2008</b>
	£	£	£	£
Involve Somerset	59,315	40,054	99,369	112,532
New Horizons	12,918	14,487	27,405	23,849
MEG Project	-	422	422	978
Governance	-	2,888	2,888	4,131
<b>Total resources expended</b>	<b>72,233</b>	<b>57,851</b>	<b>130,084</b>	<b>141,490</b>

Other direct costs include:

	<b>2009</b>	<b>2008</b>
	£	£
Accountancy, taxation and other services	2,888	4,131
Depreciation – on owned assets	461	490

**Trustees' remuneration**

The trustees neither received nor waived any emoluments during the year (2008: £Nil).

Out of pocket expenses were reimbursed to trustees as follows:

	<b>2009 Number</b>	<b>2009 £</b>
Travel	2	1,840
Other	1	10
		<b>1,850</b>

**Related Party transactions**

None

**6 Taxation**

As a charity, Involve Somerset is exempt from tax and income and gains falling within section 505 of the Taxes Act 1988 or s.256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**7 Staff costs**

	2009 £	2008 £
Wages and salaries	68,024	76,846
Social security costs	2,845	
Pension costs	1,364	
	<u>72,233</u>	<u>76,846</u>

There were no employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year.

The average number of employees, calculated on a full-time equivalent basis, analysed by function was:

	2009 Number
Charitable activities	3
Management and administration of the charity	-

**8 Pension costs**

The charity operates a contributory (non-contributory) pension scheme. It is a defined contribution scheme and contributions are charged in the statement of financial activities as they accrue. The charge for the year was £1,364.

**9 Tangible fixed assets**

	Office Equipment £
<b>Cost</b>	
At 1 April 2008	6,651
Additions	204
Disposals	-
	<u>6,855</u>
<b>At 31 March 2009</b>	
<b>Depreciation</b>	
At 1 April 2008	2,242
Charge for year	461
Disposals	-
	<u>2,703</u>
<b>At 31 March 2009</b>	
<b>Net book value</b>	
at 31 March 2009	4,152
	<u>4,409</u>
At 31 March 2008	

**10 Debtors**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	-
Other debtors	395	-
Prepayments and other accrued income	-	-
	<u>395</u>	<u>-</u>

**11 Creditors: amounts falling due within one year**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Trade creditors	385	912
Taxation and social security costs	1,487	-
Other creditors	2,484	1,537
	<u>4,356</u>	<u>2,449</u>

**12 Financial commitments**

At 31 March 2009 the charity has annual commitments under non-cancellable leases as follows:

	<b>2009</b>		<b>2008</b>	
<b>Expiry date:</b>	<b>Land and buildings</b>	<b>Other</b>	<b>Land and Buildings</b>	<b>Other</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Two to five years	-	803	-	803
Over five years	-	-	-	-
	<u>-</u>	<u>803</u>	<u>-</u>	<u>803</u>

**13 Statement of funds**

	At 1 April 2008 £	Income £	Expenditure £	Transfers £	At 31 March 2009 £
<b>General reserve</b>	41,389	103,682	113,407	-	31,664
<b>Designated funds</b>	-	-	-	-	-
<b>Total unrestricted funds</b>	<u>41,389</u>	<u>103,682</u>	<u>113,407</u>	<u>-</u>	<u>31,664</u>
<b>Restricted funds:</b>					
New Horizons	-	12,152	12,152	-	-
SUN Group	-	4,525	4,525	-	-
<b>Total restricted funds</b>	<u>-</u>	<u>16,677</u>	<u>16,677</u>	<u>-</u>	<u>-</u>
<b>Total funds</b>	<u>41,389</u>	<u>120,359</u>	<u>130,084</u>	<u>-</u>	<u>31,664</u>

The General reserve represents the free funds of the charity which are not designated for particular purposes.

**14 Analysis of net assets between funds**

	Restricted funds £	Designated funds £	General funds £	Total £
<b>Fund balances at 31 March 2009 are represented by:</b>				
Tangible fixed assets	-	-	4,152	4,152
Current Assets	-	-	31,868	31,868
Current liabilities	-	-	(4,356)	(4,356)
Long term liabilities	-	-	-	-
<b>Total net assets</b>	<u>-</u>	<u>-</u>	<u>31,664</u>	<u>31,664</u>

**15 Changes in resources applied for fixed assets for charity use**

	General Funds 2009 £	General Funds 2008 £
Deficit for the year	(9,725)	(9,796)
Expenditure on fixed assets	(204)	(808)
<b>Changes in funds available for future activities</b>	<u>(9,929)</u>	<u>(10,604)</u>

**16 Post Balance Sheet Events**

On 1 April 2009 Involve Somerset transferred its net assets and all activities to Help and Care (Charity No. 1055056).

## **Independent examiners' report to the Trustees of Involve Somerset Limited**

I report on the accounts of the Trust for the year ended 31 March 2009, which are set out on pages 2 to 11.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 7 of the Companies Act 1985 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Charities Act 1993);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

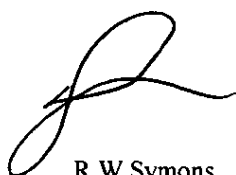
### **Basis of independent examiners' report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### **Independent examiners' statement**

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - (a) to keep accounting records in accordance with s221 of the Companies Act 1985 and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R W Symons

Butterworth Jones

Chartered Accountants

7 Castle Street

Bridgwater

TA6 3DT

Date: 23 September 2009