

Charity Registration No. 1114403

Company Registration No. 05695711 (England and Wales)

**INSTITUTE FOR VOLUNTARY ACTION RESEARCH
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Jane Hatfield (Chair)
Richard Hopgood (Vice Chair)
Timothy Jones (Treasurer)
Sam Brier
John Hailey
Rosa Powloski
Nicola Steuer

Company secretary Ben Cairns

Chief Executive Ben Cairns

Charity number 1114403

Company number 05695711

Registered office - to 29/09/2020

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From 29/09/2020

The Foundry
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Auditor

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Bankers

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ME19 4JQ

Solicitors

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INSTITUTE FOR VOLUNTARY ACTION RESEARCH

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INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

OBJECTIVES AND ACTIVITIES

Introduction

The Institute for Voluntary Action Research (IVAR) is an independent, charitable research institute. IVAR's charitable objects are to '*support the development and sustainability of charities and other voluntary, community, social enterprise and not-for-profit (VCSE) organisations through research, education and training*'.

Our main interest is voluntary action – activities, services, community development or campaigns that aim to improve the quality of life and opportunity of disadvantaged individuals, groups and communities. We work collaboratively; we concentrate on problem-solving; and we want our work to be relevant and practically useful to the voluntary and community sector, as well as funders, policy-makers and other sectors.

Our research approach – collaborative, problem-solving and practically useful – is made possible by our team of staff, trustees and experienced freelance research associates all of whom have worked in and around the voluntary and community sector as volunteers, paid staff, leaders, trustees, teachers and researchers. Our team understands and cares about the distinctiveness and independence of VCSE organisations.

Our work starts in different ways: a funder calls us to discuss a problem; we develop a project in response to needs we hear about from VCSE organisations; we receive commissions; and, occasionally, we submit tenders. We operate at a national, regional and local level; most of our work is funded by charitable trusts and foundations.

Throughout our work – literature reviews, interviews, benchmarking, surveys, focus groups, workshops, training – three things never change about what we offer:

1. Our work begins with a problem or challenge; this becomes our 'research question'. As part of trying to answer that question, we draw on earlier work – our own and others' – that can shed light and provide pointers to solutions.
2. We act as a critical friend, providing space for reflection and debate to help people find their own responses to the challenges they face.
3. We draw on findings from our work to deliver public benefit (in line with Charity Commission guidance), through actively communicating and sharing lessons and evidence, to change practice, inform policy, develop theory and promote understanding of the voluntary and community sector.

Priorities

At a high level, we think the contribution we can make is:

1. A responsive, relevant and useful capacity-building research institute that strengthens the UK voluntary sector through regularly sharing quick, practical insights with smaller voluntary organisations and their funders.
2. A body of evidence that has been shaped by those delivering and funding social change that supports the development of practice and influences funders across the UK.
3. A more visible and influential IVAR that contributes to shaping a better operating environment for smaller charities.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

Looking ahead over the next five years, we think that will require four overarching strategic commitments:

1. **An organisation that has the culture, skills and resources to be responsive, relevant and useful.** Our judgement is that we are most useful when our time is focused on issues that really matter to our beneficiaries, in a way that is most helpful to them. Financially, that requires a strong and secure base of unrestricted core funding to allow us to be flexible, generous and agile in how we use our time. It also means ensuring that we have more robust arrangements in place to ensure that we are listening and responding to our primary audiences (see point 3 below).
2. **A commitment to using our platform and our voice**, in two ways. First, by providing a more engaging and accessible platform for stories of what is possible and achievable by smaller charities. Second, where we can add value, using our own voice – for leverage and influence – confident that it has legitimacy and credibility by always being grounded and informed. A more visible and influential IVAR can contribute to shaping a better operating environment for smaller charities.
3. **Connecting people and ideas.** We need to build on the relationships that we have with local organisations, funders and public agencies across the UK to establish a partners' network for the generation of project ideas, the distribution of learning and, above all, to enable us to remain relevant and accountable.
4. **Using our network to reach more small funders and charities.** To support the development of our voice and influence, provide a platform and help our role as a connector, we need to take a more strategic, focused approach. We will be developing campaign-style communications messages to help our audiences connect with our body of research in a more straightforward way. We hope this will enhance our ability to operate as a responsive research institute, connecting funders and charities, focusing on smaller organisations where we can reach individuals who have the power to change their organisations, communities and local systems.

Clients and Partners

Research clients and partners included: The ACRE Network, Atlantic Philanthropies, Baring Foundation, Barrow Cadbury Trust, BBC Children in Need, Bernard Van Leer Foundation, Big Lottery Fund/National Lottery Communities Fund, Blackpool Teaching Hospitals NHS Foundation Trust, Blgrave Trust, CaVCA, Centre for Accelerated Social Technology (CAST), Changing Lives, Coast and Vale Community Action, Comic Relief, Commonweal Housing, Detention Action, Esmée Fairbairn Foundation, Help on Your Doorstep, John Lyon's Charity, Joseph Rowntree Charitable Trust, The King's Fund, Langdon UK, Lloyds Bank Foundation for England and Wales, Local Trust, Maudsley Charity, Oak Foundation, Paul Hamlyn Foundation, Pears Foundation, Porticus, Power to Change, Premier League Charitable Foundation, The Queen Elizabeth Diamond Jubilee Trust, Saxton Bampfylde, Sheffield Hallam University, Social Enterprise UK, St John Ambulance, The Tudor Trust, Trust for London, United St. Saviours Charity, Virgin Money PLC, Wates Foundation, Wellcome Trust and William Grant Foundation.

ACHIEVEMENTS AND PERFORMANCE

Progress

Our strategic commitments were translated into three distinct priorities, progress towards which is set out below.

Priority 1: Extending reach so that more people can benefit from/feed into our work.

Achievements

Key achievements include:

- Continuing to develop and build our communications function, architecture and culture in order to share learning more usefully and with a wider audience. This has included continued integration of research and communications, as well as initiating a light-touch review of our brand to ensure that it more closely reflects our values, and can support our 2020-2025 strategy.

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

- Our audiences have continued to grow steadily over the last year: our newsletter now has over 2,000 subscribers and we have over 2,400 followers on Twitter. Views of our website reached an all-time high of over 18,500 in Q4 2019/20; and report downloads for March 2020 exceeded 1,000 (quarterly average for the past three years is 609) – this links to the launch of our [Covid-19 briefing series](#)¹.
- We began to experiment with a more confident voice and different communications approaches, including:
 - **Start Somewhere:** An exploratory study into making technology imaginable and usable for small voluntary organisations². The work was carried out in partnership with the Centre for the Acceleration of Social Technology (CAST) and developed with a group of funders: Comic Relief, Esmée Fairbairn Foundation, Paul Hamlyn Foundation, The Tudor Trust and Lloyds Bank Foundation for England and Wales. This was our first project where, after publication, there was sustained online engagement. It was published in June 2019 to coincide with Small Charities Week and Digital Leaders Week. Work included a press release (the report was covered by Charity Digital News, Civil Society Media and Third Sector), a key findings leaflet (over 1000 were sent out), a webpage and blog series. A follow-up study is focusing on creating shareable stories about the introduction and use of technology in small voluntary organisations, and supporting funders to understand what these organisations need in order to adopt and use technology.
 - **Building Health Partnerships** continued through intensive local area work and the wider 'Share and Scale' communications work, which aims to share and embed learning from local areas with a wider audience. The annual conference – 'Transforming Healthcare Together' – was attended by over 80 cross-sector leaders: a powerful reminder of the need to support and facilitate cross-sector connections and joint working. We developed a [suite of resources](#)³ to support leaders from the voluntary and healthcare sectors to build relationships that enable them to work in new ways and transform our health system. Over the past two years, we have built partnerships between 13 local NHS systems and the VCSE sector to address local challenges.
 - **Small charities and social change:** In this study, we explored how and why small charities are challenging, shaping and changing policy, practice and attitudes via advocacy, lobbying, campaigning and influencing in the effort to promote social change and tackle inequality and injustice. [The report](#)⁴ was published in March 2020 together with a film of one of the 11 case study organisations.
- We have increased the number and regularity of blogs on our website including the first of a series of 'Letters from America' from international grant makers, ['Failing Forward'](#)⁵ (about failure being a starting point for learning) and a 'Summer Reading Series' telling the stories of how four small voluntary organisations coped following the 2008 recession.

Challenges and future priorities

We are most comfortable communicating face-to-face and through personal relationships. Although this has been difficult in the context of Covid-19 restrictions, we have adapted our working practices and implemented successful remote working. Further, direct interaction is a difficult thing to 'scale-up' and replicate. We need to work out how we 'extend our reach' in the most meaningful way within our capacity and yet ensure it is in keeping with our values and culture. As we continue to develop a more assertive style, we will remain in close communication with longstanding partners – including our core funders.

¹ <https://www.ivar.org.uk/covid-19-briefings/>

² <https://www.ivar.org.uk/our-research/imaginable-usable-tech/>

³ <https://www.ivar.org.uk/transforming-together/>

⁴ <https://www.ivar.org.uk/social-change/>

⁵ <https://www.ivar.org.uk/failing-forward/>

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

Priority 2: To enhance IVAR's role as an independent commentator, opinion former and critical friend

Achievements

Key achievements include:

- Over the past year we have worked closely with UK trusts and foundations on 'Making Learning Everyday' through the Evaluation Roundtable. Following the January 2019 convening, [a report](#)⁶ was published in May 2019 and the [teaching cases](#) (Pears and Corra Foundations)⁷ in July 2019. We also launched a 'Community of Practice' for foundation staff with lead responsibility for evaluation/learning/impact. The initial meeting of 16 staff from 14 foundations was very successful and this forum will continue to be used as a space for peer learning and support, alongside expert input on topics of shared interest. We also ran a workshop bringing together foundation CEOs and trustees to explore what it means to lead a learning organisation and 'make learning everyday'.
- We made a concerted effort to feed into UK trusts and foundations' early thinking and responses about how to support VCSE organisations during the Covid-19 epidemic: through blogs, [regular briefings](#)⁸ and online sessions for the [Community of Practice](#)⁹.
- [Thinking about Risk](#): In February 2020, we published our initial findings from a study carried out in partnership with a pilot group of five funders into perceptions of risk in relation to the application, assessment and decision-making stages of grant-making and how these are managed and mitigated. We developed a framework that we are now inviting others to test.¹⁰
- [Power of face-to-face grant-making](#): In June 2019, a team from the Tudor Trust visited Hartlepool to test out a way of paring back bureaucracy and placing relationships and trust at the forefront of its grant-making. It represented one part of Tudor's response to the challenge IVAR laid down in [The possible, not the perfect](#)¹¹, and drew upon the lessons learned from grant-making in response to the Grenfell Tower fire¹².
- We continued our work as the long-term evaluator and learning partner for the Atlantic Fellowship, a global leadership programme funded through Atlantic Philanthropies spend out, empowering and connecting dynamic individuals committed to working together to accelerate the eradication of inequities for fairer, healthier more inclusive societies.

Challenges and priorities

A key challenge relates to voice and messaging. Over the past year, we have begun to tighten our language and need to continue experimenting with being a live 'opinion former'.

Priorities for 2020-2025 will be used to focus our thinking on priorities/goals for each year. We plan to identify relevant projects that respond to the needs of small voluntary organisations and their funders, both statutory and trusts and foundations. We will do this with input from our networks across the UK, as well as relevant advisers and project steering groups.

We expect challenges over the next 12 months to centre around the ongoing impact of Covid-19 – both for us and the VCSE organisations and funders with whom we work.

⁶ <https://www.ivar.org.uk/publication/evaluation-roundtable-follow-up-report-from-2019-convening/>

⁷ <https://www.ivar.org.uk/publication/uk-evaluation-roundtable-teaching-cases-2019/>

⁸ <https://www.ivar.org.uk/covid-19-briefings/>

⁹ <https://www.ivar.org.uk/briefing-paper/piecing-a-story-together/>

¹⁰ <https://www.ivar.org.uk/publication/thinking-about-risk-developing-a-framework/>

¹¹ <https://www.ivar.org.uk/research-report/the-possible-not-the-perfect-learning-from-funder-responses-to-emergencies/>

¹² <https://www.ivar.org.uk/research-report/power-of-face-to-face-grant-making/>

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

Priority 3: To preserve the quality, integrity, relevance and independence of IVAR's offer

Achievements

Key achievements include:

- Securing core funding for 2020-2025. This allows IVAR to continue to be an independent research institute and capacity builder that privileges the voice of the practitioner and responds to practical needs, providing IVAR with the time and resources to ensure a focus on being responsive and reflective, on learning and knowledge exchange, on being open and generous with our resources, and on supporting the development and improvement of practice across sectors.
- Core funding also provides IVAR with a secure base from which to initiate work that is relevant, useful and influential (as with the Covid-19 project mentioned in detail below). We use our Research Development Fund to 'seed' funds for a project and then, where appropriate and possible, seek partnership funding. This collaborative model allows for a degree of independence and freedom, without tying the research questions/methods/outputs to a particular agenda or set of interests.
- Linked to that, we have had continued success in working in partnership with other organisations, both through our networks across the UK, as well as new work with both trusts and foundations (e.g. Berkeley Foundation, Robertson Trust), charities (e.g. Changing Lives) and public sector partners (e.g. East Sussex County Council).
- We have also made progress in our organisational development programme and training and support for staff and research associates in developing their skills; particularly in relation to co-facilitation.

Challenges and priorities

Due to the Covid-19 outbreak, we closed our office in March 2020 and moved all of our work online. Project plans had to be adapted and some work put on hold but (via the Research Development Fund mentioned above), we were able to immediately develop and begin work on a [project](#)¹³ providing online peer support sessions and briefings for leaders of smaller (c.£200k to £1m) VCSE organisations. They are facing a time of huge stress, pressure and sustained uncertainty, so we have created and supported safe spaces for them to talk, share experiences, exchange views and receive support and affirmation.

We started to publish briefings that distil the content of these conversations and communicating key messages to our UK-wide network of trusts and foundations to help them develop appropriate ways of listening and supporting their funded partners. Further down the line, we think it will be useful to revisit [The possible not the perfect](#)¹⁴, to draw out learning about emergency responses and further strengthen the case for 'stepping outside the normal' becoming routine practice.

Our response to the crisis has been organised around three key operating principles: being generous; trying to be useful; and striving to add value. Now, more than ever, IVAR is a practical useful 'critical friend'. We have been able to adapt in an agile and responsive way to help support organisations during the crisis, and also begin to look at issues that will arise during the recovery and renewal phases after Covid-19. It is a project which has the potential to provide a real step change in relation to IVAR's reach (sector and geographic) and which will help inform immediate priorities for the future.

FINANCIAL REVIEW

The results of the year's activity are set out in the attached financial statements. The income less total expenses of the Charity produced a net surplus for the year of £5,585 (2019: £530). Total reserves at the year-end increased to £136,151 (2019: £130,567). The charity operates from rented premises and accordingly the total of reserves held in the form of fixed assets at the year-end stood at £4,351 (2019: £6,609).

¹³ <https://www.ivar.org.uk/covid-19-briefings/>

¹⁴ <https://www.ivar.org.uk/research-report/the-possible-not-the-perfect-learning-from-funder-responses-to-emergencies/>

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The Charity generates income from grants, and to a lesser and minor extent fees, charged for research and education projects and consultancy work respectively. The Charity is supported by key core funders who provide annual grants to support core expenditure as detailed in note 3 to the accounts.

Work began in January 2019 on future core funding (from 2021/21 onwards), and a strategy has been developed for 2020-2025. In summary, the four areas that we intend to prioritise (and which have also been mentioned earlier) are:

- Developing as an organisation to be the best IVAR that we can be with the culture, skills and resources to be responsive, relevant and useful
- Committing to using our platform and our voice
- Providing space to think and connect
- Reaching more small funders and charities through our networks

Individual projects are funded by grants as disclosed in note 5 to the accounts, and may be undertaken by charity employees or external researchers. Projects are usually relatively small in terms of the funding received.

The work undertaken by the Charity does not always coincide with the accounting year and accordingly income relating to projects that are part completed at the balance sheet date is deferred to the following year to match with the work required to complete the project, as detailed in note 14 to the accounts.

Reserves policy

The Board of Trustees maintains a reserves policy to protect the organisation and the sustainability and independence of its charitable programme by providing time to adjust to changing financial circumstances. This limits the risk of disruption to the programme in the event of a downturn in some of IVAR's various sources of income, or an unexpected need for additional expenditure. The policy also provides parameters for future strategic plans, and contributes towards decision-making.

IVAR's reserves policy establishes a target range of core reserves between four and six months' budgeted core expenditure for the level of general reserves. This is based on a risk assessment of the probability and likely impact on IVAR's charitable programme that might be caused by a decline in income, an inability to meet financial obligations, or an inability to reduce expenditure in the immediate short-term. The policy ensures a balance between spending the maximum amount of income raised as soon as possible after receipt, while maintaining a level of reserves to ensure uninterrupted operation. The core reserves policy and the target range are reviewed annually to reassess the risks and reflect changes in IVAR's income, financial obligations and expenditure.

This policy would equate to a target for 'free' reserves – unrestricted reserves not matched by fixed assets or other designations – of between approximately £206,000 and £309,000 at 31 March 2020. (2019: approximately £201,000 and £302,000 while the 'free' reserves held at that date were £131,800 (2019: £123,959).

Alongside the establishment of core reserves, the Board of Trustees is also committed to reinvesting surplus funds into the active pursuit of its charitable objectives and organisational mission. To this end, the reserves policy also allows funds to be set aside for the Research Development Fund, to provide a small working fund to support activities that may require specific investment (e.g. work with smaller, less well-resourced organisations; supplementary work to disseminate research findings; exploratory work in new areas).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Institute for Voluntary Action Research (IVAR) is a charitable company limited by guarantee, and was formally registered on 2nd February 2006 and as a charity on 30th May 2006. IVAR is governed by its Memorandum and Articles of Association as amended by a special resolution on 3rd February 2011. In the event of winding up, members' liabilities are limited to £1 each.

The Trustees are responsible for the management of the Charity, which they delegate to the Director on a day-to-day basis. IVAR's Board of Trustees comprises seven senior practitioners, scholars and funders from the VCSE sector, universities and business.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The Board meets four times a year or more often if required (a Board Working Group, comprising a selection of trustees, was established in 2019 to meet between Board meetings to help in moving on 2020-2025 strategy work related to staffing, processes and systems, office accommodation and Board succession, replenishment and diversity). It currently has formal two sub-committees: Finance and Remuneration Committee and a Personnel and Recruitment Committee. Ben Cairns has served as Director of the Charity since his appointment on 1st July 2006.

Risks

The Trustees confirm that the major risks to which the Charity is exposed have been reviewed, and systems and procedures have been established to manage those risks.

A risk register is maintained and reviewed regularly, including action points to address any significant concerns.

The principal current risks being addressed through the Charity's strategic priorities and outcomes are staff having the necessary skills and being able to develop them to ensure the quality of IVAR's work, capacity for the Director to develop the Charity, monitoring the use of freelance associates against the size of the staff team, improving the diversity of the Board and maintaining the network of contacts and relationships, ensuring that these are held organisation wide, rather than just by the Director and ensuring a good spread of projects and funders in the project portfolio.

Appointments to the Board

Trustees have traditionally been recruited via informal networks of the Board, the Director and the VCSE organisations and charitable trusts and foundations with whom we work. Appointments have been made with regard to the skills and experience that the Board believes are needed to provide a good balance for governance purposes. During 2020/21, the Board has committed to an open recruitment process as part of organisation-wide efforts to build a diverse Board that reflects the communities we work with and support across the UK, with a particular emphasis on appointing trustees who are black or people of colour. We are delighted to report that, as at October 2020, this process has been successful, and three new trustees have been recruited.

Trustees are inducted by the Board Chair, and are provided with a copy of the Charity Commission guidance, *The essential trustee: what you need to know, what you need to do*. New trustees also receive minutes of recent Board meetings, recent IVAR reports, meet IVAR staff and, where appropriate, attend events organised by IVAR.

Arrangements for setting the pay and remuneration of key management personnel

The Board has a Finance and Remuneration Committee, which reviews the pay of key management personnel on an annual basis. Where appropriate, the Committee will establish benchmarks on the basis of available data from partner or related charities.

Fundraising

IVAR fully complies with The Charities (Protection and Social Investment) Act 2016. We do not fundraise from the general public, nor do we employ fundraisers or use fundraising agents.

Data Protection Act (2018)/General Data Protection Regulation (GDPR)

The 2018 Data Protection Act became law on 25 May 2018 and included enactment of the General Data Protection Regulation (GDPR).

IVAR's Office Manager is the Data Protection Lead and prior to May 2018, staff were trained, privacy and other policies were created or revamped and changes made to research practice to incorporate any new responsibilities under the Act.

Policies are reviewed on an annual basis and new staff, research associates and trustees are inducted as required.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

PUBLIC BENEFIT STATEMENT

Charity Trustees have a duty, in line with Charity Commission guidance, to demonstrate that they are clear about the public benefits that are generated by the activities of the charity.

This report sets out, under the headings above of 'Objectives and Activities', and 'Achievements and Performance', our activities and plans that deliver our mission: to support the development and sustainability of charities and other voluntary, community and not-for-profit organisations through research, education and training.

We draw on findings from our work to deliver public benefit, through actively communicating and sharing lessons and evidence, to change practice, inform policy, develop theory and promote understanding of the voluntary and community sector.

We work closely with other charitable organisations that themselves fund the voluntary sector, to facilitate more useful and more effective distribution of charitable funds. In turn, this benefits voluntary sector organisations that receive those funds, and the public that make up the end-user community of those organisations.

The contribution we make is:

1. As a responsive, relevant and useful capacity-building research institute that strengthens the UK voluntary sector through regularly sharing quick, practical insights with smaller voluntary organisations and their funders.
2. As a provider of an extensive body of evidence that has been shaped by those delivering and funding social change that supports the development of practice and influences funders across the UK.
3. As a contributor to the shaping of a better operating environment for smaller charities.

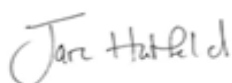
Auditor

In accordance with the company's articles, a resolution proposing that Begbies be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



Jane Hatfield (Chair)

Trustee

Dated:11 November 2020.....

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2020

The trustees, who are also the directors of Institute For Voluntary Action Research for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare accounts for each financial year which 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 income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF INSTITUTE FOR VOLUNTARY ACTION RESEARCH

Opinion

We have audited the financial statements of Institute For Voluntary Action Research (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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 2020 and of its incoming resources and application of resources, 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF INSTITUTE FOR VOLUNTARY ACTION RESEARCH

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF INSTITUTE FOR VOLUNTARY ACTION RESEARCH

Use of our report

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Katherine Dee FCA (Senior Statutory Auditor)
for and on behalf of Begbies

16/11/20
.....

Chartered Accountants
Statutory Auditor

9 Bonhill Street
London
EC2A 4DJ

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

Current financial year

| | | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ | Total 2019 £ |
|-----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------|-----------------------|
| | Notes | | | | |
| <u>Income from:</u> | | | | | |
| Core grants | 3 | 217,500 | - | 217,500 | 175,000 |
| Charitable activities | 5 | 283,696 | 360,476 | 644,172 | 683,989 |
| Investment income | 4 | 1,356 | - | 1,356 | - |
| Total income | | <u>502,552</u> | <u>360,476</u> | <u>863,028</u> | <u>858,989</u> |
| <u>Expenditure on:</u> | | | | | |
| Raising funds | 6 | 14,010 | - | 14,010 | 15,219 |
| Charitable activities | 7 | 482,957 | 360,476 | 843,433 | 843,240 |
| Total resources expended | | <u>496,967</u> | <u>360,476</u> | <u>857,443</u> | <u>858,459</u> |
| Net income for the year/ Net movement in funds | | 5,585 | - | 5,585 | 530 |
| Fund balances at 1 April 2019 | | <u>130,566</u> | - | <u>130,566</u> | <u>130,037</u> |
| Fund balances at 31 March 2020 | | <u><u>136,151</u></u> | <u><u>-</u></u> | <u><u>136,151</u></u> | <u><u>130,567</u></u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

Prior financial year

| | | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total 2019 £ |
|-----------------------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------|
| | Notes | | | |
| <u>Income from:</u> | | | | |
| Core grants | 3 | 175,000 | - | 175,000 |
| Charitable activities | 5 | 273,819 | 410,170 | 683,989 |
| Total income | | <u>448,819</u> | <u>410,170</u> | <u>858,989</u> |
| <u>Expenditure on:</u> | | | | |
| Raising funds | 6 | 15,219 | - | 15,219 |
| Charitable activities | 7 | 433,070 | 410,170 | 843,240 |
| Total resources expended | | <u>448,289</u> | <u>410,170</u> | <u>858,459</u> |
| Net income for the year/ Net movement in funds | | 530 | - | 530 |
| Fund balances at 1 April 2018 | | <u>130,037</u> | <u>-</u> | <u>130,037</u> |
| Fund balances at 31 March 2019 | | <u><u>130,567</u></u> | <u><u>-</u></u> | <u><u>130,567</u></u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

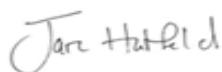
BALANCE SHEET

AS AT 31 MARCH 2020

| | Notes | 2020 £ | £ | 2019 £ | £ |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| Fixed assets | | | | | |
| Tangible assets | 10 | | 4,351 | | 6,609 |
| Current assets | | | | | |
| Debtors | 11 | 73,531 | | 29,904 | |
| Investments - notice account | 12 | 50,730 | | - | |
| Cash at bank and in hand | | 261,138 | | 515,669 | |
| | | 385,399 | | 545,573 | |
| Creditors: amounts falling due within one year | 13 | (253,599) | | (421,615) | |
| Net current assets | | | 131,800 | | 123,958 |
| Total assets less current liabilities | | | 136,151 | | 130,567 |
| Income funds | | | | | |
| <u>Unrestricted funds</u> | | | | | |
| Designated funds | 17 | 4,351 | | 6,608 | |
| General unrestricted funds | | 131,800 | | 123,959 | |
| | | | 136,151 | | 130,567 |
| | | | 136,151 | | 130,567 |

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

The accounts were approved by the Trustees on11 November 2020.....



Jane Hatfield (Chair)
Trustee

Company Registration No. 05695711

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

| | Notes | 2020 £ | £ | 2019 £ | £ |
|-------------------------------------------------------------|-------|-----------|----------------|-----------|----------------|
| Cash flows from operating activities | | | | | |
| Cash (absorbed by)/generated from operations | 22 | | (202,714) | | 257,414 |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (2,443) | | (5,199) | |
| Investment into term deposit accounts | | (50,730) | | - | |
| Interest received | | 1,356 | | - | |
| Net cash used in investing activities | | | (51,817) | | (5,199) |
| Net (decrease)/increase in cash and cash equivalents | | | (254,531) | | 252,215 |
| Cash and cash equivalents at beginning of year | | | 515,669 | | 263,455 |
| Cash and cash equivalents at end of year | | | <u>261,138</u> | | <u>515,669</u> |
| Relating to: | | | | | |
| Bank balances and short term deposits | | | <u>261,138</u> | | <u>515,669</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Institute For Voluntary Action Research is a private company limited by guarantee incorporated in England and Wales. The registered office to 29/09/2020 was The Old School, Exton Street, London, SE1 8UE, on the the 29/09/2020 the charity changed its registered office to The Foundry, 17 Oval Way, London, SE11 5RR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants are recognised in line with the charities entitlement to the grant. Grants which are received for specific time periods are allocated to those time periods. And any sums to which the charity is not yet entitled, but have already received are deferred and not recognised in the year.

Income relating to commissioned projects is recognised in line with the performance of that project. Where income is received in advance of work having been performed the income is deferred.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

1.5 Resources expended

All expenditure is accounted for on an accruals basis.

Expenses incurred in undertaking activities for the fulfilment of the charity's objects are shown as direct charitable expenditure. The charity operates one type of charitable activity - charitable research projects.

Fundraising costs are the costs of application and reporting on the charity's income.

Support and governance costs, which cannot be directly attributed to particular activities, have been apportioned proportionately to estimated overheads used and allocated to charitable activities and fundraising cost.

The charity is not registered for VAT and expenditure categories include their irrecoverable VAT elements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|------------------------|-------------------|
| Leasehold improvements | 4 years |
| Furniture & equipment | 50% straight line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

Where material the cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The key area of estimation in the current and previous year is the deferral of project income where income is received in advance of the work performed. The deferral is calculated with reference to the estimated percentage of the project performed at the balance sheet date with reference to key project stages and deliverables.

3 Core grants

| | Unrestricted funds | Unrestricted funds |
|----------------------------|-------------------------------|-----------------------|
| | 2020 | 2019 |
| | £ | £ |
| Donations and gifts | | |
| Esmee Fairbairn Foundation | 65,000 | 65,000 |
| Porticus | 60,000 | 30,000 |
| Tudor Trust | 55,000 | 55,000 |
| Pears Foundation | 25,000 | 25,000 |
| Paul Hamlyn Foundation | 12,500 | - |
| | <u>217,500</u> | <u>175,000</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

4 Investment income

| | Unrestricted funds | Total |
|--------------------------|-----------------------|-----------|
| | 2020 £ | 2019 £ |
| Bank interest receivable | 1,356 | - |

5 Charitable activities

| | 2020 £ | 2019 £ |
|-----------------------|----------------|----------------|
| Consultancy | 8,466 | 1,150 |
| Grant funded projects | 635,706 | 682,839 |
| | <u>644,172</u> | <u>683,989</u> |
| Analysis by fund | | |
| Unrestricted funds | 283,696 | 273,819 |
| Restricted funds | 360,476 | 410,170 |
| | <u>644,172</u> | <u>683,989</u> |

Where projects are undertaken jointly, funds received on behalf of third party charities are not included in the above totals.

Funds received for third parties in 2020 included £2,300 as part of a Funding and Commissioning study and £22,544 as part of the BHP Self Care project.

Funds received for third parties in 2019 include £30,059 received as part of the BHP Self Care project and £7,000 as part of the Small Communities Tech Study.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

5 Charitable activities

| | 2020 | 2019 |
|-------------------------------------------------------------|----------------|----------------|
| | £ | £ |
| Grant project funders above £5,000- funding received | | |
| Atlantic Philanthropies | - | 171,090 |
| Baring Foundation | - | 6,000 |
| Barrow Cadbury Trust | 500 | 7,500 |
| BBC Children in Need | - | 2,500 |
| Bernard Van Leer Foundation | - | 5,000 |
| Big Lottery fund | - | 121,441 |
| Blackpool Teaching Hospital | 9,100 | - |
| Blagrave Trust | - | 12,500 |
| CaVCA | 7,000 | - |
| Changing Lives | 10,000 | - |
| Comic Relief | 42,000 | 10,250 |
| Commonweal Housing | - | 4,500 |
| Detention Action | - | - |
| Esmee Fairbairn Foundation | 51,980 | 28,050 |
| Help on Your Doorstep | 15,000 | - |
| John Lyon's Charity | 25,000 | - |
| Joseph Rowntree Charitable Trust | - | 8,000 |
| Lloyds Banking Group Foundation | 25,000 | 72,491 |
| Local Trust | 23,500 | 20,609 |
| Maudsley Charity | 5,950 | - |
| National Lottery Communities Fund - The Big Lottery | 89,922 | - |
| Oak Foundation | 35,024 | 25,024 |
| Paul Hamlyn Foundation | 26,000 | 25,250 |
| Pears Foundation | 19,375 | 31,075 |
| Porticus | - | 10,000 |
| Power to Change | - | - |
| Premier League Charity Fund | 10,000 | 34,000 |
| QE Jubilee Trust | 11,832 | 14,000 |
| Saxon Bamfylde | - | 5,000 |
| Sheffield Hallam University | 6,400 | 24,228 |
| Social Enterprise UK | - | 10,750 |
| St John Ambulance | 4,050 | 24,963 |
| The Acre Network | - | 5,875 |
| The Tudor Trust | 13,500 | 10,250 |
| Trust for London | - | 21,950 |
| United St Saviour | 12,000 | - |
| Virgin Money PLC | - | 10,750 |
| Wates FE Trust | 2,000 | 4,000 |
| Welcome Trust | 13,023 | 14,977 |
| Grant project funders below £5,000 | 1,010 | 9,600 |
| Add/(less) net movements on deferred income | 176,541 | (73,785) |
| | <u>635,706</u> | <u>682,839</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

6 Raising funds

| | 2020 | 2019 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| <u>Fundraising and publicity</u> | | |
| Other fundraising costs | - | 1,257 |
| Staff costs | 9,335 | 9,652 |
| Support costs | 4,405 | 4,161 |
| | <u>13,740</u> | <u>15,070</u> |
| Fundraising and publicity | | |
| Governance costs | 270 | 149 |
| | <u>14,010</u> | <u>15,219</u> |

7 Charitable activities

| | 2020 | 2019 |
|-----------------------------------------------------------|----------------|----------------|
| | £ | £ |
| Staff costs | 373,386 | 362,011 |
| Research associate fees | 156,320 | 198,293 |
| Academic advice and consultancy | 1,109 | 65 |
| Other direct costs including publications and conferences | 125,638 | 121,229 |
| | <u>656,453</u> | <u>681,598</u> |
| Share of support costs (see note 8) | 176,184 | 156,060 |
| Share of governance costs (see note 8) | 10,796 | 5,582 |
| | <u>843,433</u> | <u>843,240</u> |
| Analysis by fund | | |
| Unrestricted funds | 482,957 | |
| Restricted funds | 360,476 | |
| | <u>843,433</u> | |
| For the year ended 31 March 2019 | | |
| Unrestricted funds | | 433,070 |
| Restricted funds | | 410,170 |
| | | <u>843,240</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

8 Support costs

| | Support costs | Governance costs | 2020 | 2019 |
|-------------------------------------------------------------------------|----------------|------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Staff costs | 59,117 | - | 59,117 | 48,675 |
| Depreciation | 4,701 | - | 4,701 | 2,928 |
| Rent, insurance and service charges | 41,387 | - | 41,387 | 40,984 |
| Equipment rental | 2,627 | - | 2,627 | 3,292 |
| Payroll administration and recruitment | 3,235 | - | 3,235 | 2,167 |
| IT costs and website | 14,401 | - | 14,401 | 15,032 |
| Bookkeeping and accountancy fees | 15,050 | - | 15,050 | 16,675 |
| Printing, postage stationery and telephone | 17,532 | - | 17,532 | 15,178 |
| Publishing materials, events, marketing, subscriptions and publications | 11,625 | - | 11,625 | 4,218 |
| Travel and subsistence (non project) | 8,698 | - | 8,698 | 6,713 |
| Sundry | 2,216 | - | 2,216 | 4,359 |
| Audit fees | - | 4,440 | 4,440 | 4,094 |
| Legal and professional | - | 6,119 | 6,119 | 1,071 |
| Trustee expenses | - | - | - | 59 |
| Trustees insurance | - | 507 | 507 | 507 |
| | <u>180,589</u> | <u>11,066</u> | <u>191,655</u> | <u>165,952</u> |
| Analysed between | | | | |
| Fundraising | 4,405 | 270 | 4,675 | 4,310 |
| Charitable activities | 176,184 | 10,796 | 186,980 | 161,642 |
| | <u>180,589</u> | <u>11,066</u> | <u>191,655</u> | <u>165,952</u> |

Support and governance cost have been allocated across fundraising and the charitable activities using a ratio based on estimated overhead resources used.

Governance costs includes payments accrued to the auditors of £4,440 including VAT (2019- £4,080) for audit fees.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

9 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2020 | 2019 |
|----------------------------------------------------------|---------------|---------------|
| | Number | Number |
| Generating funds | 0.1 | 0.1 |
| Research projects and other direct charitable activities | 9.9 | 8.9 |
| Support and administration | 1.0 | 1.0 |
| | <u>11</u> | <u>10</u> |

Employment costs

| | 2020 | 2019 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 389,630 | 371,004 |
| Social security costs | 39,469 | 38,118 |
| Other pension costs | 12,739 | 11,216 |
| | <u>441,838</u> | <u>420,338</u> |

The number of employees whose annual remuneration, including employer's pension contributions, was £60,000 or more were:

| | 2020 | 2019 |
|-----------------|---------------|---------------|
| | Number | Number |
| £80,001-£90,000 | <u>1</u> | <u>1</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

10 Tangible fixed assets

| | Leasehold improvements £ | Furniture & equipment £ | Total £ |
|------------------------------------|--------------------------------|-------------------------------|------------|
| Cost | | | |
| At 1 April 2019 | 8,382 | 14,025 | 22,407 |
| Additions | - | 2,443 | 2,443 |
| Disposals | - | (790) | (790) |
| At 31 March 2020 | 8,382 | 15,678 | 24,060 |
| Depreciation and impairment | | | |
| At 1 April 2019 | 8,382 | 7,416 | 15,798 |
| Depreciation charged in the year | - | 4,701 | 4,701 |
| Eliminated in respect of disposals | - | (790) | (790) |
| At 31 March 2020 | 8,382 | 11,327 | 19,709 |
| Carrying amount | | | |
| At 31 March 2020 | - | 4,351 | 4,351 |
| At 31 March 2019 | - | 6,609 | 6,609 |

11 Debtors

| | 2020 £ | 2019 £ |
|---------------------------------------------|-----------|-----------|
| Amounts falling due within one year: | | |
| Trade debtors | 60,275 | 23,137 |
| Other debtors | 8,296 | 6,767 |
| Prepayments and accrued income | 4,960 | - |
| | 73,531 | 29,904 |

12 Current asset investments

| | 2020 £ | 2019 £ |
|----------------------|-----------|-----------|
| Bank notice accounts | 50,730 | - |

The notice account is subject to 125 days notice before withdrawals can be made.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

13 Creditors: amounts falling due within one year

| | Notes | 2020 £ | 2019 £ |
|------------------------------------|-------|----------------|----------------|
| Other taxation and social security | | 11,065 | 10,817 |
| Deferred income | 14 | 185,018 | 314,202 |
| Trade creditors | | 22,302 | 39,960 |
| Other creditors | | 25,835 | 30,559 |
| Accruals and deferred income | | 9,379 | 26,077 |
| | | <u>253,599</u> | <u>421,615</u> |

14 Deferred income

| | 2020 £ | 2019 £ |
|------------------------------------------------------|----------------|----------------|
| Arising from performance related grants and projects | <u>185,018</u> | <u>314,202</u> |

| | 2020 £ | 2019 £ |
|---------------------------|----------------|----------------|
| Balance as at 1 April 19 | 314,202 | 180,417 |
| Released in year | (314,202) | (175,417) |
| Deferred in year | <u>185,018</u> | <u>309,202</u> |
| Balance as at 31 March 20 | <u>185,018</u> | <u>314,202</u> |

During the year IVAR received £9,700 (2019: £nil) from statutory sources - Blackpool Teaching Hospitals NHS Foundation Trust. All grant provider requirements had been met at the year end in respect of funds released to income.

15 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund for each employee.

The charge to profit or loss in respect of defined contribution schemes was £12,739 (2019 - £11,216).

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | Movement in funds | | | |
|----------------------------|----------------------------|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------------|
| | Balance at 1 April 2018 | Incoming resources | Resources expended | Balance at 1 April 2019 | Incoming resources | Resources expended | Balance at 31 March 2020 |
| | £ | £ | £ | £ | £ | £ | £ |
| UK Evaluation Roundtable | - | 112,874 | (112,874) | - | 41,274 | (41,274) | - |
| Atlantic Philanthropies | - | 133,360 | (133,360) | - | 141,246 | (141,246) | - |
| BHP Self-Care | - | 120,491 | (120,491) | - | 117,391 | (117,391) | - |
| Aligned Reporting | - | 10,000 | (10,000) | - | 24,510 | (24,510) | - |
| Small Charities Advocacy | - | 12,445 | (12,445) | - | 24,555 | (24,555) | - |
| Small Charities Tech Study | - | 21,000 | (21,000) | - | 11,500 | (11,500) | - |
| | <u>-</u> | <u>410,170</u> | <u>(410,170)</u> | <u>-</u> | <u>360,476</u> | <u>(360,476)</u> | <u>-</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

16 Restricted funds

UK Evaluation Roundtable

The Evaluation Roundtable is a network of foundation leaders in the UK, the US and Canada. The Roundtable aims to improve evaluative practice in foundations by infusing it with cutting-edge ideas, and by providing foundation staff with an opportunity to refine and deepen their thinking and practice. It is a public resource for information on what other foundations are doing on evaluation, as well as for ideas about where and how foundations might develop their practice.

Atlantic Philanthropies

A four year grant for the Incubation Evaluation of the Atlantic Institute at the Rhodes Trust.

BHP Self Care

A two year grant for Big Lottery Fund grant for building relationships between the NHS, local government, citizens and voluntary, community and social enterprise organisations .

Aligned Reporting

Grants towards a review of the opportunities for aligned reporting across funders.

Small Charities Advocacy

A grant funded project researching placed based funding approaches.

Small Charities Tech Study

Funding for an exploratory study into making technology imaginable and usable for small voluntary organisations.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| | Movement in funds | | | Movement in funds | | | Balance at 31 March 2020 £ |
|------------------|------------------------------|-------------------------|-------------------------|------------------------------|-------------------------|-------------------------|-------------------------------|
| | Balance at 1 April 2018 £ | Incoming resources £ | Resources expended £ | Balance at 1 April 2019 £ | Incoming resources £ | Resources expended £ | |
| Fixed Asset Fund | 4,337 | 5,199 | (2,928) | 6,609 | 2,443 | (4,701) | 4,351 |
| | <u>4,337</u> | <u>5,199</u> | <u>(2,928)</u> | <u>6,609</u> | <u>2,443</u> | <u>(4,701)</u> | <u>4,351</u> |

Research Development Funds

The Trustees had set aside £25,000 to enable IVAR to provide a small working fund to support activities which may require specific investment (e.g. work with smaller, less well-resourced organisations; supplementary work to disseminate research findings; exploratory work in new areas).

Fixed Asset Fund

The fixed assets are considered to be not easily realisable and accordingly are not represented in the general reserve. The balance carried forward is equal to the year-end net book value of fixed assets.

18 Analysis of net assets between funds

| | Designated Fund 2020 £ | Unrestricted Fund 2020 £ | Restricted Fund 2020 £ | Total 2020 £ | Designated Fund 2019 £ | Unrestricted Fund 2019 £ | Total 2019 £ |
|----------------------------------------------------|------------------------------|--------------------------------|------------------------------|--------------------|------------------------------|--------------------------------|--------------------|
| Fund balances at 31 March 2020 are represented by: | | | | | | | |
| Tangible assets | 4,351 | - | - | 4,351 | 6,609 | - | 6,609 |
| Current assets/(liabilities) | - | 131,800 | - | 131,800 | - | 123,958 | 123,958 |
| | <u>4,351</u> | <u>131,800</u> | <u>-</u> | <u>136,151</u> | <u>6,609</u> | <u>123,958</u> | <u>130,567</u> |

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

19 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2020 | 2019 |
|----------------------------|--------------|--------------|
| | £ | £ |
| Within one year | 7,788 | 6,419 |
| Between two and five years | 694 | 2,063 |
| | <u>8,482</u> | <u>8,482</u> |

The charity operates from rented premises which can be vacated with two months notice at any time. The figure for lease commitments within one year includes two months rent at the year end prevailing rate.

During comparative year the charity entered into a three year operating lease for a photocopier. The total commitment under the lease was £4,118, and the £2,063 remaining at the balance sheet date is divided across the relevant time periods above.

20 Trustees and Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

| | 2020 | 2019 |
|------------------------------------------------------------------------------------------|---------------|---------------|
| | £ | £ |
| Aggregate compensation including employer's pension and national insurance contributions | <u>97,732</u> | <u>96,521</u> |

During the year trustees received associate fees as follows: Richard Hopgood, fees and expenses of £4,324(2019: £9,190). The charity received research project payments of £15,000 and £12,000 from United St Saviours Charity and Help On Your Doorstep respectively. Nicola Steuer is a trustee of both these organisations, but not a controlling trustee (2019: nil).

IVAR has authority to make payments to trustees for consultancy work contained in its governing document. Payments have been made in accordance with the trustees remuneration policy and approved by the trustees.

One trustee received reimbursement of travel expenses amounting to £179 (2019: 2 trustee : £129).

The charity purchases trustee insurance as identified in note 8.

21 Limited by guarantee status

The charitable company's legal structure is that of a company limited by guarantee. In the event of the company winding-up each member is liable to contribute to any deficit to a maximum of £1 per member.

INSTITUTE FOR VOLUNTARY ACTION RESEARCH

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

| 22 | Cash generated from operations | 2020 | 2019 |
|-----------|-------------------------------------------------------------------|--------------------------|--------------------------|
| | | £ | £ |
| | Surplus for the year | 5,585 | 530 |
| | Adjustments for: | | |
| | Investment income recognised in statement of financial activities | (1,356) | - |
| | Depreciation and impairment of tangible fixed assets | 4,701 | 2,928 |
| | Movements in working capital: | | |
| | (Increase)/decrease in debtors | (43,627) | 75,250 |
| | (Decrease)/increase in creditors | (38,832) | 44,921 |
| | (Decrease)/increase in deferred income | (129,184) | 133,785 |
| | Cash (absorbed by)/generated from operations | (202,713) | 257,414 |
| | | <u><u> </u></u> | <u><u> </u></u> |
| 23 | Analysis of changes in net funds | | |
| | The charity had no debt during the year. | | |