

BEXLEY MENCAP

England & Wales · Charity number 1041117

Details

Status	Registered
Legal form	Charitable company
Company number	02869571
Registered	1994-09-26
Register	View on the Charity Commission register

Contact

Address	19 Church Road Bexleyheath DA7 4DD
Phone	02083036336
Email	office@bexleymencap.org.uk
Website	www.bexleymencap.org.uk

Activities

Objects: A) THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND FOR THEIR FAMILIES, DEPENDANTS AND CARERS, AND TO PREVENT LEARNING DISABILITIES FOR THE PUBLIC BENEFIT AND TO ADVANCE RELIGION AMONGST PERSONS WITH A LEARNING DISABILITY; ANDB) TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASON OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

Activities: Provides help support and advice to adults and children with learning difficulties their parents families and carers in the London Borough of Bexley.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE LONDON BOROUGH OF BEXLEY (AND IMMEDIATELY SURROUNDING AREAS)
- Bexley

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£441,891	£456,464	-	-
2024-03-31	£334,690	£386,218	-	-
2023-03-31	£320,291	£368,114	-	-
2022-03-31	£276,404	£250,295	-	-
2021-03-31	£276,404	£250,295	-	-

Trustees

Name	Role	Appointed
Amelie Busch		2023-03-17
Clair Grayston		2023-03-31
Joanne Dyson		2023-11-08
Luis Fernando Caicedo		2020-02-13
Michael Vincent		2023-03-05
Nicola Charlton		2024-04-12
Nicola Cochrane		2023-10-11
Peter Walker		2020-02-13
Stacey Yusuf		2014-10-09

BEXLEY MENCAP

England & Wales - Charity number 1041117

Accounts

Company registration number: 02869571

Charity registration number: 1041117

Bexley Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Bexley Mencap

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Bexley Mencap

Reference and Administrative Details

Trustees	Fernando Caicedo, Chair Clair Grayston, Treasurer Peter Walker, Vice Chair Amelie Busch, Secretary Stacey Yusuf Michael Vincent Joanne Dyson Nikki Cochrane Nicola Charlton
Secretary	Amelie Busch, Secretary
Senior Management Team	Kara Lee, Chief Executive Steve Grimsey, Operations Manager Scott Matthews, Community Support Manager Zahra Scott Gunlauggson, Buisness Development Manager
Charity Registration Number	1041117
Company Registration Number	02869571
Registered Office	19 Church Road Bexleyheath Kent DA7 4DD
Independent Examiner	Eva Stevens, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Bexley Mencap

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Fernando Caicedo, Chair
	Clair Grayston, Treasurer
	Peter Walker, Vice Chair
	Amelie Busch, Secretary
	Stacey Yusuf
	Michael Vincent
	Joanne Dyson
	Nikki Cochrane
	Nicola Charlton (appointed 12 April 2024)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 5 November 1993 and most recently amended 13 March 2003. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees complete a regular skills audit which identifies individual skills level and the collective capacity of the Board. This, along with the routine discussions at the Board, determines those issues on which the Board requires further information and training. Training and networking opportunities are appraised on an ad hoc basis.

The skills audit also forms the basis for our recruitment process to ensure that the Board has a wide range of skills and experience. We have recruited several new trustees to expand the skillset of the board and have a full board for the coming year.

Organisational structure

Bexley Mencap is a voluntary organisation with charitable status, affiliated to Royal Mencap. The general control and management is vested in the Board of Management which consists of a Chair; Vice Chair, Hon. Secretary, Treasurer and Trustees.

Paid full and part time staff were a Chief Executive, an Operations Manager, a Business Development Manager, a Self-Advocacy worker, Family Support Co-ordinator, 9 Support Workers, Pathways Trusted Assessor, Community Support Manager, an administrator, an Income Officer, a Membership and Engagement Officer, a Cleaner and 3 Quality Checkers.

Volunteers assist in a variety of ways. Their commitment to Bexley Mencap is invaluable, and includes:

- Trustees serving on the Executive Committee
- Fundraising
- Social clubs and activity groups

Bexley Mencap

Trustees' Report

Objectives and activities

Public benefit

Objectives and activities including a summary of the main activities undertaken for the public benefit in relation to these objects

In preparing this report, Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Our vision is that all people with a learning disability are valued, respected and empowered to live life to the full.

Our strategic aims are:

- To be locally recognised as a leading Learning Disability provider in Bexley in order to positively influence change in the borough.
- Deliver a personalised and high-quality service, which caters to the needs of all members.
- Work towards becoming a financially sustainable organisation with a long future.
- Create a vibrant, creative, multipurpose location that is accessible for all the people we support.

All our work is always underpinned by our core values to help us to shape and deliver high quality services, which are:

Empowering: We aim to support everybody to grow, develop and reach their full potential.

Approachable: When people need us, we are there and we make it easy for them to get support.

Inclusive: People with a learning disability and their loved ones are at the heart of everything we do.

Passionate: We are dedicated to improving the lives of the people we support.

Respectful: We treat everyone who comes into contact with our organisation with dignity and respect.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

Everything we do is about supporting and empowering people with a learning disability and autistic people in order that they live the life they want to lead, making life better for people with a learning disability, autistic people and their families. Over the last year, more and more members have chosen to join us and take part in our services. People tell us they feel welcomed, valued and supported, and that makes all the difference.

As our services grow, we remain focussed on delivering support and services which our members are at the heart of. Our work this year continued to focus on four core areas:

Community Support

We continued to support local people to live independently and confidently, supporting with things like managing money, getting out and about and building and maintaining friendships. This year we delivered 3,244 hours of personalised 1 to 1 support, up from 2,982 hours last year, to 41 people (up from 33).

As more people choose us to manage their Individual Service Funds, we've strengthened our systems and brought new people into the team. We have created easy-read resources and built strong partnerships with local providers to make sure the support people receive is flexible, responsive and genuinely led by their needs and goals.

Bexley Mencap

Trustees' Report

Our small group support offer, The Hub, has grown in popularity, with weekly sessions running twice a week for up to 16 people. Feedback continues to be incredibly positive, with members telling us how much they enjoy learning new skills, trying new things and feeling more confident in social situations. Although we haven't yet been able to expand further due to staffing limits, this remains a top priority so that we can welcome more people.

Health and Wellbeing

We know that staying connected, being active and taking part in hobbies is vital for people's wellbeing. This year, we've run 492 group sessions with 4,052 attendances, a big increase from the 402 sessions delivered last year. 86 members now attend at least weekly, and many are trying new activities for the first time.

We launched Walking Football as a new group with funding from Sports England and a local business. It has been a big success and will now be part of our core offer of Healthy Lifestyles activities. From gardening to singing, walking to tennis, our wide range of activities means that there is something for everyone.

Some highlights this year:

- Tennis - 765 attendances
- Keep Fit - 460 attendances
- Singing (Zoom and face-to-face) - 597 attendances
- Gardening and Walking Groups - 539 attendances
- Health Group - 383 attendances
- Friday Group - 358 attendances

Through the Pathways Consortium, we supported Bexley residents to access the care and support they need in a more personalised way. This year we carried out:

- 57 needs assessments
- 24 carers assessments and reviews
- 215 annual reviews

One parent told us:

"We felt listened to, supported and understood for the first time. I wish we'd had this years ago." This kind of feedback reinforces the importance of our work and the difference that our skilled, compassionate team are making.

Family Support

We continued to be a trusted source of support for families and carers, offering practical help and emotional reassurance at times when it is most needed. This year we supported 94 families one to one, helping with things like benefits, forms, housing and social care.

We remain committed partners of the Bexley Carers Partnership and helped launch a new Carers Wellbeing Programme offering a range of free wellbeing sessions including mindfulness and Pilates. We also maintain the Bexley Carers website and provide signposting to other forms of support.

In response to feedback from carers, we carried out a range of engagement with carers through our annual survey, workshops and one to one conversations to hear their views about what carers need most from our service and how they want to be involved with our charity. Based on what carers told us, we will be piloting a range of new services next year including drop-ins, information sessions and small support groups.

Bexley Mencap

Trustees' Report

Raising Awareness and Influencing Change

Our self-advocacy group Respect continues to be a powerful force for change. This year they delivered learning disability awareness training to 150 NHS staff at Queen Elizabeth Hospital, helping nurses, surgeons and other professionals feel more confident and informed. The impact of the training is clear in the feedback:

“Every time I attend Respect’s training, I learn something new. The team always brings fresh insight and real voices to the table. It keeps getting better.”

- Hospital lead, Queen Elizabeth Hospital

The group also supported awareness campaigns on bowel screening and worked with the team at Oxleas to produce information about accessing therapy services. They are currently working on several new projects and continue to raise awareness of rights and accessibility across the borough.

Our team of Quality Checkers, all people with lived experience, have visited local services to talk directly to people who use them. They then make recommendations to improve quality and accessibility. The project continues to embed itself into local systems and is a core part of how the Safeguarding Board hears from local people.

We sit on both the Learning Disability Board and Autism Partnership Board to amplify the voices of local people and push for inclusive services. We were proud to be selected as one of five South London charities to partner with the NHS Integrated Care Board on a major three-year project tackling health inequalities. This reflects both the quality of our work and the trust we have built with our members and partners.

Our Team

Our team is the heart of what we do. Their dedication, passion and kindness are the reason we can offer such a strong and trusted service. We’ve continued to invest in training, development and wellbeing, and have brought in new roles and skills to meet growing demand.

Every person in the team, from volunteers to staff, contributes something unique and valued. The trust our members and families place in us is a testament to our team’s passion, integrity and professionalism.

Member’s Voice

Our Member’s Voice has continued to develop and is an integral part of the governance of our organisation. The group meets monthly and plays a key role in shaping our services and ensuring that members are at the heart of our decision making. Members have helped redesign our survey, reviewed letters and communications, and advised on changes to activities. Their input is now embedded into how we plan and deliver everything we do, and their voice is represented at trustee level.

Financial review

We have made a strategic decision to invest from our reserves again this year to support planned growth. As demand for our services increases, we are committed to developing the infrastructure and sustainability we need to ensure that our organisation can adapt over the coming years.

To support this, we created a new Business Development Manager post to focus on increasing our income streams and building new partnerships. This will help us remain financially strong and able to grow in a way that remains true to our values.

Our Pay Policy, which includes how we set salaries and ensure equality, is reviewed annually and published in our accounts. All salaries above £60,000 are disclosed in line with guidance.

Bexley Mencap

Trustees' Report

Policy on reserves

Bexley Mencap requires an appropriate level of funds in reserve to:

- ensure that the trustees are able to provide essential services currently available to people with learning disabilities and their families for a minimum of three months into the future should funding become unavailable.
- ensure that Bexley Mencap is able to survive unexpected setbacks such as short-term funding issues or problems from internal or external causes.
- provide financial stability to develop new services or expand existing ones depending on the changing needs of members.

Reserve levels are frequently adjusted to reflect risks and responsibilities. Reserve levels should ensure that Bexley Mencap are able to:

- Continue to run essential services, including Support Service, for at least three months to provide sufficient time to support members to source and transition to other services if needed
- Continue to run non-essential services, such as activity groups, for at least one month to allow a suitable notice period to members
- Provide resources to ensure that all financial commitments are honoured including liabilities and redundancy costs

Based on predicted expenditure for the coming year it is estimated that this would currently cost between £225,000-£275,000. Our free reserves at 31 March 2025 stood at £266,184.

The following designated funds are held within our unrestricted reserves:

- A fund for building maintenance (unexpected repairs or upgrades) at £15,000
- A capital fund for property plans at £75,000

Principal risks and uncertainties

The Board continues to review and consider the risks to which the charity is exposed to ensure that appropriate strategies and policies are in place to mitigate those risks. Each new policy, plan or development is reviewed for risk as part of the approval process. Risks are managed by ensuring adequate policies and procedures are in place, backed up by staff training and ensuring that there is effective governance and oversight by appropriate senior staff and trustees. A risk register is maintained and reviewed by the Board quarterly.

Plans for future periods

Aims and key objectives for future periods

Last year we set ourselves several goals. Here is how we did:

- Adapting our activities – We now support more people using direct payments or ISFs and help people meet personal goals, from cooking skills to gaining a football coaching qualification.
- Supporting autistic people – We have actively sought new opportunities and secured Lottery funding for a new Community Hub that will enable us to expand support for autistic people.
- Supporting carers – We carried out major engagement project and will pilot new services next year based on what carers told us.
- Demonstrating impact – We improved our data systems and are now focusing on telling the stories behind the data in a more engaging way.
- Equity, Diversity and Inclusion – This remains a live process and a core priority as we work to become a more diverse, anti-racist organisation.

Bexley Mencap

Trustees' Report

Activities planned to achieve aims

In the year ahead we will:

- Launch and embed our new Community Hub funded by the National Lottery
- Build new relationships with local businesses and community partners
- Strengthen our infrastructure to support continued growth
- Continue to champion the voices and rights of people with a learning disability and their families
- Shape services based on what people tell us they need

We are incredibly proud of what has been achieved this year. But more than anything, we are proud of our members, their creativity, resilience, and the trust they place in us.

Funds held as custodian trustee on behalf of others

We hold funds on behalf of our partners for partnership work in Bexley to support, and improve the lives of, unpaid carers.

(Details of the 3rd party funds can be found in the annual accounts, note 23).

Bexley Mencap

Trustees' Report

Statement of Responsibilities

The trustees (who are also the directors of Bexley Mencap for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

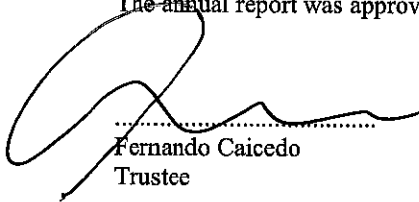
The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 22/10/25 and signed on its behalf by:



.....
Fernando Caicedo
Trustee

Bexley Mencap

Independent Examiner's Report to the trustees of Bexley Mencap ('the Company')

Independent examiner's report to the trustees of Bexley Mencap ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

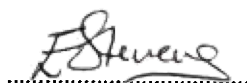
Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Public Finance and Accountancy (CIPFA), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
Eva Stevens, BSc, CPFA, employee of Community Accounting Plus
member of the Chartered Institute of Public Finance and Accountancy (CIPFA)

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 06/11/25.....

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	2	187,418	-	187,418	130,360
Charitable activities	3	207,709	36,664	244,373	196,654
Other trading activities	5	3,257	-	3,257	1,686
Investment income	6	6,843	-	6,843	5,990
Total income		<u>405,227</u>	<u>36,664</u>	<u>441,891</u>	<u>334,690</u>
Expenditure on:					
Raising funds	7	(1,954)	-	(1,954)	(605)
Charitable activities	8	(419,102)	(35,408)	(454,510)	(385,613)
Total expenditure		(421,056)	(35,408)	(456,464)	(386,218)
Gains/(losses) on investment assets		(131)	-	(131)	(155)
Net (expenditure)/income		<u>(15,960)</u>	<u>1,256</u>	<u>(14,704)</u>	<u>(51,683)</u>
Net movement in funds		(15,960)	1,256	(14,704)	(51,683)
Reconciliation of funds					
Total funds brought forward		282,706	315,017	597,723	649,406
Total funds carried forward	22	<u>266,746</u>	<u>316,273</u>	<u>583,019</u>	<u>597,723</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 22.

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	2	130,360	-	130,360
Charitable activities	3	174,153	22,501	196,654
Other trading activities	5	1,686	-	1,686
Investment income	6	5,990	-	5,990
Total income		<u>312,189</u>	<u>22,501</u>	<u>334,690</u>
Expenditure on:				
Raising funds	7	(605)	-	(605)
Charitable activities	8	<u>(363,112)</u>	<u>(22,501)</u>	<u>(385,613)</u>
Total expenditure		(363,717)	(22,501)	(386,218)
Gains/(losses) on investment assets		<u>(155)</u>	-	<u>(155)</u>
Net expenditure		<u>(51,683)</u>	-	<u>(51,683)</u>
Net movement in funds		(51,683)	-	(51,683)
Reconciliation of funds				
Total funds brought forward		<u>334,389</u>	<u>315,017</u>	<u>649,406</u>
Total funds carried forward	22	<u><u>282,706</u></u>	<u><u>315,017</u></u>	<u><u>597,723</u></u>

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

(Registration number: 02869571)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	314,393	314,433
Investments	13	<u>442</u>	<u>573</u>
		<u>314,835</u>	<u>315,006</u>
Current assets			
Debtors	14	79,812	16,217
Cash at bank and in hand	15	<u>258,023</u>	<u>290,792</u>
		337,835	307,009
Creditors: Amounts falling due within one year	16	<u>(69,651)</u>	<u>(24,292)</u>
Net current assets		<u>268,184</u>	<u>282,717</u>
Net assets		<u>583,019</u>	<u>597,723</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	22	316,273	315,017
Unrestricted income funds			
Unrestricted funds		<u>266,746</u>	<u>282,706</u>
Total funds	22	<u>583,019</u>	<u>597,723</u>

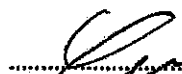
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 10 to 24 were approved by the trustees, and authorised for issue on 22/10/25 and signed on their behalf by:


.....
Clait Grayston
Trustee

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Bexley Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

Asset class	Depreciation method and rate
Fixtures & fittings	10% straight line
Office & IT equipment	25% straight line

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

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

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

2 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	68,178	68,178	9,752
Donations from individuals	2,665	2,665	2,543
Grants, including capital grants;			
Government grants	116,575	116,575	118,065
	187,418	187,418	130,360

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Grants & donations	-	36,664	36,664	22,501
Advice & support fees	191,004	-	191,004	166,300
Memberships	9,966	-	9,966	7,239
Hall hire	566	-	566	-
Miscellaneous income	6,173	-	6,173	614
	207,709	36,664	244,373	196,654

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
National Lottery Community Fund	-	20,000	20,000
Co-op Community Foundation	1,925	-	1,925
People's Postcode Trust	40,000	-	40,000
Bexley Voluntary Service Council	-	2,817	2,817
Protection Approaches	-	2,500	2,500
Groundworks	1,000	-	1,000
London Borough of Bexley	116,575	-	116,575
Masonic Charitable Trust	10,000	-	10,000
L&Q	6,500	-	6,500
Sport England	4,753	10,247	15,000
Kent County Lawn Tennis Association	-	1,100	1,100
Sported Foundation	1,000	-	1,000
Sundry grants & donations	5,665	-	5,665
	<u>187,418</u>	<u>36,664</u>	<u>224,082</u>

5 Income from other trading activities

	Unrestricted General £	Total 2025 £	Total 2024 £
Fundraising	3,257	3,257	1,686
	<u>3,257</u>	<u>3,257</u>	<u>1,686</u>

6 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income;			
Interest receivable on bank deposits	6,843	6,843	5,990
	<u>6,843</u>	<u>6,843</u>	<u>5,990</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Fundraising costs	1,954	1,954	605

8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Activities & other outgoings	3,150	404	3,554	3,673
Bank charges	192	-	192	77
Building repairs & maintenance	681	-	681	771
Cleaning	901	-	901	1,171
Depreciation	40	-	40	485
Governance	5,598	-	5,598	53
Instructor fees	-	-	-	2,340
Insurance	2,189	-	2,189	1,548
IT software & maintenance	1,318	744	2,062	1,579
Marketing & communications	206	-	206	39
Miscellaneous expenditure	1,607	-	1,607	1,708
Office furniture & equipment	510	-	510	25
Professional fees & consultancy	18,232	-	18,232	1,728
Recruitment	609	-	609	390
Refreshments	249	-	249	534
Salaries, NI & pension	355,213	30,713	385,926	337,494
Staff travel & expenses	4,573	316	4,889	5,615
Staff training	1,598	-	1,598	1,313
Stationery & printing	2,379	-	2,379	2,606
Subscriptions & memberships	8,114	-	8,114	7,473
Utilities & rates	10,208	-	10,208	12,356
Venue hire	1,320	3,231	4,551	2,421
Volunteer expenses	215	-	215	214
	419,102	35,408	454,510	385,613

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

9 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2025 £	2024 £
Depreciation of fixed assets	<u>40</u>	<u>485</u>

10 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	356,007	312,598
Social security costs	23,386	19,108
Pension costs	<u>6,533</u>	<u>5,788</u>
	<u>385,926</u>	<u>337,494</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2025 No	2024 No
Average number of employees	<u>20</u>	<u>20</u>

12 (2024 - 10) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £6,533 (2024 - £5,788).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £146,976 (2024 - £126,986).

11 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner are analysed as follows:

	2025 £	2024 £
Independent examination	1,500	1,440
Other financial services	488	353
	<u>1,988</u>	<u>1,793</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

12 Tangible fixed assets

	Land and buildings £	Fixtures & fittings £	Office & IT equipment £	Total £
Cost				
At 1 April 2024	314,273	9,184	10,318	333,775
At 31 March 2025	314,273	9,184	10,318	333,775
Depreciation				
At 1 April 2024	-	9,024	10,318	19,342
Charge for the year	-	40	-	40
At 31 March 2025	-	9,064	10,318	19,382
Net book value				
At 31 March 2025	314,273	120	-	314,393
At 31 March 2024	314,273	160	-	314,433

Included within the net book value of land and buildings above is £314,273 (2024 - £314,273) in respect of freehold land and buildings and £Nil (2024 - £Nil) in respect of leaseholds.

Cory Environmental Trust hold a legal charge over the freehold premises, 19 Church Road, Bexleyheath. The purpose of the charge is to enable Cory Environmental Trust to recover their donation of £87,000 towards the acquisition of the property, in the event that the building ceased, at any time, to be used for Bexley Mencap's charitable purposes. The property was valued on a current-use basis in June 2010 at £300,000 by Robinson Jackson, Estate Agents.

13 Fixed asset investments

	2025 £	2024 £
Other investments	442	573
Other investments		
	Listed investments £	Total £
Cost or Valuation		
At 1 April 2024	573	573
Revaluation	(131)	(131)
At 31 March 2025	442	442
Net book value		
At 31 March 2025	442	442
At 31 March 2024	573	573

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

14 Debtors

	2025	2024
	£	£
Trade debtors	76,902	13,420
Prepayments	2,910	2,797
	<u>79,812</u>	<u>16,217</u>

15 Cash and cash equivalents

	2025	2024
	£	£
Cash on hand	1,035	750
Cash at bank	256,988	290,042
	<u>258,023</u>	<u>290,792</u>

16 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	7,521	5,692
Accruals	6,205	2,600
Deferred income	55,925	16,000
	<u>69,651</u>	<u>24,292</u>

17 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

18 Taxation

The charity is a registered charity and is therefore exempt from corporation taxation.

19 Related party transactions

There were no related party transactions in the year.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

20 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

21 Analysis of net assets between funds

	Unrestricted			2025
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	120	-	314,273	314,393
Fixed asset investments	442	-	-	442
Current assets	245,835	90,000	2,000	337,835
Current liabilities	<u>(69,651)</u>	<u>-</u>	<u>-</u>	<u>(69,651)</u>
Total net assets	<u>176,746</u>	<u>90,000</u>	<u>316,273</u>	<u>583,019</u>

	Unrestricted			2024
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	160	-	314,273	314,433
Fixed asset investments	573	-	-	573
Current assets	196,265	110,000	744	307,009
Current liabilities	<u>(24,292)</u>	<u>-</u>	<u>-</u>	<u>(24,292)</u>
Total net assets	<u>172,706</u>	<u>110,000</u>	<u>315,017</u>	<u>597,723</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

22 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
General fund	172,706	405,227	(421,187)	20,000	176,746
<i>Designated</i>					
Building Maintenance Fund	15,000	-	-	-	15,000
Capacity Building Fund	20,000	-	-	(20,000)	-
Capital Fund	75,000	-	-	-	75,000
	<u>110,000</u>	<u>-</u>	<u>-</u>	<u>(20,000)</u>	<u>90,000</u>
Total unrestricted funds	<u>282,706</u>	<u>405,227</u>	<u>(421,187)</u>	<u>-</u>	<u>266,746</u>
Restricted funds					
Capital asset fund	314,273	-	-	-	314,273
IT fund	744	-	(744)	-	-
Tennis Group	-	1,100	(1,100)	-	-
Making Mental Health Accessible	-	2,817	(817)	-	2,000
Walking Football	-	10,247	(10,247)	-	-
Hate Crime	-	2,500	(2,500)	-	-
Respect in Bexley (Lottery)	-	20,000	(20,000)	-	-
	<u>315,017</u>	<u>36,664</u>	<u>(35,408)</u>	<u>-</u>	<u>316,273</u>
Total restricted funds	<u>315,017</u>	<u>36,664</u>	<u>(35,408)</u>	<u>-</u>	<u>316,273</u>
Total funds	<u>597,723</u>	<u>441,891</u>	<u>(456,595)</u>	<u>-</u>	<u>583,019</u>

The transfer from the designated Capacity Building fund to the General fund was money used to fund a post this year.

The specific purposes for which the funds are to be applied are as follows:

Capital asset fund - represents the cost of the freehold property at 19 Church Road.

IT fund - funds received towards purchase and implementation of new CRM system.

Tennis Group - Kent County Lawn Tennis Association funding.

Making Mental Health Accessible - Bexley Voluntary Service Council funding, to make community mental health services more accessible for people with learning disabilities and autistic individuals.

Walking Football - a new group with funding from Sports England.

Hate Crime - Protection Approaches funding, the project is intended to help those organisations to build their capacity, knowledge and/or networks to appropriately support community members who are targeted.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2025

Respect in Bexley (Lottery) - delivered learning disability awareness training to 150 NHS staff at Queen Elizabeth Hospital, helping nurses, surgeons and other professionals feel more confident and informed.

Designated Fund - Building maintenance - for essential repairs to current property.

Designated Fund - Capital Fund - to build up sufficient funds to secure alternative accommodation to support our aims.

These are the figures for the previous accounting period and are included for comparative purposes:

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General fund	224,389	312,189	(363,717)	(155)	172,706
<i>Designated</i>					
Building Maintenance Fund	15,000	-	-	-	15,000
Capacity Building Fund	20,000	-	-	-	20,000
Capital Fund	75,000	-	-	-	75,000
	<u>110,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>110,000</u>
Total unrestricted funds	<u>334,389</u>	<u>312,189</u>	<u>(363,717)</u>	<u>(155)</u>	<u>282,706</u>
Restricted					
Capital asset fund	314,273	-	-	-	314,273
IT fund	744	-	-	-	744
Healthy Lifestyles	-	12,501	(12,501)	-	-
Active Lives Project	-	10,000	(10,000)	-	-
Total restricted funds	<u>315,017</u>	<u>22,501</u>	<u>(22,501)</u>	<u>-</u>	<u>315,017</u>
Total funds	<u>649,406</u>	<u>334,690</u>	<u>(386,218)</u>	<u>(155)</u>	<u>597,723</u>

23 3rd party funds

	Opening balances £	Incoming resources £	(Resources expended) £	Total £
Carers Partnership Board	37,510	28,478	(6,507)	59,481
CCG Carers Fund	6,780	-	(6,780)	-
	<u>44,290</u>	<u>28,478</u>	<u>(13,287)</u>	<u>59,481</u>

BEXLEY MENCAP

England & Wales - Charity number 1041117

Accounts

Company registration number: 02869571

Charity registration number: 1041117

Bexley Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Bexley Mencap

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Bexley Mencap

Reference and Administrative Details

Trustees	Fernando Caicedo, Chair Clair Grayston, Treasurer Peter Walker, Vice Chair Amelie Busch, Secretary Stacey Yusuf Michael Vincent Joanne Dyson Nikki Cochrane Nicola Charlton
Secretary	Amelie Busch, Secretary
Senior Management Team	Kara Lee, Chief Executive Steve Grimsey, Operations Manager Scott Matthews, Community Support Manager
Charity Registration Number	1041117
Company Registration Number	02869571
Registered Office	19 Church Road Bexleyheath Kent DA7 4DD
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Bexley Mencap

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Fernando Caicedo, Chair
	Clair Grayston, Treasurer
	Peter Walker, Vice Chair
	Amelie Busch, Secretary
	Stacey Yusuf
	Michael Vincent
	Joanne Dyson (appointed 8 November 2023)
	Nikki Cochrane (appointed 11 October 2023)
	Nicola Charlton (appointed 12 April 2024)
	Nicki Fowler (resigned 8 November 2023)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 5 November 1993 and most recently amended 13 March 2003. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees complete a regular skills audit which identifies individual skills level and the collective capacity of the Board. This, along with the routine discussions at the Board, determines those issues on which the Board requires further information and training. Training and networking opportunities are appraised on an ad hoc basis.

The skills audit also forms the basis for our recruitment process to ensure that the Board has a wide range of skills and experience. We have recruited several new trustees to expand the skillset of the board and have a full board for the coming year.

Organisational structure

Bexley Mencap is a voluntary organisation with charitable status, affiliated to Royal Mencap. The general control and management is vested in the Board of Management which consists of a Chair; Vice Chair, Hon. Secretary, Treasurer and Trustees.

Paid full and part time staff were a Chief Executive, an Operations Manager, a Self-Advocacy worker, Family Support Co-ordinator, 7 Support Workers, Pathways Trusted Assessor, Community Support Manager, Digital Health Co-ordinator, an Administrator, an Income Officer, a Membership and Engagement Officer, a Cleaner and 3 Quality Checkers.

Bexley Mencap

Trustees' Report

Volunteers assist in a variety of ways. Their commitment to Bexley Mencap is invaluable, and includes:

- Trustees serving on the Executive Committee
- Fundraising
- Social clubs and activity groups

Objectives and activities

Public benefit

Objectives and activities including a summary of the main activities undertaken for the public benefit in relation to these objects

In preparing this report, Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Our vision is that all people with a learning disability are valued, respected and empowered to live life to the full.

Our strategic aims are:

- To be locally recognised as a leading Learning Disability provider in Bexley in order to positively influence change in the borough.
- Deliver a personalised and high-quality service, which caters to the needs of all members.
- Work towards becoming a financially sustainable organisation with a long future.
- Create a vibrant, creative, multipurpose location that is accessible for all the people we support.

All our work is always underpinned by our core values to help us to shape and deliver high quality services, which are:

Empowering: We aim to support everybody to grow, develop and reach their full potential.

Approachable: When people need us, we are there and we make it easy for them to get support.

Inclusive: People with a learning disability and their loved ones are at the heart of everything we do.

Passionate: We are dedicated to improving the lives of the people we support.

Respectful: We treat everyone who comes into contact with our organisation with dignity and respect.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

All of our work throughout the year fits into 4 broad themes:

Community Support

1:1 Support

We have continued to provide a range of support to local people to help them live independently. Support includes areas such as managing a budget and bills, managing a household, shopping, handling letters and maintaining friendships. Support is provided based on what a member would like to achieve and the things that they identify as needing support with. We take a person-centred approach to our support and regular review with members to ensure that they are happy with the service.

Bexley Mencap

Trustees' Report

This year we began taking on support via Independent Service Funds, where we work with members to identify how to best use their social care budget in partnership with other local organisations. We have been developing how we manage the ISF process and best support ISF members which includes creating a range of easy read resources and developing our relationships with other local providers. We aim to increase the number of members we support via ISF in the coming year.

Over the course of the year, we provided 2,982 hours of 1:1 support to 33 people with 2 clients receiving this support via an ISF.

The Hub

Our new group offer, The Hub, has gone from strength to strength and is a popular offer for local people. We are now able to offer half day sessions across 2 days to up to 16 people and have also introduced a new lunch club following feedback from members. Due to the success of the group, we are planning to extend to enable us to offer more days in the coming year. We wish to thank The Salvation Army for their continued support in helping us to run this groups.

Health and Wellbeing

Groups and Activities

We continue to offer a variety of groups and activities to help improve health and wellbeing as well as offer opportunities for members to make, and maintain, friendships. It is key that we are able to offer a range of choices to people with different interests and we continue to adapt our groups based on feedback that we receive. This year we have said goodbye to our dance tutor and wish to thank her for her hard work and enabling us to run such an enjoyable group.

This year we ran a total of 402 group sessions attended by 72 members:

- Tennis group - 44 sessions with average attendance of 16
- Zoom Stretch and Relax - 25 sessions with average attendance of 4
- Zoom Dance - 46 sessions with average attendance of 9
- Walking - 45 sessions with average attendance of 4
- Social Clubs - 19 sessions with average attendance of 16
- Gardening - 44 sessions with average attendance of 4
- Zoom Singing - 48 sessions with average attendance of 10
- Singing (in person) - 43 sessions with average attendance of 5
- Film Club - 35 sessions with average attendance of 7
- Zoom Baking - 1 session with average attendance of 8
- Keep Fit - 43 sessions with average attendance of 12
- Member's Voice - 9 sessions with average attendance of 6

Access to Health Project

Our Digital Health project continued this year aiming to improve access to healthcare for people with a learning disability in Bexley. Mid-way through the project our co-ordinator left to pursue a fantastic opportunity and we made the decision not to fill the post due to the short-term nature of the project funding. We are in conversation with the council about utilising the remaining budget in a different way to continue work on this important topic.

Family Support

We have continued to be heavily involved with the local Carers Partnership and been a key partner in several initiatives to improve the lives of local carers. Once again, we were part of the steering group for the borough's event to thank and recognise unpaid carers which welcomed over 100 carers this year. Carers attending were able to speak to a range of local charities, including us, who could provide support and activities to help them continue their caring role as well as try out a variety of health and wellbeing activities.

Bexley Mencap

Trustees' Report

We have also supported the new Carers Café initiative; a monthly drop in for carers to attend and talk to local charities to get support or advice. We continue to be committed to supporting this, and similar, initiatives in the borough.

Our own Family Support has continued to provide emotional and practical support to families of people with a learning disability, supporting them with navigating the challenges which being a carer can bring. As well as providing bespoke 1:1 support for 74 families we have also held 32 coffee groups for carers.

Raising Awareness and Improving Local Services

Respect in Bexley

Our self-advocacy group, Respect in Bexley, celebrated 30 years of speaking up on issues which affect people with learning disabilities in Bexley and working on solutions with partners. The group have continued working in partnership with both local and national organisation to achieve some fantastic things, including:

- Delivering Learning Disability Awareness training at our local hospital to a variety of hospital staff including nurses and surgeons
- Working with local partners Oxleas to write a Top 10 Tips for Therapy guide and on the Tree of Life project
- Raising awareness of the importance of bowel screening and working with Public Health at the University of Greenwich on this topic
- Working with the local Guide Dog Group to raise money to sponsor 3 guide dog puppies.

Across the course of the year our 30 Respect members held 113 meetings.

Quality Checkers

Quality Checkers are people with learning disabilities who are employed to visit local care and support services, speaking with the people that use them to find out about their experiences. The Quality Checkers complete a report with recommendations of how local services could improve to better support people with learning disabilities. This project has continued to grow and become more embedded in the local system, with reports being fed back and reviewed by the Safeguarding Board. We have also been able to work with the local authority to expand the project to support the Shared Lives team in Quality Assuring their service.

Partnerships and projects

Pathways

We have continued to work together as part of a consortium with 7 other local charities to improve the lives of Bexley Residents and continued our work on the Pathways services.

Pathways aims to help local people access care and support through voluntary organisations who know them well and can identify creative, personalised support plans to meet their needs. In year 2 of the Pathways contract, we have completed:

- 44 needs assessments
- 10 carers assessments
- 163 annual reviews

Our Team

Our team continue to be our biggest asset and we are committed to ensuring that we focus on the wellbeing, development and recognition of our team. Both our staff and volunteers are incredibly dedicated, skilled and committed and we wish to thank them all for their continued hard work which makes such a difference to the lives of local people. Without them we would not be able to do the work that we do.

Bexley Mencap

Trustees' Report

Our aims last year

In our last report we listed some aims that we would be focussing on throughout the year. We are pleased to report our progress against these aims:

- Continuing to adapt our activities and support services to offer more person-centred support and opportunities; with a particular focus on improving our data and evaluation - we have worked to improve the data that we capture on our CRM system and how we evaluate our services. We have conducted annual surveys to gain feedback from both members and carers and will continue to do this on an annual basis to help plan services.
- Expanding the ways in which we support carers and be involved in the development of key strategies and services in the borough - our work on the development of the Autism Strategy for Bexley highlights our commitment to ensuring that there are services for everyone.
- Launching our new e-newsletter and improving our communications, including better use of our social media - we have been delighted to launch our newsletter and see our subscriber base grow. We will continue to work to grow this and our social media usage to ensure we can reach more people.
- Continuing to invest in staff training and wellbeing; launching a staff wellbeing plan and re-developing our development and training plans - following engagement with our team we have not launched a formal wellbeing plan but have done a variety of work to improve the support that we can offer our team. We have refreshed our training plans and introduced new training to support our team to continue their professional development.
- Engaging with members, staff and trustees to create an Equity, Diversity and Inclusion action plan - this is an ongoing process which we will carry forward into the coming year.

Looking Forward

In the coming year, we will be focussing on a number of areas including:

- Continuing to adapt our activities with a particular focus on providing a range of opportunities for people to utilise their direct payments and gain skills and experience.
- Exploring opportunities to support autistic people to a greater extent as we recognise a gap in services locally.
- Review the ways in which we support carers to ensure that we provide the services they need and want.
- Continuing our work to better demonstrate our impact and tell the stories of the people we support, including capturing better data to support our evaluation.
- Continuing to engage with members, staff and trustees to create an Equity, Diversity and Inclusion action plan.

Financial review

Recognising the need for growth and development of services, the Board had again committed to investing some of our reserves throughout this year. We continue to work to ensure that we are a financially sustainable organisation with a long future and will be committing resources in the coming year to expanding our fundraising capacity with this aim.

The organisation sets all salaries, including those of the senior leadership, in accordance with its Pay Policy which is reviewed annually. The Pay Policy details the organisation's approach to setting and reviewing salaries, steps that it takes to ensure pay equality and what additional staff benefits the organisation offers. In line with recommended guidance and legal obligations all salaries above £60,000 per year are reported in our Annual Accounts.

Bexley Mencap

Trustees' Report

Policy on reserves

Bexley Mencap requires an appropriate level of funds in reserve to:

- ensure that the trustees are able to provide services currently available to people with learning disabilities and their families for a minimum of six months into the future should funding become unavailable.
- ensure that Bexley Mencap is able to survive unexpected setbacks such as short-term funding issues or problems from internal or external causes.
- provide financial stability to develop new services or expand existing ones depending on the changing needs of members.

Trustees recognise that although six months reserves would usually be adequate to ensure financial security, due to the needs of Bexley Mencap's beneficiaries and the support they will require to transition to new services that we will seek to maintain between six to nine months reserves.

Based on predicted expenditure for the coming year it is estimated that it would currently cost between £223,500 - £335,250 to operate services for a that period. Our free reserves at 31 March 2024 stood at £281,973.

The following designated funds are held within our unrestricted reserves:

- A fund for capacity building at £20,000
- A fund for building maintenance (unexpected repairs or upgrades) at £15,000
- A capital fund for property plans at £75,000

Principal risks and uncertainties

The Board continues to review and consider the risks to which the charity is exposed to ensure that appropriate strategies and policies are in place to mitigate those risks. Each new policy, plan or development is reviewed for risk as part of the approval process. Risks are managed by ensuring adequate policies and procedures are in place, backed up by staff training and ensuring that there is effective governance and oversight by appropriate senior staff and trustees. A risk register is maintained and reviewed by the Board quarterly.

Funds held as custodian trustee on behalf of others

We hold funds on behalf of our partners for partnership work in Bexley to support, and improve the lives of, unpaid carers.

(Details of the 3rd party funds can be found in the annual accounts, note 23).

Bexley Mencap

Trustees' Report

Statement of Responsibilities

The trustees (who are also the directors of Bexley Mencap for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on^{08/08/2024} and signed on its behalf by:



.....
Fernando Caicedo
Trustee

Bexley Mencap

Independent Examiner's Report to the trustees of Bexley Mencap ('the Company')

Independent examiner's report to the trustees of Bexley Mencap ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

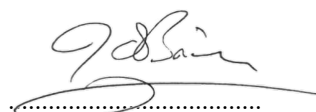
Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 14/08/24

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	2	130,360	-	130,360	181,850
Charitable activities	3	174,153	22,501	196,654	131,992
Other trading activities	5	1,686	-	1,686	2,979
Investment income	6	5,990	-	5,990	3,470
Total income		<u>312,189</u>	<u>22,501</u>	<u>334,690</u>	<u>320,291</u>
Expenditure on:					
Raising funds	7	(605)	-	(605)	(651)
Charitable activities	8	(363,112)	(22,501)	(385,613)	(367,463)
Total expenditure		(363,717)	(22,501)	(386,218)	(368,114)
Gains/(losses) on investment assets		(155)	-	(155)	(34)
Net expenditure		<u>(51,683)</u>	<u>-</u>	<u>(51,683)</u>	<u>(47,857)</u>
Net movement in funds		(51,683)	-	(51,683)	(47,857)
Reconciliation of funds					
Total funds brought forward		<u>334,389</u>	<u>315,017</u>	<u>649,406</u>	<u>697,263</u>
Total funds carried forward	22	<u><u>282,706</u></u>	<u><u>315,017</u></u>	<u><u>597,723</u></u>	<u><u>649,406</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 22.

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	2	181,850	-	181,850
Charitable activities	3	127,992	4,000	131,992
Other trading activities	5	2,979	-	2,979
Investment income	6	3,470	-	3,470
Total income		<u>316,291</u>	<u>4,000</u>	<u>320,291</u>
Expenditure on:				
Raising funds	7	(651)	-	(651)
Charitable activities	8	<u>(363,463)</u>	<u>(4,000)</u>	<u>(367,463)</u>
Total expenditure		(364,114)	(4,000)	(368,114)
Gains/(losses) on investment assets		<u>(34)</u>	-	<u>(34)</u>
Net expenditure		<u>(47,857)</u>	-	<u>(47,857)</u>
Net movement in funds		(47,857)	-	(47,857)
Reconciliation of funds				
Total funds brought forward		<u>382,246</u>	<u>315,017</u>	<u>697,263</u>
Total funds carried forward	22	<u><u>334,389</u></u>	<u><u>315,017</u></u>	<u><u>649,406</u></u>

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

(Registration number: 02869571) Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	314,433	314,918
Investments	13	<u>573</u>	<u>728</u>
		<u>315,006</u>	<u>315,646</u>
Current assets			
Debtors	14	16,217	89,161
Cash at bank and in hand	15	<u>290,792</u>	<u>316,329</u>
		307,009	405,490
Creditors: Amounts falling due within one year	16	<u>(24,292)</u>	<u>(71,730)</u>
Net current assets		<u>282,717</u>	<u>333,760</u>
Net assets		<u>597,723</u>	<u>649,406</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	22	315,017	315,017
Unrestricted income funds			
Unrestricted funds		<u>282,706</u>	<u>334,389</u>
Total funds	22	<u>597,723</u>	<u>649,406</u>


For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 10 to 24 were approved by the trustees, and authorised for issue on 28/3/24 and signed on their behalf by:


.....
Clair Grayston
Trustee

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Bexley Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

Asset class	Depreciation method and rate
Fixtures & fittings	10% straight line
Office & IT equipment	25% straight line

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

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

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	9,752	9,752	36,953
Donations from individuals	2,543	2,543	17,198
Grants, including capital grants;			
Government grants	118,065	118,065	121,849
Grants from other charities	-	-	5,850
	130,360	130,360	181,850

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Grants & donations	-	22,501	22,501	4,000
Advice & support fees	166,300	-	166,300	122,860
Memberships	7,239	-	7,239	3,692
Miscellaneous income	614	-	614	1,440
	174,153	22,501	196,654	131,992

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Co-op Community Foundation	5,002	-	5,002
Asda Foundation	600	-	600
Alpkit Foundation	750	-	750
Peter Harrison Foundation	-	4,000	4,000
Groundworks	1,000	-	1,000
London Borough of Bexley	118,065	-	118,065
Royal Mencap	-	4,505	4,505
Sainsbury's	400	-	400
Sport England	-	3,996	3,996
The 29th May 1961 Charitable Trust	2,000	-	2,000
The Baily Thomas Charitable Trust	-	10,000	10,000
Sundry grants & donations	2,543	-	2,543
	<u>130,360</u>	<u>22,501</u>	<u>152,861</u>

5 Income from other trading activities

	Unrestricted General £	Total 2024 £	Total 2023 £
Fundraising	1,686	1,686	2,979
	<u>1,686</u>	<u>1,686</u>	<u>2,979</u>

6 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	5,990	5,990	3,470
	<u>5,990</u>	<u>5,990</u>	<u>3,470</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations	605	605	651

8 Expenditure on charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2024 £	Total 2023 £
Bank charges	77	-	77	81
Building repairs & maintenance	771	-	771	1,330
Cleaning	1,171	-	1,171	785
Independent examination	1,728	-	1,728	1,560
Instructor fees	2,340	-	2,340	5,880
Insurance	1,548	-	1,548	1,618
IT software & maintenance	1,579	-	1,579	11,330
Marketing & communications	39	-	39	79
Miscellaneous expenditure	1,708	-	1,708	553
Office furniture & equipment	25	-	25	3,564
Activities & other outgoings	3,673	-	3,673	3,890
Recruitment	390	-	390	132
Refreshments	534	-	534	201
Salaries, NI & pension	314,993	22,501	337,494	303,579
Staff travel & expenses	5,615	-	5,615	6,508
Staff training	1,313	-	1,313	3,804
Stationery & printing	2,606	-	2,606	2,264
Subscriptions & memberships	7,473	-	7,473	6,208
Utilities & rates	12,356	-	12,356	10,437
Volunteer expenses	214	-	214	99
Depreciation, amortisation and other similar costs	485	-	485	698
Venue hire	2,421	-	2,421	2,737
Governance	53	-	53	126
	363,112	22,501	385,613	367,463

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

9 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	<u>485</u>	<u>698</u>

10 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	312,598	279,532
Social security costs	19,108	18,548
Pension costs	<u>5,788</u>	<u>5,499</u>
	<u>337,494</u>	<u>303,579</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Average number of employees	<u>20</u>	<u>21</u>

10 (2023 - 8) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £5,788 (2023 - £5,499).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £126,986 (2023 - £111,694).

11 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner are analysed as follows:

	2024 £	2023 £
Independent examination	1,440	1,300
Other financial services	353	-
	<u>1,793</u>	<u>1,300</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

12 Tangible fixed assets

	Land and buildings £	Fixtures & fittings £	Office & IT equipment £	Total £
Cost				
At 1 April 2023	314,273	9,184	10,318	333,775
At 31 March 2024	314,273	9,184	10,318	333,775
Depreciation				
At 1 April 2023	-	8,984	9,873	18,857
Charge for the year	-	40	445	485
At 31 March 2024	-	9,024	10,318	19,342
Net book value				
At 31 March 2024	314,273	160	-	314,433
At 31 March 2023	314,273	200	445	314,918

Included within the net book value of land and buildings above is £314,273 (2023 - £314,273) in respect of freehold land and buildings and £Nil (2023 - £Nil) in respect of leaseholds.

Cory Environmental Trust hold a legal charge over the freehold premises, 19 Church Road, Bexleyheath. The purpose of the charge is to enable Cory Environmental Trust to recover their donation of £87,000 towards the acquisition of the property, in the event that the building ceased, at any time, to be used for Bexley Mencap's charitable purposes. The property was valued on a current-use basis in June 2010 at £300,000 by Robinson Jackson, Estate Agents.

13 Fixed asset investments

	2024 £	2023 £
Other investments	573	728

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 April 2023	728	728
Revaluation	(155)	(155)
At 31 March 2024	573	573
Net book value		
At 31 March 2024	573	573
At 31 March 2023	728	728

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

14 Debtors

	2024 £	2023 £
Trade debtors	13,420	86,362
Prepayments	2,797	2,593
Other debtors	-	206
	<u>16,217</u>	<u>89,161</u>

15 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	750	559
Cash at bank	290,042	315,770
	<u>290,792</u>	<u>316,329</u>

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	837
Other taxation and social security	5,692	6,031
Other creditors	-	31,676
Accruals	2,600	2,121
Deferred income	16,000	31,065
	<u>24,292</u>	<u>71,730</u>

17 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

18 Taxation

The charity is a registered charity and is therefore exempt from taxation.

19 Related party transactions

There were no related party transactions in the year.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

20 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

21 Analysis of net assets between funds

	Unrestricted			2024
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	160	-	314,273	314,433
Fixed asset investments	573	-	-	573
Current assets	196,265	110,000	744	307,009
Current liabilities	(24,292)	-	-	(24,292)
Total net assets	<u>172,706</u>	<u>110,000</u>	<u>315,017</u>	<u>597,723</u>

	Unrestricted			2023
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	645	-	314,273	314,918
Fixed asset investments	728	-	-	728
Current assets	294,746	110,000	744	405,490
Current liabilities	(71,730)	-	-	(71,730)
Total net assets	<u>224,389</u>	<u>110,000</u>	<u>315,017</u>	<u>649,406</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

22 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Other recognised gains/(losses) £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General fund	224,389	312,189	(363,717)	(155)	172,706
<i>Designated</i>					
Building Maintenance Fund	15,000	-	-	-	15,000
Capacity Building Fund	20,000	-	-	-	20,000
Capital Fund	75,000	-	-	-	75,000
	<u>110,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>110,000</u>
Total unrestricted funds	<u>334,389</u>	<u>312,189</u>	<u>(363,717)</u>	<u>(155)</u>	<u>282,706</u>
Restricted funds					
Capital asset fund	314,273	-	-	-	314,273
IT fund	744	-	-	-	744
Healthy Lifestyles	-	12,501	(12,501)	-	-
Active Lives Project	-	10,000	(10,000)	-	-
	<u>315,017</u>	<u>22,501</u>	<u>(22,501)</u>	<u>-</u>	<u>315,017</u>
Total restricted funds	<u>315,017</u>	<u>22,501</u>	<u>(22,501)</u>	<u>-</u>	<u>315,017</u>
Total funds	<u>649,406</u>	<u>334,690</u>	<u>(386,218)</u>	<u>(155)</u>	<u>597,723</u>

The specific purposes for which the funds are to be applied are as follows:

Capital asset fund - represents the cost of the freehold property at 19 Church Road.

IT fund - funds received towards purchase and implementation of new CRM system.

Healthy Lifestyles & Active Lives Projects - variety of groups and activities to help improve health and wellbeing as well as offer opportunities for members to make, and maintain, friendships.

Designated Fund - Capacity Building Fund - for investment in the charity to support it's aims and enable development of key areas.

Designated Fund - Building maintenance - for essential repairs to current property.

Designated Fund - Capital Fund - to build up sufficient funds to secure alternative accomodation to support our aims.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2024

These are the figures for the previous accounting period and are included for comparative purposes:

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2023 £
Unrestricted funds						
<i>General</i>						
General fund	242,246	316,291	(364,114)	30,000	(34)	224,389
<i>Designated</i>						
Building Maintenance Fund	15,000	-	-	-	-	15,000
Capacity Building Fund	50,000	-	-	(30,000)	-	20,000
Capital Fund	75,000	-	-	-	-	75,000
	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>(30,000)</u>	<u>-</u>	<u>110,000</u>
Total unrestricted funds	<u>382,246</u>	<u>316,291</u>	<u>(364,114)</u>	<u>-</u>	<u>(34)</u>	<u>334,389</u>
Restricted						
Capital asset fund	314,273	-	-	-	-	314,273
IT fund	744	-	-	-	-	744
Digital Health Project - London Catalyst	-	4,000	(4,000)	-	-	-
	<u>315,017</u>	<u>4,000</u>	<u>(4,000)</u>	<u>-</u>	<u>-</u>	<u>315,017</u>
Total restricted funds	<u>315,017</u>	<u>4,000</u>	<u>(4,000)</u>	<u>-</u>	<u>-</u>	<u>315,017</u>
Total funds	<u>697,263</u>	<u>320,291</u>	<u>(368,114)</u>	<u>-</u>	<u>(34)</u>	<u>649,406</u>

23 3rd party funds

	Opening balances £	Incoming resources £	(Resources expended) £	Total £
Carers Partnership Board	-	45,010	(7,500)	37,510
CCG Carers Fund	-	6,780	-	6,780
	<u>-</u>	<u>51,790</u>	<u>(7,500)</u>	<u>44,290</u>

BEXLEY MENCAP

England & Wales - Charity number 1041117

Accounts

Company registration number: 02869571

Charity registration number: 1041117

Bexley Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Bexley Mencap

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Bexley Mencap

Reference and Administrative Details

Trustees	Nicki Fowler, Chair Amelie Busch, Secretary Clair Grayston, Treasurer Peter Walker Stacey Yusuf Fernando Caicedo Michael Vincent
Secretary	Amelie Busch, Secretary
Senior Management Team	Kara Lee, Chief Executive Steve Grimsey, Operations Manager Scott Matthews, Community Support Manager
Charity Registration Number	1041117
Company Registration Number	02869571
Registered Office	19 Church Road Bexleyheath Kent DA7 4DD
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Bexley Mencap

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Nicki Fowler, Chair
	Amelie Busch, Secretary (appointed 17 March 2023)
	Clair Grayston, Treasurer (appointed 31 March 2023)
	Peter Walker
	Stacey Yusuf
	Fernando Caicedo
	Michael Vincent (appointed 5 March 2023)
	Subash Pandey (resigned 13 January 2023)
	John Ward (resigned 1 November 2022)
	Bandhu Das (resigned 31 March 2023)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 5 November 1993 and most recently amended 13 March 2003. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees complete a regular skills audit which identifies individual skills level and the collective capacity of the Board. This, along with the routine discussions at the Board, determines those issues on which the Board requires further information and training. Training and networking opportunities are appraised on an ad hoc basis.

The skills audit also forms the basis for our recruitment process to ensure that the Board has a wide range of skills and experience.

Organisational structure

Bexley Mencap is a voluntary organisation with charitable status, affiliated to Royal Mencap. The general control and management is vested in the Board of Management which consists of a Chair; Vice Chair, Hon. Secretary, Treasurer and Trustees.

Paid full and part time staff were a Chief Executive, an Operations Manager, a Self-Advocacy worker, Family Support Co-ordinator, 5 Support Workers, Pathways Trusted Assessor, Community Support Manager, Digital Health Co-ordinator, an Income Officer, a Membership and Engagement Officer, a Cleaner and 3 Quality Checkers.

Bexley Mencap

Trustees' Report

Volunteers assist in a variety of ways. Their commitment to Bexley Mencap is invaluable, and includes:

- Trustees serving on the Executive Committee
- Fundraising
- Social clubs and activity groups
- Befriending

Objectives and activities

Public benefit

Our vision is that all people with a learning disability are valued, respected and empowered to live life to the full.

Our strategic aims are:

- To be locally recognised as a leading Learning Disability provider in Bexley in order to positively influence change in the borough.
- Deliver a personalised and high-quality service, which caters to the needs of all members.
- Work towards becoming a financially sustainable organisation with a long future.
- Create a vibrant, creative, multipurpose location that is accessible for all the people we support.

All our work is always underpinned by our core values to help us to shape and deliver high quality services, which are:

Empowering: We aim to support everybody to grow, develop and reach their full potential.

Approachable: When people need us, we are there and we make it easy for them to get support.

Inclusive: People with a learning disability and their loved ones are at the heart of everything we do.

Passionate: We are dedicated to improving the lives of the people we support.

Respectful: We treat everyone who comes into contact with our organisation with dignity and respect.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

This year was the first year of moving out of the Covid-19 pandemic and finding new ways to continue running services. Whilst the pandemic had reduced, people with learning disabilities have continued to be impacted by the effects of it including worsened health and wellbeing, increased isolation and reduced access to services or support.

All of our work throughout the year fits into 4 broad themes:

Community Support

1:1 support

We have worked hard over the year to re-develop and expand our Community Support Service to enable us to support more local people to live independently, take part in the things that they enjoy locally or to learn new skills. Part of this work has been reviewing our existing service to make improvements to how we capture data, better support people and provide a more seamless service. We have also continued to invest in upskilling our team and ensuring our service is as personalised as possible.

Over the course of the year, we provided 2,277 hours of 1:1 support to 27 people which included supporting at 69 health and wellbeing appointments. The largest areas of our support for people are with managing paperwork and bills, maintaining friendships and managing money.

Bexley Mencap

Trustees' Report

The Hub

We recognised a gap in local services for people who wanted to be able to use their personal budgets to learn new skills, gain independence and make friends. To try to meet this need we launched a new group, The Hub, offering half day sessions to up to 6 people which quickly expanded to offer places for 12 people across 2 days.

We have worked in partnership with The Salvation Army, and wish to thank them for their support, in helping us to launch and continue to run this group. Members have taken part in a range of activities such as cooking, shopping, learning new skills, travel training and social activities.

Health and Wellbeing

Groups and Activities

Our groups and activities continue to be a large part of our offer to local people. We have a variety of groups to help improve health and wellbeing whilst offering a range of choice to people with different interests. Following re-opening of face to face services some of our groups remained on zoom as members preferred this style of session meaning we now have a mix of virtual and in person groups making groups more accessible for more people.

This year we ran a total of 409 group sessions attended by 79 members:

- Tennis group - 43 sessions with average attendance of 14
- Zoom Keep Fit - 42 sessions with average attendance of 11
- Zoom Stretch and Relax - 44 sessions with average attendance of 4
- Zoom Dance - 47 sessions with average attendance of 10
- Walking - 41 sessions with average attendance of 4
- Social Clubs - 22 sessions with average attendance of 12
- Gardening - 36 sessions with average attendance of 4
- Zoom Singing - 49 sessions with average attendance of 11
- Singing (in person) - 26 sessions with average attendance of 7
- Film Club - 16 sessions with average attendance of 20
- Zoom Baking - 7 sessions with average attendance of 4
- Healthier Me - 30 sessions with average attendance of 7
- Watersports - 6 sessions

Access to Health Project

Our Digital Health project has continued this year aiming to improve access to healthcare for people with a learning disability in Bexley. Working in partnership with GPs across the borough has been the underpinning principle of this project and enabled us to make many positive changes together this year, including:

- Bexley meeting the national target of 75% uptake of Annual Health Checks for the first time
- New accessibility pages on over 95% of GP websites in Bexley
- Quality survey of Annual Health Checks leading to recommendations for rollout across the borough

In the coming year we will continue this important work but also broaden the scope of the project to improve access to healthcare for carers and people living with dementia, in partnership with local charities.

Family Support

Our Family Support service seeks to provide emotional and practical support to families of people with a learning disability, supporting them with navigating the challenges which being a carer can bring. As well as providing bespoke 1:1 support for 71 families we have also held weekly coffee and stretch and relax groups for carers.

Bexley Mencap

Trustees' Report

A large part of our family support work has also been to work with local partners to improve information and support across the borough. We led on the development of the new carer's website in Bexley (www.bexleycarers.co.uk) with the aim to have one central place locally for information that is useful to carers, making it easy to find out important information when needed. We also worked as part of the steering group to plan the carers event for Carers Week which was attended by over 60 carers who were able to access local support services, health and wellbeing opportunities and more.

Lastly, we were also able to implement the new Carers Emergency Plan for Bexley carers which has been something local carers and Carers United have been campaigning for for many years. We are delighted that we were able to lead on the work to turn the Emergency Carers Plan into a document which can be used by carers across the borough.

Raising Awareness and Improving Local Services

Respect in Bexley

Our self-advocacy group, Respect in Bexley, have been unwavering in their commitment to speak up on issues which they felt affected people with learning disabilities in Bexley and working on solutions with partners. The group have continued to do a large amount of work on health-related issues;

- Working with our local hospital to design a new quiet room
- Meeting monthly with the local hospital liaison nurse to help them develop solutions to improve care for patients with learning disabilities
- Delivering 10 training sessions at University of Greenwich to student nurses

They have also worked with other partners including Transport for London to improve access to transport.

Across the course of the year our 30 Respect members held 87 meetings.

Quality Checkers

We are proud to be working in partnership with London Borough of Bexley's Adults Safeguarding Board and local charity Ambient on the exciting new Quality Checkers project. Quality Checkers are people with learning disabilities who are employed to visit local care and support services, speaking with the people that use them to find out about their experiences. The Quality Checkers complete a report with recommendations of how local services could improve to better support people with learning disabilities. We are delighted that we have been able to help to get this project started so that people with learning disabilities are involved in checking the quality of local services to give their unique insights. This has enabled us to offer paid employment to 3 Quality Checkers. Over the next year we plan to expand the service to visit a wider range of commissioned services such as Individual Service Fund providers.

Partnerships and projects

Pathways

The pandemic increased the need for us all to work together to make sure that people get the right support at the right time. Our consortium with 7 other local charities with a commitment to working together to improve the lives of Bexley Residents has continued to develop. We have worked with Bexley Council to re-design the way which people access care and support and were successful in being awarded the full contract to deliver the Pathways service.

Pathways aims to help local people access care and support through voluntary organisations who know them well and can identify creative, personalised support plans to meet their needs. Over this year we have completed:

- 85 needs assessments
- 161 annual reviews

Bexley Mencap

Trustees' Report

Our Team

We have an incredibly dedicated, skilled and committed team of staff and volunteers and wish to thank them all for their continued hard work and for the difference they make to the lives of local people. Without them we would not be able to deliver as much support for local people or be the local voice of learning disability in Bexley.

Financial review

Going into this year our Trustees had committed to our Capacity Building Designated Fund to increase capacity within the organisation; strengthening our infrastructure and enabling us to continue to develop services and expand to meet demand. This has meant ending the year with a planned deficit which we have again committed to for the coming year. Throughout this year our team worked tirelessly to develop our new exciting strategy and a Fundraising Plan which will underpin the new strategy and help us to move towards becoming a financially sustainable organisation with a long future.

Policy on reserves

Bexley Mencap requires an appropriate level of funds in reserve to:

- ensure that the trustees are able to provide services currently available to people with learning disabilities and their families for a minimum of nine months into the future should funding become unavailable.
- ensure that Bexley Mencap is able to survive unexpected setbacks such as short-terms funding issues or problems from internal or external causes.
- provide financial stability to develop new services or expand existing ones depending on the changing needs of members.

Trustees recognises that although six months reserves would usually be adequate to ensure financial security, due to the needs of Bexley Mencap's beneficiaries and the support they will require to transition to new services that we will seek to maintain between six to nine months reserves.

Based on predicted expenditure for the coming year it is estimated that our reserves levels would need to be £212,316 - £318,474 to operate services for a that period. Our free reserves at 31 March 2023 stood at £193,016.

Principal risks and uncertainties

The Board continues to review and consider the risks to which the charity is exposed to ensure that appropriate strategies and policies are in place to mitigate those risks. Each new policy, plan or development is reviewed for risk as part of the approval process. Risks are managed by ensuring adequate policies and procedures are in place, backed up by staff training and ensuring that there is effective governance and oversight by appropriate senior staff and trustees.

Bexley Mencap

Trustees' Report

Plans for future periods

Aims and key objectives for future periods

Over the past year we have worked with members, carers, staff, volunteers and local partners to develop our new strategy and are pleased to be launching our new Big Plan 2023-2026. Our new Big Plan is supported by a new Fundraising Strategy and an annual operational plan to help us ensure that we can meet the aims in our Big Plan.

In the coming year, we will be focussing on a number of areas including;

- Continuing to adapt our activities and support services to offer more person-centred support and opportunities; with a particular focus on improving our data and evaluation
- Expanding the ways in which we support carers and be involved in the development of key strategies and services in the borough
- Launching our new e-newsletter and improving our communications, including better use of our social media
- Continuing to invest in staff training and wellbeing; launching a staff wellbeing plan and re-developing our development and training plans
- Engaging with members, staff and trustees to create an Equity, Diversity and Inclusion action plan
- Offer increased opportunities for people to make creative use of their direct payments and personal budgets
- Increase and improve member involvement in service development and governance by re-developing the Member's Voice committee and strengthening how they support the Trustee Board
- Focus on the wellbeing and professional development of our team

Bexley Mencap

Trustees' Report

Statement of Responsibilities

The trustees (who are also the directors of Bexley Mencap for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

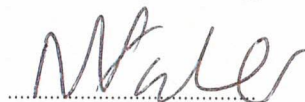
The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on1/12/23..... and signed on its behalf by:



.....
Nicki Fowler
Trustee

Bexley Mencap

Independent Examiner's Report to the trustees of Bexley Mencap ('the Company')

Independent examiner's report to the trustees of Bexley Mencap ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 5/12/23

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	181,850	-	181,850	261,266
Charitable activities	3	127,992	4,000	131,992	71,391
Other trading activities	5	2,979	-	2,979	4,276
Investment income	6	3,470	-	3,470	2,247
Total income		<u>316,291</u>	<u>4,000</u>	<u>320,291</u>	<u>339,180</u>
Expenditure on:					
Raising funds	7	(651)	-	(651)	(460)
Charitable activities	8	(363,463)	(4,000)	(367,463)	(313,538)
Total expenditure		(364,114)	(4,000)	(368,114)	(313,998)
Gains/(losses) on investment assets		(34)	-	(34)	62
Net (expenditure)/income		<u>(47,857)</u>	<u>-</u>	<u>(47,857)</u>	<u>25,244</u>
Net movement in funds		(47,857)	-	(47,857)	25,244
Reconciliation of funds					
Total funds brought forward		<u>382,246</u>	<u>315,017</u>	<u>697,263</u>	<u>672,019</u>
Total funds carried forward	22	<u><u>334,389</u></u>	<u><u>315,017</u></u>	<u><u>649,406</u></u>	<u><u>697,263</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for the period is shown in note 22.

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	2	261,266	-	261,266
Charitable activities	3	48,936	22,455	71,391
Other trading activities	5	4,276	-	4,276
Investment income	6	2,247	-	2,247
Total income		<u>316,725</u>	<u>22,455</u>	<u>339,180</u>
Expenditure on:				
Raising funds	7	(460)	-	(460)
Charitable activities	8	<u>(279,248)</u>	<u>(34,290)</u>	<u>(313,538)</u>
Total expenditure		(279,708)	(34,290)	(313,998)
Gains/(losses) on investment assets		<u>62</u>	-	<u>62</u>
Net income/(expenditure)		37,079	(11,835)	25,244
Transfers between funds		<u>(50)</u>	<u>50</u>	-
Net movement in funds		37,029	(11,785)	25,244
Reconciliation of funds				
Total funds brought forward		<u>345,217</u>	<u>326,802</u>	<u>672,019</u>
Total funds carried forward	22	<u><u>382,246</u></u>	<u><u>315,017</u></u>	<u><u>697,263</u></u>

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

(Registration number: 02869571)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	314,918	315,616
Investments	13	<u>728</u>	<u>762</u>
		<u>315,646</u>	<u>316,378</u>
Current assets			
Debtors	14	89,161	43,274
Cash at bank and in hand	15	<u>316,329</u>	<u>409,288</u>
		405,490	452,562
Creditors: Amounts falling due within one year	16	<u>(71,730)</u>	<u>(71,677)</u>
Net current assets		<u>333,760</u>	<u>380,885</u>
Net assets		<u>649,406</u>	<u>697,263</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	22	315,017	315,017
Unrestricted income funds			
Unrestricted funds		<u>334,389</u>	<u>382,246</u>
Total funds	22	<u>649,406</u>	<u>697,263</u>

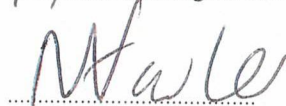
For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 10 to 24 were approved by the trustees, and authorised for issue on 4/12/23 and signed on their behalf by:



Nicki Fowler
Trustee

The notes on pages 13 to 24 form an integral part of these financial statements.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Bexley Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

Asset class	Depreciation method and rate
Fixtures & fittings	10% straight line
Office & IT equipment	25% straight line

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

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

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	36,953	36,953	44,286
Donations from individuals	17,198	17,198	28,026
Grants, including capital grants;			
Government grants	121,849	121,849	151,996
Grants from other charities	5,850	5,850	36,958
	<u>181,850</u>	<u>181,850</u>	<u>261,266</u>

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Grants & donations	-	4,000	4,000	22,455
Advice & support fees	122,860	-	122,860	46,127
Memberships	3,692	-	3,692	1,099
Miscellaneous income	1,440	-	1,440	1,710
	<u>127,992</u>	<u>4,000</u>	<u>131,992</u>	<u>71,391</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
London Catalyst	-	4,000	4,000
Co-op Community Foundation	3,845	-	3,845
Asda Foundation	500	-	500
Bexley Health Neighbourhood Care CIC	30,000	-	30,000
Bexley Voluntary Council Service	3,850	-	3,850
Groundworks	2,000	-	2,000
London Borough of Bexley	105,435	-	105,435
Kent County Lawn Tennis Association	250	-	250
Tesco	500	-	500
Sport England	1,858	-	1,858
NHS South East London ICB	16,414	-	16,414
Sundry grants & donations	17,198	-	17,198
	<u>181,850</u>	<u>4,000</u>	<u>185,850</u>

5 Income from other trading activities

	Unrestricted General £	Total 2023 £	Total 2022 £
Fundraising	2,979	2,979	4,276
	<u>2,979</u>	<u>2,979</u>	<u>4,276</u>

6 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	3,470	3,470	2,247
	<u>3,470</u>	<u>3,470</u>	<u>2,247</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations	651	651	460

8 Expenditure on charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2023 £	Total 2022 £
Bank charges	81	-	81	96
Building repairs & maintenance	1,330	-	1,330	2,948
Cleaning	785	-	785	718
Independent examination	1,560	-	1,560	1,482
Instructor fees	5,880	-	5,880	5,415
Insurance	1,618	-	1,618	1,109
IT software & maintenance	11,330	-	11,330	6,788
Marketing & communications	79	-	79	126
Miscellaneous expenditure	553	-	553	443
Office furniture & equipment	3,564	-	3,564	53
Activities & other outgoings	3,890	-	3,890	2,044
Recruitment	132	-	132	1,265
Refreshments	201	-	201	49
Salaries, NI & pension	299,579	4,000	303,579	260,762
Staff travel & expenses	6,508	-	6,508	3,359
Staff training	3,804	-	3,804	3,094
Stationery & printing	2,264	-	2,264	2,714
Subscriptions & memberships	6,208	-	6,208	6,352
Utilities & rates	10,437	-	10,437	8,917
Volunteer expenses	99	-	99	97
Depreciation, amortisation and other similar costs	698	-	698	2,135
Venue hire	2,737	-	2,737	3,413
Governance	126	-	126	159
	363,463	4,000	367,463	313,538

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2023	2022
	£	£
Depreciation of fixed assets	698	2,135
	698	2,135

10 Staff costs

The aggregate payroll costs were as follows:

	2023	2022
	£	£
Staff costs during the year were:		
Wages and salaries	279,532	240,450
Social security costs	18,548	15,724
Pension costs	5,499	4,588
	303,579	260,762

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2023	2022
	No	No
Average number of employees	21	20
	21	20

8 (2022 - 8) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £5,499 (2022 - £4,588).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £111,694 (2022 - £83,889).

11 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner are analysed as follows:

	2023	2022
	£	£
Independent examination	1,300	1,235
	1,300	1,235

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

12 Tangible fixed assets

	Land and buildings £	Fixtures & fittings £	Office & IT equipment £	Total £
Cost				
At 1 April 2022	314,273	9,184	10,318	333,775
At 31 March 2023	314,273	9,184	10,318	333,775
Depreciation				
At 1 April 2022	-	8,944	9,215	18,159
Charge for the year	-	40	658	698
At 31 March 2023	-	8,984	9,873	18,857
Net book value				
At 31 March 2023	314,273	200	445	314,918
At 31 March 2022	314,273	240	1,103	315,616

Included within the net book value of land and buildings above is £314,273 (2022 - £314,273) in respect of freehold land and buildings and £Nil (2022 - £Nil) in respect of leaseholds.

Cory Environmental Trust hold a legal charge over the freehold premises, 19 Church Road, Bexleyheath. The purpose of the charge is to enable Cory Environmental Trust to recover their donation of £87,000 towards the acquisition of the property, in the event that the building ceased, at any time, to be used for Bexley Mencap's charitable purposes. The property was valued on a current-use basis in June 2010 at £300,000 by Robinson Jackson, Estate Agents.

13 Fixed asset investments

	2023 £	2022 £
Other investments	728	762
Other investments		
	Listed investments £	Total £
Cost or Valuation		
At 1 April 2022	762	762
Revaluation	(34)	(34)
At 31 March 2023	728	728
Net book value		
At 31 March 2023	728	728
At 31 March 2022	762	762

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

14 Debtors

	2023	2022
	£	£
Trade debtors	86,362	39,575
Prepayments	2,593	3,699
Other debtors	206	-
	<u>89,161</u>	<u>43,274</u>

15 Cash and cash equivalents

	2023	2022
	£	£
Cash on hand	559	100
Cash at bank	315,770	409,188
	<u>316,329</u>	<u>409,288</u>

16 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	837	6,957
Other taxation and social security	6,031	7,381
Other creditors	31,676	12,540
Accruals	2,121	2,649
Deferred income	31,065	42,150
	<u>71,730</u>	<u>71,677</u>

17 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

18 Taxation

The charity is a registered charity and is therefore exempt from taxation.

19 Related party transactions

There were no related party transactions in the year.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

20 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

21 Analysis of net assets between funds

	Unrestricted			2023
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	645	-	314,273	314,918
Fixed asset investments	728	-	-	728
Current assets	264,746	140,000	744	405,490
Current liabilities	<u>(71,730)</u>	<u>-</u>	<u>-</u>	<u>(71,730)</u>
Total net assets	<u>194,389</u>	<u>140,000</u>	<u>315,017</u>	<u>649,406</u>

	Unrestricted			2022
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	1,343	-	314,273	315,616
Fixed asset investments	762	-	-	762
Current assets	311,818	140,000	744	452,562
Current liabilities	<u>(71,677)</u>	<u>-</u>	<u>-</u>	<u>(71,677)</u>
Total net assets	<u>242,246</u>	<u>140,000</u>	<u>315,017</u>	<u>697,263</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

22 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General fund	242,246	316,291	(364,148)	30,000	224,389
<i>Designated</i>					
Building Maintenance Fund	15,000	-	-	-	15,000
Capacity Building Fund	50,000	-	-	(30,000)	20,000
Capital Fund	75,000	-	-	-	75,000
	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>(30,000)</u>	<u>110,000</u>
Total unrestricted funds	<u>382,246</u>	<u>316,291</u>	<u>(364,148)</u>	<u>-</u>	<u>334,389</u>
Restricted funds					
Capital asset fund	314,273	-	-	-	314,273
IT fund	744	-	-	-	744
Digital Health Project - London Catalyst	-	4,000	(4,000)	-	-
Total restricted funds	<u>315,017</u>	<u>4,000</u>	<u>(4,000)</u>	<u>-</u>	<u>315,017</u>
Total funds	<u><u>697,263</u></u>	<u><u>320,291</u></u>	<u><u>(368,148)</u></u>	<u><u>-</u></u>	<u><u>649,406</u></u>

The transfer from the Capacity Building Fund to the General fund is to cover some of the deficit incurred in this period.

The specific purposes for which the funds are to be applied are as follows:

Capital asset fund - represents the cost of the freehold property at 19 Church Road.

IT fund - funds received towards purchase and implementation of new CRM system.

Digital Health Project - London Catalyst - aiming to improve access to healthcare for people with a learning disability in Bexley.

Building Maintenance Fund - as the charity has now owned the Church Road property for over 10 years, this fund has been designated to ensure essential or emergency repairs can be carried out above the usual annual maintenance costs.

Capacity Building Fund - as there are significant development areas in the short term future and as the organisation has a commitment to continue to develop and personalise its services, this fund will ensure there is sufficient leadership capacity and infrastructure to support growth over the coming years whilst maintaining the high standards we expect to deliver.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2023

Capital Fund - the Covid-19 pandemic and recent development of services has highlighted the limitations of the charity's current property which impacts on finances and our ability to develop services. The trustees are committed to ensuring that the charity has a secure base which can allow it to continue to respond to needs and changes over the coming years.

These are the figures for the previous accounting period and are included for comparative purposes:

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2022 £
Unrestricted funds						
<i>General</i>						
General fund	205,217	316,724	(279,708)	(50)	63	242,246
<i>Designated</i>						
Building Maintenance Fund	15,000	-	-	-	-	15,000
Capacity Building Fund	50,000	-	-	-	-	50,000
Capital Fund	75,000	-	-	-	-	75,000
	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>140,000</u>
Total unrestricted funds	<u>345,217</u>	<u>316,724</u>	<u>(279,708)</u>	<u>(50)</u>	<u>63</u>	<u>382,246</u>
Restricted						
Capital asset fund	314,273	-	-	-	-	314,273
IT fund	6,844	-	(6,100)	-	-	744
National Lottery Covid response	2,015	-	(2,015)	-	-	-
People's Postcode Lottery	3,670	-	(3,670)	-	-	-
Baily Thomas Healthy Lifestyles	-	12,832	(12,882)	50	-	-
Bexley Covid-19 Giving scheme	-	9,323	(9,323)	-	-	-
Disability Sports Coach	-	300	(300)	-	-	-
Total restricted funds	<u>326,802</u>	<u>22,455</u>	<u>(34,290)</u>	<u>50</u>	<u>-</u>	<u>315,017</u>
Total funds	<u>672,019</u>	<u>339,179</u>	<u>(313,998)</u>	<u>-</u>	<u>63</u>	<u>697,263</u>

BEXLEY MENCAP

England & Wales - Charity number 1041117

Accounts

Company registration number: 02869571

Charity registration number: 1041117

Bexley Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Bexley Mencap

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Bexley Mencap

Reference and Administrative Details

Trustees	Nicki Fowler, Chair John Ward, Secretary Subash Pandey, Treasurer Peter Walker Stacey Yusuf Fernando Caicedo Bandhu Das
Secretary	John Ward, Secretary
Senior Management Team	Kara Lee, Chief Executive Steve Grimsey, Operations Manager
Charity Registration Number	1041117
Company Registration Number	02869571
Registered Office	19 Church Road Bexleyheath Kent DA7 4DD
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Bexley Mencap

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Nicki Fowler, Chair
	John Ward, Secretary
	Subash Pandey, Treasurer
	Peter Walker
	Stacey Yusuf
	Fernando Caicedo
	Bandhu Das
	Lisa Thompson (resigned 14 September 2021)
	Jason Gowlett (resigned 17 January 2022)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 5 November 1993 and most recently amended 13 March 2003. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees complete a regular skills audit which identifies individual skills level and the collective capacity of the Board. This, along with the routine discussions at the Board, determines those issues on which the Board requires further information and training. Training and networking opportunities are appraised on an ad hoc basis.

This skills audit also forms the basis for our recruitment process to ensure that the Board has a wide range of skills and experience.

Organisational structure

Bexley Mencap is a voluntary organisation with charitable status, affiliated to Royal Mencap. The general control and management is vested in the Board of Management which consists of a Chair; Vice Chair, Hon. Secretary, Treasurer and Trustees.

Paid full and part time staff were a Chief Executive, an Operations Manager, a Self-Advocacy worker, 4 Support Workers, Activities Co-ordinator, Community Support Manager, Digital Health Co-ordinator, an Income Officer, a Membership and Engagement Officer, a Cleaner and 3 Quality Checkers.

Volunteers assist in a variety of ways. Their commitment to Bexley Mencap is invaluable, and includes:

- Trustees serving on the Executive Committee
- Fundraising
- Social clubs and activity groups
- Befriending

Bexley Mencap

Trustees' Report

Objectives and activities

Public benefit

Our vision is that all people with a learning disability are valued, respected and empowered to live life to the full.

Our strategic aims are:

- To provide high-quality activities, services and support to enable people with learning disabilities to live life to the full;
- To provide practical and emotional support and advice to families and carers which make a positive difference to their lives;
- To raise awareness within our community and to advocate for people with a learning disability to have the same rights and choices as others;
- To make efficient and effective use of our resources, making them work for us, to ensure our continued sustainability;
- To enhance our visibility and credibility within the community, demonstrating the impact and value of our vital services.

All our work is always underpinned by our core values to help us to shape and deliver high quality services, which are nurturing, approachable, person-centred, passionate and respectful.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

This year continued to be a challenging one trying to respond to the changing nature and impact of the Covid-19 pandemic and trying to support our members and families as much as possible. Whilst restrictions began to ease, our organisation still faced significant challenges in trying to respond to increasing demand, rapidly changing guidance and the need to regularly adapt our services to respond to these challenges.

Our expanded range of activities have become incredibly popular with members and enabled us to offer a wider range of activities for members with different interests. We've worked hard in the past year to ensure that we have a diverse range of activities as well as continuing to offer both digital and face to face activities to enable us to be as accessible as possible. We are pleased to have welcomed new members and families to our services and will continue working to be able to provide access to as many people with learning disabilities and their families as possible.

Our self-advocacy service, Respect in Bexley, have been unwavering in the commitment to speak up on issues which they felt affected people with learning disabilities in Bexley and working on solutions. The group have continued their partnership with the University of Greenwich to deliver training to student nurses as well as working with new partners, such as the National Maritime Museum to design their new website. They have continued to do a large amount of work on health-related issues by working with local hospitals and feeding back on services and service developments. They have continued to be incredibly active members of the local Learning Disability Partnership Board to raise awareness of issues affecting local people and work with partners to create positive change and solutions.

We have begun to review and redevelop our Support Service to ensure that we can meet the increased needs and number of members requiring support, as well as continuing to ensure that our service is of a consistently high standard. Recognising the demand for, and importance of this service, our board have agreed to invest some of our reserves to increase capacity in the service by taking on a Service Manager to develop the service further.

Bexley Mencap

Trustees' Report

We started some exciting new and much needed projects this year including a partnership project with NHS Digital First to improve access, including digital access, to healthcare for people with learning disabilities. Respect in Bexley have been instrumental in the delivery of this project and have enabled us to make three videos for people with learning disabilities about the importance of being on the learning disability register with your GP, Community Pharmacies and preparing for your annual health check. They've also reviewed local GP websites and created a top tips document to make websites more accessible as well as supporting the design of a new survey on annual health checks for local GPs to evaluate the quality of their health checks. Our work with GPs has been hugely important for this project and we have been incredibly encouraged with their engagement and desire to continue to improve services for patients.

We've also launched Quality Checkers, in partnership with Ambient and the London Borough of Bexley, which is a project that has been discussed in the borough for many years. It has enabled us to recruit three people with a learning disability to carry out quality checks with local commissioned services to give feedback from the important perspective of people who use services. Although in its early stages the project has started well and we look forward to continuing it in coming years.

Pathways is another big partnership project in which we're part of a consortium of 8 local charities working with the London Borough of Bexley to undertake social care assessments and reviews. After completing a successful pilot stage last year, we were delighted to have successfully won the tender to secure this project with the consortium for a further three years. This has enabled us to work with local people with disabilities to have conversations about their wishes, wellbeing and needs to identify areas of support and activities or services which may meet these.

As an organisation partnership working is part of our core aims and we have many successful partnerships of which we are proud, such as a new partnership with Bexleyheath Tennis Club who have been big supporters of our new tennis group. We will have a continued focus on working in partnership with other local organisations and charities in the coming year and have some exciting carers work planned.

Our support for carers has continued to evolve over the past year to respond to the changing need and challenges that Covid-19 has brought. We have continued to provide our Family Support Service, offering one to one support to families, as well as working with more families through the Pathways service. We have also continued to represent carers at local boards and meetings, increasing our attendance this year to highlight the significant challenges that carers are facing. Part of that work involved being part of the steering group to develop the new Carers Action Plan for the borough which will lead to some positive changes locally in the coming year. We will also be focussing on ensuring that our Family Support Service is what carers need and will work to respond to changes of need and redevelop the service to reach more carers.

Our team have continued delivering to a consistently high standard and have adapted well to the changing nature of our work. Without their dedication, creativity and commitment we could not have continued supporting members and their families throughout this difficult time and would not be able to offer such an expanding range of services to an increasing number of people with learning disabilities in Bexley. It has been a priority for us in the past year to invest in our team, recognising their value, and we have worked this year to upgrade our training offer and how we support them. We would like to thank each of our team for their unwavering support and hard work as we recognise how difficult it has been for all of them through this time and how each of them has continued providing the highest level of support.

We also could not have offered as many activities without our team of dedicated volunteers. The Trustees would like to express their deepest thanks and recognition to the people who made our work possible and provided such incredible support to our members and families.

Bexley Mencap

Trustees' Report

In the coming year, as well as our continued focus on quality of services and meeting as much demand as possible we will also be undertaking a review of our strategy. Whilst we have met several of our aims our strategy was launched as the Covid-19 pandemic began and we recognise that many things have changed during that time. We will be refreshing our strategy by talking to members, carers, staff and partners about what is important to them going forward to ensure that our work is always driven by the needs of the people who we support. We recognise that property is likely to be an important part of our future strategy so are continuing to focus on this issue to ensure that we have the right resources to run the services needed. We will also be developing our fundraising work to ensure that we have the funds and to diversify our funding enabling us to continue investing in the services our members need.

Financial review

Going into this year we had again planned for a deficit budget to continue to deliver enhanced services during the pandemic and continue to improve the infrastructure and robustness of the organisation. The Trustees are committed to using our reserve funds to provide the support that people need most and had approved additional use of these funds should it be necessary with monthly reviews. However, due to the continued success of our grant applications, careful management of expenditure and a generous legacy we have ended the year with a surplus. This surplus will be re-invested in the organisation to enable us to respond to increasing demand for services and to redevelop services to best meet member's needs. In the coming year the board have approved using our Capacity Building Designated Fund to expand and develop our Support Service to meet increasing demand whilst still providing a consistently high level of service.

Policy on reserves

Bexley Mencap requires an appropriate level of funds in reserve to:

- ensure that the trustees are able to provide services currently available to people with learning disabilities and their families for a minimum of nine months into the future should funding become unavailable.
- ensure that Bexley Mencap is able to survive unexpected setbacks such as short-term funding issues or problems from internal or external causes.
- provide financial stability to develop new services or expand existing ones depending on the changing needs of members.

Trustees recognise that although six months reserves would usually be adequate to ensure financial security, due to the needs of Bexley Mencap's beneficiaries and the support they will require to transition to new services that we will seek to maintain between six to nine months reserves.

Based on predicted expenditure for the coming year it is estimated that it would currently cost between £195,000 - £292,000 to operate services for a that period. Our free reserves at 31 March 2022 stood at £240,141.

Principal risks and uncertainties

The Board continues to review and consider the risks to which the charity is exposed to ensure that appropriate strategies and policies are in place to mitigate those risks. Each new policy, plan or development is reviewed for risk as part of the approval process. Risks are managed by ensuring adequate policies and procedures are in place, backed up by staff training and ensuring that there is effective governance and oversight by appropriate senior staff and trustees.

Bexley Mencap

Trustees' Report

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Bexley Mencap for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations. The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ~~23.08.22~~ and signed on its behalf by:



.....
Nicki Fowler
Trustee

Bexley Mencap

Independent Examiner's Report to the trustees of Bexley Mencap

Independent examiner's report to the trustees of Bexley Mencap ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

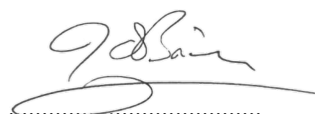
Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 23/08/2022

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	2	261,266	-	261,266	93,417
Charitable activities	3	48,936	22,455	71,391	175,826
Other trading activities	5	4,276	-	4,276	4,729
Investment income	6	<u>2,247</u>	-	<u>2,247</u>	<u>2,432</u>
Total income		<u>316,725</u>	<u>22,455</u>	<u>339,180</u>	<u>276,404</u>
Expenditure on:					
Raising funds	7	(460)	-	(460)	(470)
Charitable activities	8	<u>(279,248)</u>	<u>(34,290)</u>	<u>(313,538)</u>	<u>(249,825)</u>
Total expenditure		(279,708)	(34,290)	(313,998)	(250,295)
Gains/(losses) on investment assets		<u>62</u>	-	<u>62</u>	<u>192</u>
Net income/(expenditure)		37,079	(11,835)	25,244	26,301
Transfers between funds		<u>(50)</u>	<u>50</u>	-	-
Net movement in funds		37,029	(11,785)	25,244	26,301
Reconciliation of funds					
Total funds brought forward		<u>345,217</u>	<u>326,802</u>	<u>672,019</u>	<u>645,718</u>
Total funds carried forward	22	<u><u>382,246</u></u>	<u><u>315,017</u></u>	<u><u>697,263</u></u>	<u><u>672,019</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for the period is shown in note 22.

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	2	93,417	-	93,417
Charitable activities	3	46,617	129,209	175,826
Other trading activities	5	4,729	-	4,729
Investment income	6	2,432	-	2,432
Total income		<u>147,195</u>	<u>129,209</u>	<u>276,404</u>
Expenditure on:				
Raising funds	7	(470)	-	(470)
Charitable activities	8	<u>(167,451)</u>	<u>(82,374)</u>	<u>(249,825)</u>
Total expenditure		(167,921)	(82,374)	(250,295)
Gains/(losses) on investment assets		<u>192</u>	<u>-</u>	<u>192</u>
Net (expenditure)/income		(20,534)	46,835	26,301
Transfers between funds		<u>219,462</u>	<u>(219,462)</u>	<u>-</u>
Net movement in funds		198,928	(172,627)	26,301
Reconciliation of funds				
Total funds brought forward		<u>146,289</u>	<u>499,429</u>	<u>645,718</u>
Total funds carried forward	22	<u><u>345,217</u></u>	<u><u>326,802</u></u>	<u><u>672,019</u></u>

The notes on pages 11 to 23 form an integral part of these financial statements.

Bexley Mencap

(Registration number: 02869571)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	315,616	317,751
Investments	14	<u>762</u>	<u>700</u>
		<u>316,378</u>	<u>318,451</u>
Current assets			
Debtors	15	43,274	20,072
Cash at bank and in hand	16	<u>409,288</u>	<u>390,252</u>
		452,562	410,324
Creditors: Amounts falling due within one year	17	<u>(71,677)</u>	<u>(56,756)</u>
Net current assets		<u>380,885</u>	<u>353,568</u>
Net assets		<u>697,263</u>	<u>672,019</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	22	315,017	326,802
Unrestricted income funds			
Unrestricted funds		<u>382,246</u>	<u>345,217</u>
Total funds	22	<u>697,263</u>	<u>672,019</u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 8 to 23 were approved by the trustees, and authorised for issue on ~~23.03.22~~ 23.03.22 and signed on their behalf by:



Nicki Fowler
Trustee

The notes on pages 11 to 23 form an integral part of these financial statements.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Bexley Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

Asset class	Depreciation method and rate
Fixtures & fittings	10% straight line
Office & IT equipment	25% straight line

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

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

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	44,286	44,286	30,395
Donations from individuals	28,026	28,026	6,512
Grants, including capital grants;			
Government grants	151,996	151,996	34,086
Grants from other charities	36,958	36,958	22,424
	<u>261,266</u>	<u>261,266</u>	<u>93,417</u>

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Grants & donations	-	22,455	22,455	129,209
Advice & support fees	46,127	-	46,127	46,617
Memberships	1,099	-	1,099	-
Miscellaneous income	1,710	-	1,710	-
	<u>48,936</u>	<u>22,455</u>	<u>71,391</u>	<u>175,826</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
The 29th May 1961 Charitable Trust	2,000	-	2,000
Co-op Community Foundation	4,411	-	4,411
Morrisons Foundation	2,500	-	2,500
Greenwich & Bexley Community Hospice	36,958	-	36,958
Independent Age	10,000	-	10,000
Small Charities Coalition	2,501	-	2,501
London Borough of Bexley	115,316	-	115,316
Baily Thomas Charitable Fund	-	12,832	12,832
The Hedley Foundation	2,060	-	2,060
Sport England	3,211	300	3,511
Royal Mencap	8,219	-	8,219
National Lottery Community Fund	-	9,323	9,323
Thomas Wall Trust	5,000	-	5,000
NHS South East London CCG	36,680	-	36,680
Sundry grants & donations	32,410	-	32,410
	<u>261,266</u>	<u>22,455</u>	<u>283,721</u>

5 Income from other trading activities

	Unrestricted General £	Total 2022 £	Total 2021 £
Fundraising	4,276	4,276	4,729
	<u>4,276</u>	<u>4,276</u>	<u>4,729</u>

6 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	2,247	2,247	2,432
	<u>2,247</u>	<u>2,247</u>	<u>2,432</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Note	Unrestricted funds General £	Total 2022 £	Total 2021 £
Donations		460	460	470

8 Expenditure on charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2022 £	Total 2021 £
Bank charges	96	-	96	69
Building repairs & maintenance	2,948	-	2,948	1,699
Cleaning	718	-	718	1,103
Independent examination	1,482	-	1,482	1,440
Instructor fees	2,315	3,100	5,415	4,225
Insurance	1,109	-	1,109	1,109
IT software & maintenance	5,605	1,183	6,788	5,880
Marketing & communications	126	-	126	28
Miscellaneous expenditure	443	-	443	2,742
Office furniture & equipment	53	-	53	1,001
Activities & other outgoings	1,212	832	2,044	824
Recruitment	1,265	-	1,265	389
Refreshments	49	-	49	10
Salaries, NI & pension	234,405	26,357	260,762	209,684
Staff travel & expenses	3,159	200	3,359	3,152
Staff training	2,494	600	3,094	1,221
Stationery & printing	2,574	140	2,714	1,833
Subscriptions & memberships	6,064	288	6,352	5,533
Utilities & rates	8,917	-	8,917	5,722
Volunteer expenses	97	-	97	26
Depreciation, amortisation and other similar costs	2,135	-	2,135	2,135
Venue hire	3,173	240	3,413	-
Governance	159	-	159	-
Overheads	(1,350)	1,350	-	-
	279,248	34,290	313,538	249,825

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022	2021
	£	£
Depreciation of fixed assets	2,135	2,135

10 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
Staff costs during the year were:		
Wages and salaries	240,450	193,379
Social security costs	15,724	12,616
Pension costs	4,588	3,689
	<u>260,762</u>	<u>209,684</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2022	2021
	No	No
Average number of employees	<u>20</u>	<u>10</u>

8 (2021 - 6) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £4,588 (2021 - £3,689).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £83,889 (2021 - £84,437).

11 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner are analysed as follows:

	2022	2021
	£	£
Independent examination	1,235	1,200
	<u>1,235</u>	<u>1,200</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

12 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

13 Tangible fixed assets

	Land and buildings £	Fixtures & fittings £	Office & IT equipment £	Total £
Cost				
At 1 April 2021	314,273	9,184	10,318	333,775
At 31 March 2022	314,273	9,184	10,318	333,775
Depreciation				
At 1 April 2021	-	8,904	7,120	16,024
Charge for the year	-	40	2,095	2,135
At 31 March 2022	-	8,944	9,215	18,159
Net book value				
At 31 March 2022	314,273	240	1,103	315,616
At 31 March 2021	314,273	280	3,198	317,751

Included within the net book value of land and buildings above is £314,273 (2021 - £314,273) in respect of freehold land and buildings and £Nil (2021 - £Nil) in respect of leaseholds.

Cory Environmental Trust hold a legal charge over the freehold premises, 19 Church Road, Bexleyheath. The purpose of the charge is to enable Cory Environmental Trust to recover their donation of £87,000 towards the acquisition of the property, in the event that the building ceased, at any time, to be used for Bexley Mencap's charitable purposes. The property was valued on a current-use basis in June 2010 at £300,000 by Robinson Jackson, Estate Agents.

14 Fixed asset investments

	2022 £	2021 £
Other investments	762	700

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 April 2021	700	700
Revaluation	62	62
At 31 March 2022	762	762
Net book value		
At 31 March 2022	762	762
At 31 March 2021	700	700

15 Debtors

	2022 £	2021 £
Trade debtors	39,575	17,061
Prepayments	3,699	3,011
	43,274	20,072

16 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	100	255
Cash at bank	409,188	389,997
	409,288	390,252

17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	6,957	1,043
Other taxation and social security	7,381	-
Other creditors	12,540	19,600
Accruals	2,649	1,790
Deferred income	42,150	34,323
	71,677	56,756

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

18 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

19 Taxation

The charity is a registered charity and is therefore exempt from taxation.

20 Related party transactions

There were no related party transactions in the year.

21 Analysis of net assets between funds

	Unrestricted			2022
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	1,343	-	314,273	315,616
Fixed asset investments	762	-	-	762
Current assets	311,818	140,000	744	452,562
Current liabilities	<u>(71,677)</u>	<u>-</u>	<u>-</u>	<u>(71,677)</u>
Total net assets	<u>242,246</u>	<u>140,000</u>	<u>315,017</u>	<u>697,263</u>

	Unrestricted			2021
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	3,478	-	314,273	317,751
Fixed asset investments	700	-	-	700
Current assets	257,795	140,000	12,529	410,324
Current liabilities	<u>(56,756)</u>	<u>-</u>	<u>-</u>	<u>(56,756)</u>
Total net assets	<u>205,217</u>	<u>140,000</u>	<u>326,802</u>	<u>672,019</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

22 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2022 £
Unrestricted funds						
<i>General</i>						
General fund	205,217	316,724	(279,708)	(50)	63	242,246
<i>Designated</i>						
Building Maintenance Fund	15,000	-	-	-	-	15,000
Capacity Building Fund	50,000	-	-	-	-	50,000
Capital Fund	75,000	-	-	-	-	75,000
	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>140,000</u>
Total unrestricted funds	<u>345,217</u>	<u>316,724</u>	<u>(279,708)</u>	<u>(50)</u>	<u>63</u>	<u>382,246</u>
Restricted funds						
Capital asset fund	314,273	-	-	-	-	314,273
IT fund	6,844	-	(6,100)	-	-	744
National Lottery Covid response	2,015	-	(2,015)	-	-	-
People's Postcode Lottery	3,670	-	(3,670)	-	-	-
Baily Thomas Healthy Lifestyles	-	12,832	(12,882)	50	-	-
Bexley Covid-19 Giving scheme	-	9,323	(9,323)	-	-	-
Disability Sports Coach	-	300	(300)	-	-	-
	<u>326,802</u>	<u>22,455</u>	<u>(34,290)</u>	<u>50</u>	<u>-</u>	<u>315,017</u>
Total restricted funds	<u>326,802</u>	<u>22,455</u>	<u>(34,290)</u>	<u>50</u>	<u>-</u>	<u>315,017</u>
Total funds	<u>672,019</u>	<u>339,179</u>	<u>(313,998)</u>	<u>-</u>	<u>63</u>	<u>697,263</u>

The transfer from the General fund to the Baily Thomas Healthy Lifestyles fund is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows:

Capital asset fund - represents the cost of the freehold property at 19 Church Road.

IT fund - funds received towards purchase and implementation of new CRM system.

National Lottery Covid response - using digital technology to support people with a learning disability.

People's Postcode Lottery - toward Money Matters courses, resources and drop-ins. Providing support with welfare applications.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

Baily Thomas Healthy Lifestyles - funds to employ an activities co-ordinator to increase and diversify activities for members with a focus on health and wellbeing.

Bexley Covid-19 Giving scheme - fund to support activities focussing on health and wellbeing.

Disability Sports Coach - fund to support physical activity groups.

Designated funds:

Building Maintenance Fund - as the charity has now owned the Church Road property for over 10 years, this fund has been designated to ensure essential or emergency repairs can be carried out above the usual annual maintenance costs.

Capacity Building Fund - as there are significant development areas in the short term future and as the organisation has a commitment to continue to develop and personalise its services, this fund will ensure there is sufficient leadership capacity and infrastructure to support growth over the coming years whilst maintaining the high standards we expect to deliver.

Capital Fund - the Covid-19 pandemic and recent development of services has highlighted the limitations of the charity's current property which impacts on finances and our ability to develop services. The trustees are committed to ensuring that the charity has a secure base which can allow it to continue to respond to needs and changes over the coming years.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2022

These are the figures for the previous accounting period and are included for comparative purposes:

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2021 £
Unrestricted funds						
<i>General</i>						
General fund	146,289	147,195	(167,921)	79,462	192	205,217
<i>Designated</i>						
Building Maintenance Fund	-	-	-	15,000	-	15,000
Capacity Building Fund	-	-	-	50,000	-	50,000
Capital Fund	-	-	-	75,000	-	75,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>140,000</u>	<u>-</u>	<u>140,000</u>
Total unrestricted funds	<u>146,289</u>	<u>147,195</u>	<u>(167,921)</u>	<u>219,462</u>	<u>192</u>	<u>345,217</u>
Restricted						
Advocacy, health & family support	163,786	94,004	(35,434)	(222,356)	-	-
Carers' Special Break	15,150	-	-	(15,150)	-	-
Capital asset fund	314,273	-	-	-	-	314,273
IT fund	6,220	-	-	624	-	6,844
National Lottery Covid response	-	9,200	(7,185)	-	-	2,015
LCRF	-	18,475	(18,475)	-	-	-
People's Postcode Lottery	-	-	(11,630)	15,300	-	3,670
Independent Age	-	5,000	(5,000)	-	-	-
RMS Let's Get Digital	-	2,000	(2,000)	-	-	-
Groundwork UK	-	530	(2,650)	2,120	-	-
	<u>499,429</u>	<u>129,209</u>	<u>(82,374)</u>	<u>(219,462)</u>	<u>-</u>	<u>326,802</u>
Total restricted funds	<u>499,429</u>	<u>129,209</u>	<u>(82,374)</u>	<u>(219,462)</u>	<u>-</u>	<u>326,802</u>
Total funds	<u>645,718</u>	<u>276,404</u>	<u>(250,295)</u>	<u>-</u>	<u>192</u>	<u>672,019</u>

BEXLEY MENCAP

England & Wales - Charity number 1041117

Accounts

Company registration number: 02869571

Charity registration number: 1041117

Bexley Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Bexley Mencap

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Bexley Mencap

Reference and Administrative Details

Trustees	Nicki Fowler, Chair John Ward, Secretary Subash Pandey, Treasurer Peter Walker Stacey Yusuf Fernando Caicedo Bandhu Das Jason Gowlett Lisa Thompson
Secretary	John Ward, Secretary
Senior Management Team	Kara Lee, Chief Executive Steve Grimsey, Operations Manager
Principal Office	19 Church Road Bexleyheath Kent DA7 4DD The charity is incorporated in England.
Company Registration Number	02869571
Charity Registration Number	1041117
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Bexley Mencap

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Trustees

Nicki Fowler, Chair

John Ward, Secretary

Subash Pandey, Treasurer (appointed 22 February 2021)

Peter Walker

Stacey Yusuf

Fernando Caicedo

Bandhu Das

Jason Gowlett

Lisa Thompson

Nina Martinez (resigned 9 June 2020)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 5 November 1993 and most recently amended 13 March 2003. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees complete a regular skills audit which identifies individual skills level and the collective capacity of the Board. This, along with the routine discussions at the Board, determines those issues on which the Board requires further information and training. Training and networking opportunities are appraised on an ad hoc basis.

This skills audit also forms the basis for our recruitment process to ensure that the Board has a wide range of skills and experience. This year, we welcomed a new Treasurer to the organisation to enable us to continue to be assured of the financial governance of the organisation.

Organisational structure

Bexley Mencap is a voluntary organisation with charitable status, affiliated to Royal Mencap. The general control and management is vested in the Board of Management which consists of a Chair; Vice Chair, Hon. Secretary, Treasurer and Trustees.

Paid full and part time staff were a Chief Executive, an Operations Manager, a Self-Advocacy worker, 3 Support Workers, Support Services Co-ordinator, an Income Officer, a Membership and Engagement Officer, a Cleaner and 5 training champions.

Volunteers assist in a variety of ways. Their commitment to Bexley Mencap is invaluable, and includes:

- Trustees serving on the Executive Committee
- Fundraising
- Social clubs and activity groups
- Befriending

Bexley Mencap

Trustees' Report

Objectives and activities

Public benefit

Our vision is that all people with a learning disability are valued, respected and empowered to live life to the full.

Our strategic aims are:

- To provide high-quality activities, services and support to enable people with learning disabilities to live life to the full;
- To provide practical and emotional support and advice to families and carers which make a positive difference to their lives;
- To raise awareness within our community and to advocate for people with a learning disability to have the same rights and choices as others;
- To make efficient and effective use of our resources, making them work for us, to ensure our continued sustainability;
- To enhance our visibility and credibility within the community, demonstrating the impact and value of our vital services.

All our work is always underpinned by our core values to help us to shape and deliver high quality services, which are nurturing, approachable, person-centred, passionate and respectful.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

This has been a year of significant challenges for the people we support who have been disproportionately affected by the Covid-19 pandemic. The need to respond to changes at short notice, to adapt quickly to deliver services in different ways and the huge rise in demand for support have presented significant challenges to our small organisation. However, there have also been a range of opportunities through the last year and responding to the pandemic has allowed us to speed up delivery of our aims over the past year.

With many other services having to reduce support due to Covid-19 we worked hard to develop alternative offers and to expand the range of activities we provide. Many people we support were shielded or at home for the majority of the year so our priority was to continue to provide a range of activities and support which would help people to maintain their health and wellbeing. We also worked hard to make sure that people understood the frequently changing guidelines, that people had the essentials they needed and that we could increase our support to families and carers through this difficult time.

Our team quickly adapted our services to become mainly digital at the start of the pandemic and provided training, support and equipment to members and carers to enable them to access digital services. We were able to provide several tablets to members and carers as well as individual training and support to people to access Zoom and other platforms of interest to them such as YouTube or Facebook. Our team created a huge amount of online content including activity videos, quizzes, challenges and fun videos to create a timetable of activities for people everyday. This worked incredibly well at the start of the pandemic as people struggled to adapt to staying at home and being disconnected from friends and services. In total the team created 269 activity videos and 473 activity links across a 10 week period.

Recognising the challenges of being at home, staying active and keeping busy we worked to secure additional funding and had great success with Covid emergency funding which enabled us to adapt quickly in the changing circumstances and increase our range of activities.

Bexley Mencap

Trustees' Report

At the height of lockdown, we facilitated 16 Zoom groups a week, an increase from our usual 7 groups a week before the pandemic. We supported virtual friendship groups to enable members to keep in touch with their friends, supported local charity Celebrations to continue to meet virtually on a Saturday for their valued music sessions and started new activity sessions including our incredibly popular Zoom tennis group. The number of activity sessions provided increased by 129% over the year.

The expansion of our groups and moving to digital delivery meant we were able to welcome more members to our sessions and welcome new members to the charity. It has also enabled us to begin to redevelop our services to provide more responsive and person-centred services for the people we support. We look forward to continuing to assess and expand our range of activities to enable us to support more people with a learning disability and their families in Bexley in different and personalised ways.

Our self-advocacy service, Respect in Bexley, continued to work tirelessly to speak up on issues which they felt affected people with learning disabilities in Bexley. They adapted quickly to using Zoom as a tool to meet and were involved in many important pieces of work both locally and nationally. The group continued to deliver a number of training sessions to University of Greenwich students to give a patient's perspective on the important work of Learning Disability Nurses and we look forward to continuing our partnership with the university next year. They were also involved in many projects related to the pandemic, including sessions to give feedback on the NHS Covid test platform with feedback on how to make it more accessible and taking part in Minister's Round Table events to feed back their experiences to ministers. They have continued to be incredibly active members of the local Learning Disability Partnership Board to raise awareness of issues affecting local people and work with partners to create positive change and solutions. With funding from Royal Mencap the group launched a Treat Me Well campaign locally, writing to MPs and raising awareness of the importance of people with a learning disability being included on the vaccine priority list.

As well as virtual support we also expanded the practical support we provide to members and their families. Throughout lockdowns our team kept in touch with members through regular wellbeing calls, as well as practical help such as shopping, picking up prescriptions and delivering wellbeing boxes. We made over 1200 wellbeing calls in the first half of the year alone as well as over 300 doorstep or shopping visits. Our 1:1 support service continued and has expanded as more people choose to use their budgets in different ways, in this year our support hours increased 144% with new requests still coming through weekly. Due to the increasing demand, we are working to expand our service to better enable us to meet the needs of local people.

Throughout the year we have increasingly focussed on health and wellbeing with supporting people through the pandemic as a main focus. We worked with both statutory and voluntary sector partners to ensure that local people had as much accessible information and support about Covid-19 and vaccines as possible, including providing individual support to several members to receive their vaccination. We also worked with Oxleas, the CCG and local GPs to organise and support a learning disability vaccination day at Queen Mary's Hospital and look forward to opportunities to work together more in the future as we work to raise awareness and address the health inequalities experienced by people with learning disabilities.

Another large piece of partnership work for us this year was the delivery of the Pathways project with the One Bexley Consortium, a consortium of eight local charities working to improve the health and wellbeing of people in Bexley. The Pathways project aims to support residents to access the care and support they are eligible for through voluntary sector partners that they know and trust. Through being involved in this project we have been able to support many of our members through the statutory assessment process and to receive eligible care and support. In a short period of time we have seen numerous benefits for the people we support and look forward to future opportunities to continue our work in this area.

The ability to expand our work would not have been possible without the flexibility and understanding of our existing funders, as well as the support of our new funders throughout the year. We are incredibly grateful for the additional resource they provided which enabled us to make such a positive difference on the lives of local people at the most difficult time.

Bexley Mencap

Trustees' Report

We also could not have done so much without the dedication, adaptability, creativity and compassion of our incredible team of both staff and volunteers. They worked tirelessly throughout the year and went above and beyond to deliver outstanding service and support to our members and families. The effects of working at high pace and under significant pressure as front-line keyworkers cannot be underestimated and the Trustees are committed to continuing to provide a high level of support and training for the work they do. The Trustees would like to express their deepest thanks and recognition to the people who made our work possible and provided such incredible support to our members and families.

We anticipate that the effects of the pandemic, as well as Brexit, will have an impact on our planned income in future years as we begin to see the effects of falling interest rates, increasing competition for grant funding and increased pressure on statutory funding. We also anticipate a continuing surge in demand as the health and wellbeing effects of the pandemic become to be recognised and will work to do what we can to continue to support people. We will be working to diversify our funding with a focus on sustainability as we work to ensure that we are not over reliant on one income stream.

Premises are an increasing area of thought for us which will be a priority in the coming year. With the implementation of social distancing and the need to keep our members safe, our current premises have not been large enough to return to face to face activities leading to hiring of additional space. If activities continue to develop it is likely we will need to explore options for alternative spaces to ensure that our most valued services continue to run safely.

The Trustees are committed to regularly reviewing services and needs and utilising our resources in the best ways for the benefit of our members. Recognising that expansion of services and increase in demand will require robust infrastructure they are committed to using our reserves to ensure that we can continue to provide the highest quality of service to the people who need it most, as well as investing in our team without whom we could not deliver what we do.

Financial review

Going into this year we had planned for a deficit budget to improve the infrastructure and robustness of the organisation and with the development of the pandemic anticipated this to increase. The Trustees are committed to using our reserve funds to provide the support that people need most and had approved additional use of these funds should it be necessary with monthly reviews. Due to the success of our grant applications, fundraising and careful management of expenditure we have ended the year with a surplus. This surplus will be re-invested in the organisation to provide additional digital capacity, enhanced training and support to our valuable team as well as increasing capacity to enable us to respond to increasing demand for services.

Policy on reserves

Bexley Mencap requires an appropriate level of funds in reserve to:

- ensure that the trustees are able to provide services currently available to people with learning disabilities and their families for a minimum of nine months into the future should funding become unavailable.
- ensure that Bexley Mencap is able to survive unexpected setbacks such as short-term funding issues or problems from internal or external causes.
- provide financial stability to develop new services or expand existing ones depending on the changing needs of members.

Trustees recognise that although six months reserves would usually be adequate to ensure financial security, due to the needs of Bexley Mencap's beneficiaries and the support they will require to transition to new services that we will seek to maintain between six to nine months reserves.

Based on predicted expenditure for the coming year it is estimated that it would currently cost between £162,000 - £243,000 to operate services for that period. Our free reserves at 31 March 2021 stood at £201,039.

Bexley Mencap

Trustees' Report

Principal risks and uncertainties

The Board continues to review and consider the risks to which the charity is exposed to ensure that appropriate strategies and policies are in place to mitigate those risks. Each new policy, plan or development is reviewed for risk as part of the approval process. Risks are managed by ensuring adequate policies and procedures are in place, backed up by staff training and ensuring that there is effective governance and oversight by appropriate senior staff and trustees.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Bexley Mencap for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ...*21/11/21*... and signed on its behalf by:



.....
Nicki Fowler
Trustee

Bexley Mencap

Independent Examiner's Report to the trustees of Bexley Mencap

Independent examiner's report to the trustees of Bexley Mencap ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 11/11/21

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	2	93,417	-	93,417	24,607
Charitable activities	3	46,617	129,209	175,826	203,335
Other trading activities	5	4,729	-	4,729	2,887
Investment income	6	2,432	-	2,432	4,857
Total income		<u>147,195</u>	<u>129,209</u>	<u>276,404</u>	<u>235,686</u>
Expenditure on:					
Raising funds	7	(470)	-	(470)	(494)
Charitable activities	8	(167,451)	(82,374)	(249,825)	(234,802)
Total expenditure		(167,921)	(82,374)	(250,295)	(235,296)
Gains/losses on investment assets		192	-	192	(108)
Net (expenditure)/income		(20,534)	46,835	26,301	282
Transfers between funds		219,462	(219,462)	-	-
Net movement in funds		198,928	(172,627)	26,301	282
Reconciliation of funds					
Total funds brought forward		<u>146,289</u>	<u>499,429</u>	<u>645,718</u>	<u>645,436</u>
Total funds carried forward	21	<u><u>345,217</u></u>	<u><u>326,802</u></u>	<u><u>672,019</u></u>	<u><u>645,718</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for the period is shown in note 21.

Bexley Mencap

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	24,607	-	24,607
Charitable activities	3	58,612	144,723	203,335
Other trading activities	5	2,887	-	2,887
Investment income	6	4,857	-	4,857
Total income		<u>90,963</u>	<u>144,723</u>	<u>235,686</u>
Expenditure on:				
Raising funds	7	(494)	-	(494)
Charitable activities	8	(102,772)	(132,030)	(234,802)
Total expenditure		(103,266)	(132,030)	(235,296)
Gains/losses on investment assets		(108)	-	(108)
Net (expenditure)/income		<u>(12,411)</u>	<u>12,693</u>	<u>282</u>
Net movement in funds		(12,411)	12,693	282
Reconciliation of funds				
Total funds brought forward		<u>158,700</u>	<u>486,736</u>	<u>645,436</u>
Total funds carried forward	21	<u><u>146,289</u></u>	<u><u>499,429</u></u>	<u><u>645,718</u></u>

Bexley Mencap

(Registration number: 02869571) Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	14	317,751	318,109
Investments	15	<u>700</u>	<u>508</u>
		<u>318,451</u>	<u>318,617</u>
Current assets			
Debtors	16	20,072	6,981
Cash at bank and in hand	17	<u>390,252</u>	<u>347,379</u>
		410,324	354,360
Creditors: Amounts falling due within one year	18	<u>(56,756)</u>	<u>(27,259)</u>
Net current assets		<u>353,568</u>	<u>327,101</u>
Net assets		<u>672,019</u>	<u>645,718</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	21	326,802	499,429
Unrestricted income funds			
Unrestricted funds		<u>345,217</u>	<u>146,289</u>
Total funds	21	<u>672,019</u>	<u>645,718</u>

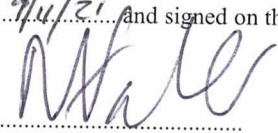
For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 8 to 23 were approved by the trustees, and authorised for issue on 7/4/21 and signed on their behalf by:


.....
Nicki Fowler
Trustee

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Bexley Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Exemption from preparing a cash flow statement

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

Asset class	Depreciation method and rate
Fixtures & fittings	10% straight line
Office & IT equipment	25% straight line

The cost of land included in the balance sheet but not depreciated is £314,273.

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

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

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds	Total	Total
	General	2021	2020
	£	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	30,395	30,395	3,056
Donations from individuals	6,512	6,512	6,525
Grants, including capital grants;			
Government grants	34,086	34,086	-
Grants from other charities	22,424	22,424	15,026
	93,417	93,417	24,607

3 Income from charitable activities

	Unrestricted funds		Total	Total
	General	Restricted funds	2021	2020
	£	£	£	£
Grants & donations	-	129,209	129,209	144,723
Subscriptions	-	-	-	14,322
Advice & support fees	46,617	-	46,617	41,029
Hire fees - Church Road	-	-	-	3,233
Other income	-	-	-	28
	46,617	129,209	175,826	203,335

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Bexley Voluntary Service Council	2,000	-	2,000
Co-op Community Foundation	5,677	-	5,677
Comic Relief	1,000	-	1,000
Greenwich & Bexley Community Hospice	20,424	-	20,424
Independent Age	-	5,000	5,000
Lloyds Foundation	7,448	-	7,448
London Borough of Bexley	34,086	89,000	123,086
London Community Response Fund	-	18,475	18,475
MyCool Grant Foundation	1,000	-	1,000
RMS Sports England	5,570	-	5,570
Royal Mencap	-	5,200	5,200
National Lottery Community Fund	-	9,200	9,200
TIF London Sport	-	1,804	1,804
Groundwork UK	-	530	530
Sundry grants & donations	16,212	-	16,212
	<u>93,417</u>	<u>129,209</u>	<u>222,626</u>

5 Income from other trading activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Fundraising	4,729	4,729	2,887
	<u>4,729</u>	<u>4,729</u>	<u>2,887</u>

6 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income; Interest receivable on bank deposits	2,432	2,432	4,857
	<u>2,432</u>	<u>2,432</u>	<u>4,857</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Note	Unrestricted funds General £	Total 2021 £	Total 2020 £
Donations		470	470	494

8 Expenditure on charitable activities

	Unrestricted General funds £	Restricted funds £	Total 2021 £	Total 2020 £
Bank charges	69	-	69	60
Building repairs & maintenance	999	700	1,699	1,452
Cleaning	903	200	1,103	711
Independent examination	1,440	-	1,440	1,812
Instructor fees	35	4,190	4,225	-
Insurance	459	650	1,109	959
IT software & maintenance	3,083	2,797	5,880	5,307
Marketing & communications	28	-	28	4,461
Miscellaneous expenditure	1,711	1,031	2,742	1,402
Office furniture & equipment	1,001	-	1,001	1,089
Activities & other outgoings	544	280	824	12,303
Recruitment	389	-	389	-
Refreshments	10	-	10	-
Salaries, NI & pension	142,632	67,052	209,684	184,133
Staff travel & expenses	2,404	748	3,152	6,695
Staff training	21	1,200	1,221	2,613
Stationery & printing	723	1,110	1,833	-
Subscriptions & memberships	4,334	1,199	5,533	3,293
Utilities & rates	4,522	1,200	5,722	2,814
Volunteer expenses	9	17	26	1,011
Depreciation, amortisation and other similar costs	2,135	-	2,135	2,548
Venue hire	-	-	-	1,616
Other accountancy fees	-	-	-	332
AGM expenses	-	-	-	191
	167,451	82,374	249,825	234,802

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021	2020
	£	£
Depreciation of fixed assets	<u>2,135</u>	<u>2,548</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

11 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner are analysed as follows:

	2021	2020
	£	£
Independent examination	1,200	1,510
	<u>1,200</u>	<u>1,510</u>

12 Staff costs

The aggregate payroll costs were as follows:

	2021	2020
	£	£
Staff costs during the year were:		
Wages and salaries	193,379	168,909
Social security costs	12,616	11,847
Pension costs	<u>3,689</u>	<u>3,377</u>
	<u>209,684</u>	<u>184,133</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021	2020
	No	No
Average number of employees	<u>10</u>	<u>9</u>

6 (2020 - 6) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,689 (2020 - £3,377).

No employee received emoluments of more than £60,000 during the year.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

The total employee benefits of the key management personnel of the charity were £84,437 (2020 - £82,480).

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Land and buildings £	Fixtures & fittings £	Office & IT equipment £	Total £
Cost				
At 1 April 2020	314,273	9,184	8,541	331,998
Additions	-	-	1,777	1,777
At 31 March 2021	<u>314,273</u>	<u>9,184</u>	<u>10,318</u>	<u>333,775</u>
Depreciation				
At 1 April 2020	-	8,864	5,025	13,889
Charge for the year	-	40	2,095	2,135
At 31 March 2021	<u>-</u>	<u>8,904</u>	<u>7,120</u>	<u>16,024</u>
Net book value				
At 31 March 2021	<u>314,273</u>	<u>280</u>	<u>3,198</u>	<u>317,751</u>
At 31 March 2020	<u>314,273</u>	<u>320</u>	<u>3,516</u>	<u>318,109</u>

Included within the net book value of land and buildings above is £314,273 (2020 - £314,273) in respect of freehold land and buildings and £Nil (2020 - £Nil) in respect of leaseholds.

Cory Environmental Trust hold a legal charge over the freehold premises, 19 Church Road, Bexleyheath. The purpose of the charge is to enable Cory Environmental Trust to recover their donation of £87,000 towards the acquisition of the property, in the event that the building ceased, at any time, to be used for Bexley Mencap's charitable purposes. The property was valued on a current-use basis in June 2010 at £300,000 by Robinson Jackson, Estate Agents.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

15 Fixed asset investments

	2021 £	2020 £
Other investments	700	508

Other investments

	Listed investments £	Total £
Cost or Valuation		
At 1 April 2020	508	508
Revaluation	192	192
At 31 March 2021	700	700
Net book value		
At 31 March 2021	700	700
At 31 March 2020	508	508

16 Debtors

	2021 £	2020 £
Trade debtors	17,061	1,695
Prepayments	3,011	3,481
Accrued income	-	1,805
	20,072	6,981

17 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	255	190
Cash at bank	389,997	347,189
	390,252	347,379

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

18 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,043	-
Other creditors	19,600	-
Accruals	1,790	2,259
Deferred income	34,323	25,000
	<u>56,756</u>	<u>27,259</u>

19 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021	2020
	£	£
Other		
Within one year	888	888
Between one and five years	-	888
	<u>888</u>	<u>1,776</u>

20 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

21 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2021 £
Unrestricted funds						
<i>General</i>						
General fund	146,289	147,195	(167,921)	79,462	192	205,217
<i>Designated</i>						
Building Maintenance Fund	-	-	-	15,000	-	15,000
Capacity Building Fund	-	-	-	50,000	-	50,000
Capital Fund	-	-	-	75,000	-	75,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>140,000</u>	<u>-</u>	<u>140,000</u>
Total Unrestricted funds	<u>146,289</u>	<u>147,195</u>	<u>(167,921)</u>	<u>219,462</u>	<u>192</u>	<u>345,217</u>
Restricted funds						
Advocacy, health & family support	163,786	94,004	(35,434)	(222,356)	-	-
Carers' Special Break	15,150	-	-	(15,150)	-	-
Capital asset fund	314,273	-	-	-	-	314,273
IT fund	6,220	-	-	624	-	6,844
National Lottery Covid response	-	9,200	(7,185)	-	-	2,015
LCRF	-	18,475	(18,475)	-	-	-
People's Postcode Lottery	-	-	(11,630)	15,300	-	3,670
Independent Age	-	5,000	(5,000)	-	-	-
RMS Let's Get Digital	-	2,000	(2,000)	-	-	-
Groundwork UK	-	530	(2,650)	2,120	-	-
	<u>-</u>	<u>530</u>	<u>(2,650)</u>	<u>2,120</u>	<u>-</u>	<u>-</u>
Total restricted funds	<u>499,429</u>	<u>129,209</u>	<u>(82,374)</u>	<u>(219,462)</u>	<u>-</u>	<u>326,802</u>
Total funds	<u>645,718</u>	<u>276,404</u>	<u>(250,295)</u>	<u>-</u>	<u>192</u>	<u>672,019</u>

The transfers from the General fund to the People's Postcode Lottery and Groundwork UK funds represent grants which should have been shown as restricted in prior period.

The transfer from the General fund to the IT fund represents a refund on purchase in prior period.

The transfers from the Advocacy, Health & Family support and Carers' Special Break funds to the General fund represent a release of restriction on use of these funds.

The transfer from the General fund to the Designated funds represents amounts which trustees agreed to designate for specific purposes.

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

The specific purposes for which the funds are to be applied are as follows:

Capital asset fund - represents the cost of the freehold property at 19 Church Road.

IT fund - funds received towards purchase of new laptops and camcorder.

National Lottery Covid response - using digital technology to support people with a learning disability.

LCRF - increasing capacity to deliver additional virtual and in person services to reduce social-isolation and improve health and wellbeing.

People's Postcode Lottery - toward Money Matters courses, resources and drop-ins. Providing support with welfare applications.

Independent Age - providing support and respite to older carers.

RMS Let' Get Digital - tablets and training to improve digital access.

Groundwork UK - physical activity sessions for people with learning disabilities.

Designated funds:

Building Maintenance Fund - as the charity has now owned the Church Road property for over 10 years, this fund has been designated to ensure essential or emergency repairs can be carried out above the usual annual maintenance costs.

Capacity Building Fund - as there are significant development areas in the short term future and as the organisation has a commitment to continue to develop and personalise its services, this fund will ensure there is sufficient leadership capacity and infrastructure to support growth over the coming years whilst maintaining the high standards we expect to deliver.

Capital Fund - the Covid-19 pandemic and recent development of services has highlighted the limitations of the charity's current property which impacts on finances and our ability to develop services. The trustees are committed to ensuring that the charity has a secure base which can allow it to continue to respond to needs and changes over the coming years.

These are the figures for the previous accounting period and are included for comparative purposes:

	Balance at 1 April 2019	Incoming resources	Resources expended	Other recognised gains/(losses)	Balance at 31 March 2020
	£	£	£	£	£
Unrestricted funds					
<i>General</i>					
General fund	158,700	90,963	(103,266)	(108)	146,289
Restricted funds					
Advocacy, health & family support	156,927	117,435	(110,576)	-	163,786
Carers' Special Break	15,150	-	-	-	15,150
Capital asset fund	314,273	-	-	-	314,273
IT fund	386	13,288	(7,454)	-	6,220
Beacon Club	-	12,000	(12,000)	-	-
Music Man	-	2,000	(2,000)	-	-
Total restricted funds	<u>486,736</u>	<u>144,723</u>	<u>(132,030)</u>	<u>-</u>	<u>499,429</u>
Total funds	<u>645,436</u>	<u>235,686</u>	<u>(235,296)</u>	<u>(108)</u>	<u>645,718</u>

Bexley Mencap

Notes to the Financial Statements for the Year Ended 31 March 2021

22 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	2021 Total funds £
	General £	Designated £		
Tangible fixed assets	3,478	-	314,273	317,751
Fixed asset investments	700	-	-	700
Current assets	257,795	140,000	12,529	410,324
Current liabilities	<u>(56,756)</u>	<u>-</u>	<u>-</u>	<u>(56,756)</u>
Total net assets	<u>205,217</u>	<u>140,000</u>	<u>326,802</u>	<u>672,019</u>

	Unrestricted funds		Restricted funds £	2020 Total funds £
	General £			
Tangible fixed assets		3,836	314,273	318,109
Fixed asset investments		508	-	508
Current assets		144,204	210,156	354,360
Current liabilities		<u>(2,259)</u>	<u>(25,000)</u>	<u>(27,259)</u>
Total net assets		<u>146,289</u>	<u>499,429</u>	<u>645,718</u>

23 Related party transactions

There were no related party transactions in the year.