

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
	John Ward, Secretary
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	<u>(167,451)</u>	<u>(82,374)</u>	<u>(249,825)</u>	<u>(234,802)</u>
Total expenditure		<u>(167,921)</u>	<u>(82,374)</u>	<u>(250,295)</u>	<u>(235,296)</u>
Gains/losses on investment assets		<u>192</u>	<u>-</u>	<u>192</u>	<u>(108)</u>
Net (expenditure)/income		(20,534)	46,835	26,301	282
Transfers between funds		<u>219,462</u>	<u>(219,462)</u>	<u>-</u>	<u>-</u>
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	<u>(102,772)</u>	<u>(132,030)</u>	<u>(234,802)</u>
Total expenditure		(103,266)	(132,030)	(235,296)
Gains/losses on investment assets		<u>(108)</u>	-	<u>(108)</u>
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>

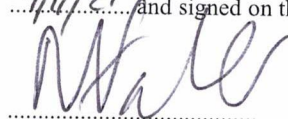
For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 2021	Total 2020
	General £	£	£
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
	<u>93,417</u>	<u>93,417</u>	<u>24,607</u>

3 Income from charitable activities

	Unrestricted funds		Total 2021	Total 2020
	General £	Restricted funds £	£	£
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
	<u>46,617</u>	<u>129,209</u>	<u>175,826</u>	<u>203,335</u>

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>

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

7 Expenditure on raising funds

a) Costs of generating donations and legacies

		Unrestricted funds		
	Note	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
	<u>167,451</u>	<u>82,374</u>	<u>249,825</u>	<u>234,802</u>

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	3,689	3,377
	<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 No	2020 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.

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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.

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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

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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.

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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>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>

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.

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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	(56,756)	-	-	(56,756)
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	(2,259)		(25,000)	(27,259)
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.