

CHEPSTOW AND DISTRICT MENCAP SOCIETY

England & Wales · Charity number 1043574

Details

Other names	CHEPSTOW AND DISTRICT SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS, CHEPSTOW MENCAP
Status	Registered
Legal form	Charitable company
Company number	03009141
Registered	1995-01-30
Register	View on the Charity Commission register

Contact

Address	The Board School Bridge Street Chepstow NP16 5EZ
Phone	01291623216
Email	reception@chepstowmencap.co.uk
Website	http://www.chepstowmencap.co.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; AND B) 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: We help Young people.. People with a disability/Special needs.We provide human resources [eg staff/volunteers] . We provide services[eg care/counselling] Advocacy/advice/informationWe provide buildings[eg facilities/open space]

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability, Amateur Sport
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE CHEPSTOW AND DISTRICT
- Monmouthshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£706,626	£496,346	£2,243,104	20
2024-03-31	£495,560	£468,009	-	-
2023-03-31	£505,630	£433,303	£2,005,273	20
2022-03-31	£432,113	£404,156	-	-
2021-03-31	£866,417	£497,848	£1,904,989	24

Trustees

Name	Role	Appointed
SUSAN NICHOLSON	Chair	2012-03-12
ALISON NARDUZZO		2012-03-12
Alison Mary Heming		2023-11-20
Jennifer Ann Hereford		2025-11-10
Laura Sihdu		2021-11-08
RALPH PERRETT		
ROGER BASIL GLEED		

Accounts

Charity registration number 1043574 (England and Wales)

Company registration number 03009141

CHEPSTOW AND DISTRICT MENCAP SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

CHEPSTOW AND DISTRICT MENCAP SOCIETY

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CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Royal Mencap Society (Mencap) is the leading voice of learning disability. Everything we do at Chepstow Mencap is about valuing and supporting people with a learning disability, their families and carers. Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

Our values include being people centred; empowering, including and respecting all people; and being brave and developing new ideas.

To achieve this, the charity:

- works in partnership with other organisations, service users and their parents or carers
- provides and promotes good practice
- offers a range of services from both professionals, dedicated staff and volunteers

Organisation

Honorary officers and the other trustees (up to 12) are elected annually at the Annual General Meeting.

The board of trustees, who also act as directors, administers the charity through regular meetings. The day-to-day operation of the charity's commissioned service is the responsibility of the Care Services Business Manager, who supervises activities and staff. The Finance Manager oversees all aspects of budget control and reporting.

All policies relating to staff and volunteers are regularly reviewed and updated.

Chepstow Mencap is affiliated to The Royal Mencap Society. It also aims to work in co-operation and partnership with other organisations having the same objectives.

Related parties

The key relationships with external organisations are with the Royal Mencap Society (Mencap), Monmouthshire County Council/Monmouthshire Local Health Board (MCC/MHB) and Gwent Association of Voluntary Organisations (GAVO).

The affiliation with Mencap requires that we comply with their policies and procedures. MCC/MHB is our principal partner and relations are governed by the terms of our service contracts with them. GAVO provides professional support and a networking structure with both voluntary and relevant statutory bodies.

Public benefit

We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Changes introduced in the year

We continue to have new referrals to the service.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Funding

Our core funding continues with a contract with our local authority for day services and family aid. Other income generated, from fund raising and donations are used for activities and events outside our contracted support service.

Support – during the year

We continue to provide a blended Day Service and Family Aid support. Support is given on a group basis or 1:1 individual support. Activities take place in the community or at the Board School.

Old Board School – Head office

The Old Board School is our head office and is used as a community space.

Charity shop

Our service users continue to work at our charity shop which is located in the heart of the community.

Achievements and performance

The main areas of charitable activity are:

- The provision of care support services to people with learning disabilities through the provision of day and evening activities and a support service at home and in the community.
- Provision of a social network with a variety of social activities.
- A charity shop to provide a community presence and retail training for service users.
- Fundraising and community profile.

Care support:

Care support is provided on an individual or group basis. The services are co-ordinated from the head office, The Board School, which provides a daily hub.

Where facilities are available in the community, the venues are hired on a sessional basis.

Independent living skills:

Care support is provided to support adults living independently, including support with shopping, cooking, travel by public transport and money skills. Cookery is a popular choice of activity with more men and young adults wanting to learn how to cook. Travel by public transport is important for future services and individuals are supported with travel and transport skills on local transport routes to eventually access public transport independently. Shopping in the community provides choice, integration, money skills and independence, in preparation for independent living.

Old Board School kitchen and café area

The training kitchen at the new project is designed to be accessible to all. It has proved to be very popular with the people that we support, with cookery high on the list of enjoyable activities. It has also given the opportunity to open up for pop-up cafes which are well attended. The pop-up cafes give the opportunity to welcome the community into the Old Board School, as well as generating an income. Our members prepare and serve refreshments and meet a variety of visitors (some of which have become regulars).

Work experience

- Charity shop: Our charity shop provides 8 placements for work experience in retail. The shop is located in the community where 33% of our Service Users live. Working in the shop promotes confidence and communication skills when offering customer service.
- Luncheon club: A lunch club is provided for a pensioner group at a local community centre. This service has been running for several years and work placements are fully subscribed with placements offered on a rota basis.
- We have now added the placements in our own premises at the pop-up cafes
- Gardening service: We offer a community garden service.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Transition:

Young adults 18-25, and new Service users are given the opportunity to join our projects in the community, such as our gardening services, luncheon club and work at our charity shop. We also offer services and opportunities at half-term and holidays for young adults who attend college, providing services and opportunities in the community where they live.

Complex needs:

We support adults with complex needs. The space and facilities at the Old Board School allow us to give support for complex needs in much better premises. One of the reasons for refurbishing our building was to provide easier access on ground level to join all activities, and access to a spacious "Changing Place" facility for personal care. All rooms and the outside spaces can be accessed by wheelchair users or people with mobility needs.

Social networks:

Chepstow Mencap has a strong membership of families and carers. We have successful social events in Chepstow and district, at local venues. The events provide a social network, and everyone gets involved in the preparations. Events are usually sold out with support from community groups attending. We are looking forward to the events increasing.

Fund raising:

Our local community supports us with our fundraising and, with donations and hard work, we are able to provide the people we support with an enjoyable social life, equipment and resources. Thanks to our staff, friends and volunteers who give up their time and fundraise for us to make this possible.

Partnership and community:

Community groups are invited to share our activities and facilities. Sharing of resources reduces costs, develops friendships, provides integration and provides opportunities.

This integration and support was the driving force in finding premises suitable for our needs in Chepstow.

To progress the charity

Our strategic 5 year plan.

Vision

- We believe that people with a learning disability should be valued equally, listened to and included in their community.
- To maintain our presence in the community and remain visible.
- To continue to provide services for people with a learning disability to lead fulfilled lives.
- Expand our existing provision and create new services.
- Overcome barriers. To provide support and choice for young Service Users in transition (18-25 years old), to provide work experience, independent living skills, training, integration in the community and facilitate social networking.
- To provide social networks, developing and supporting friendships for adults with learning disabilities in their communities where they live.
- To provide social networks and support families and carers of adults with learning disabilities.
- Provide wellbeing for adults with learning disabilities.
- Raise community awareness.
- Provide employment skills and opportunities.
- Volunteers and Work Placements. To provide work experience, in a support role in a care environment. Providing new opportunities through the expansion of existing, and creation of new services.

Charity

To remain a charity with the same principles at heart when Chepstow Mencap was first formed. To give the people that we support, access to a rewarding way of life. We are a value driven charity, which provides the best care possible for the people that we support and their families.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Financial review

The charity made an overall surplus for the year of £210,280 which was made up of £229,092 unrestricted surplus and £18,812 restricted deficit.

Principal funding sources

The major sources of funds during the year are as follows:

- Day care contract with Monmouthshire County Council - £324,099
- Family Aid contract with Monmouthshire County Council - £99,709
- Other local authorities and private engagements - £26,036
- Donations from individuals, volunteer fundraising and legacies - £200,313
- Grants - £0

Investment policy

At present there is no plan to accumulate funds other than short term disbursement on charitable activities and the maintenance of prudent reserves.

All reserve funds are held in deposit accounts. There is no intention to change the policy with respect to this, beyond reviewing competitive interest rates on like accounts.

Reserves policy and risk management

Reserves are held for both contingencies and opportunities and to mitigate against any factors identified in the organisation's risk assessment. The level of reserves held will ensure that the charity and its trustees are protected, commitments can be met for the next 6 months, and the organisation can operate innovatively in a changing environment. Trustees consider this figure to be around £230,000.

The trustees have also recognised the need to maintain the property to a good standard, in order for the facilities to be used by the public, and have therefore designated funds to cover these costs for the next 10 years. Trustees consider this figure to be around £230,000.

The trustees have designated funds to purchase a minibus in order to carry out activities in line with its aims and objects. Trustees consider this figure to be around £45,000.

The charity's free reserves, excluding restricted funds, designated funds and fixed assets are £370,726.

The main risk to the continuation of the services run by the charity would be the loss of contracts from MCC/MHB and delay in the contractual payments. To minimise this risk, extreme care is taken by the management to ensure compliance with the terms of the contracts held.

Taxation

As a registered charity, Chepstow and District Mencap Society is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

Plans for future periods

Chepstow Mencap collaborates with Monmouthshire County Council, to review the provision of contracted services. Support is person centred and community based.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2025***

Structure, governance and management

Constitution

Chepstow and District Mencap Society is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company follows the model Memorandum and Articles of Association for affiliated groups as laid down by the Royal Mencap Society. Charity number: 1043574. Company number: 03009141.

The organisation is a charitable company registered as a charity on 7 March 1972 as an Associate Member of the Royal Mencap Society. It was incorporated as a company limited by guarantee on 12 January 1995. The company was established according to a model provided by Royal Mencap under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of management committee

The directors of the company, who are also charity trustees for the purposes of charity law and under the company's articles, are known as members of the Executive Committee and are elected to serve for a period of one year. They must be re-elected at the next Annual General Meeting.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

REFERENCE AND ADMINISTRATIVE INFORMATION

Name

Chepstow and District Mencap Society (Limited by Guarantee)

Known as

Chepstow Mencap

Registered company number

03009141

Registered charity number

1043574

Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are elected at the Annual General Meeting when nominations are considered and voted upon. Every full member of Chepstow Mencap can vote at the Annual General Meeting. The trustees who served during the year were as follows:

S Nicholson	(Chair)
RP Gleed	(Honorary Secretary)
A Narduzzo	(Vice Chair)
R Perrett	
L Sidhu	
A Heming	

Service Manager

Michele Blinman

Registered and principal office

The Board School, Bridge Street, Chepstow, Monmouthshire, NP16 5EZ

Auditors

Azets Audit Services, Ty Derw, Lime Tree Court, Cardiff Gate Business Park, Cardiff CF23 8AB

Bankers

HSBC Bank PLC, 12 Beaufort Square, Chepstow, Monmouthshire, NP16 5XH

Nationwide Building Society

Monmouthshire Building Society Savings Account

Key Management Personnel

The key management personnel of the charity during the year were the Trustees, the Service Manager, the Deputy Manager and the Finance Manager. Trustees are not remunerated. The pay of the key management personnel is benchmarked to the salary rates of similar organisations in the area.

The trustee's report was approved by the Board of Trustees.



Ms S Nicholson

Trustee

Dated: 10/11/25

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

I report to the trustees on my examination of the financial statements of Chepstow and District Mencap Society (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, 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 charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.



Andrew Howells

Azets Audit Services

Ty Derw

Lime Tree Court

Cardiff Gate Business Park

Cardiff

South Glamorgan

CF23 8AB

United Kingdom

Dated: 24th November 2025

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income and endowments from:							
Donations and legacies	3	193,288	7,025	200,313	12,590	12,652	25,242
Charitable activities	4	460,728	-	460,728	436,175	-	436,175
Other trading activities	5	23,688	-	23,688	22,923	-	22,923
Investments	6	14,997	-	14,997	11,220	-	11,220
Other income	7	6,900	-	6,900	-	-	-
Total income		699,601	7,025	706,626	482,908	12,652	495,560
Expenditure on:							
Raising funds	8	7,233	-	7,233	5,102	-	5,102
Charitable activities	9	463,276	25,837	489,113	426,109	36,798	462,907
Total expenditure		470,509	25,837	496,346	431,211	36,798	468,009
Net income/(expenditure) and movement in funds		229,092	(18,812)	210,280	51,697	(24,146)	27,551
Reconciliation of funds:							
Fund balances at 1 April 2024		1,180,410	852,414	2,032,824	1,128,713	876,560	2,005,273
Fund balances at 31 March 2025		1,409,502	833,602	2,243,104	1,180,410	852,414	2,032,824

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	15		1,360,417		1,374,696
Current assets					
Stocks	16	-		525	
Debtors	17	31,224		28,715	
Cash at bank and in hand		894,975		670,028	
		926,199		699,268	
Creditors: amounts falling due within one year	18	(43,512)		(41,140)	
Net current assets			882,687		658,128
Total assets less current liabilities			2,243,104		2,032,824
The funds of the charity					
Restricted income funds	20		833,602		852,414
Unrestricted funds	21		1,409,502		1,180,410
			2,243,104		2,032,824

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on

 10/11/25

Ms S Nicholson

Trustee

Company registration number 03009141 (England and Wales)

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from operations	25		242,527		46,980
Investing activities					
Purchase of tangible fixed assets		(39,691)		(2,678)	
Proceeds from disposal of tangible fixed assets		7,114		-	
Investment income received		14,997		11,220	
Net cash (used in)/generated from investing activities			(17,580)		8,542
Net cash generated from financing activities			-		-
Net increase in cash and cash equivalents			224,947		55,522
Cash and cash equivalents at beginning of year			670,028		614,506
Cash and cash equivalents at end of year			894,975		670,028

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Chepstow and District Mencap Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Chepstow Mencap Ltd, The Board School, Bridge Street, Chepstow, Gwent, NP16 5EZ, United Kingdom.

1.1 Accounting convention

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

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

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

1.2 Going concern

The charity reported an unrestricted net inflow of £229,092 for the year. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

1.4 Incoming resources

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

Income is derived from donations, fund raising activities, investment income, grants and the provision of care services.

Voluntary income such as donations etc, represents amounts received and recorded at offices during the year. The charity is able to make claims for income tax refunds in the case of gift aid donations. All taxation received has been included.

Grants comprise amounts receivable during the year.

Fundraising income is recognised on receipt.

Income from investments is included in the year in which it is receivable.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT, which cannot be recovered.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of income received for those activities. The management team considers this to be the most equitable method of splitting expenditure attributable to more than one activity. The management team considers that all of the resources expended are directly attributable to activities.

Fundraising expenditure

This expenditure comprises costs incurred in inducing people or organisations to contribute financially to the charity's work. This includes the cost of advertising for funds and the cost of mounting appeals and staging special events in addition to a proportion of overheads and property expenses.

Direct charitable expenditure

This includes all costs relating to the furtherance of the charity's objectives.

Governance costs

These costs include the costs of governance arrangements, which relate to the general running of the charity as opposed to the direct management functions inherent in generating funds, service delivery and programme of project work. These include such items as external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Netting off of income and expenditure

Income and expenditure are stated gross.

1.6 Tangible fixed assets

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

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

Freehold land and buildings	50 years - Straight line basis
Leasehold improvements	4 years - Straight line basis
Fixtures and fittings	10 years - Straight line basis
Computers	4 years - Straight line basis
Motor vehicles	4 years - Straight line basis

1.7 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.11 Retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity. Contributions payable are charged to the profit and loss account in the year they are payable and are charged against unrestricted funds.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	5,560	7,025	12,585	9,656	-	9,656
Legacies	187,728	-	187,728	-	-	-
Grants	-	-	-	2,934	12,652	15,586
	<u>193,288</u>	<u>7,025</u>	<u>200,313</u>	<u>12,590</u>	<u>12,652</u>	<u>25,242</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Charitable Activities		
Monmouth County Council - Family Aid Scheme	99,709	93,893
Monmouth County Council - Day Care Contract	324,099	305,195
ILF Services	26,036	26,701
Pop up cafe and other charitable activities	10,884	10,386
	<u>460,728</u>	<u>436,175</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Subscriptions	71	83
Shop income	18,026	16,002
Hire income	5,591	6,838
	<u> </u>	<u> </u>
Other trading activities	23,688	22,923
	<u> </u>	<u> </u>

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	14,997	11,220
	<u> </u>	<u> </u>

7 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net gain on disposal of tangible fixed assets	6,900	-
	<u> </u>	<u> </u>

8 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Trading costs		
Operating charity shops	7,233	5,102
	<u> </u>	<u> </u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

9 Charitable activities

	Other activities £	Local authority contracts £	Total 2025 £	Total 2024 £
Staff costs	4,757	266,146	270,903	259,965
Depreciation and impairment	51,611	2,145	53,756	52,068
Minibus travel and subsistence	-	7,920	7,920	4,672
Premises	9,480	31,770	41,250	35,394
Direct costs	13,692	11,826	25,518	31,652
Legal & professional	2,498	2,264	4,762	2,456
	<u>82,038</u>	<u>322,071</u>	<u>404,109</u>	<u>386,207</u>
Share of support costs (see note 10)	7,248	72,656	79,904	72,260
Share of governance costs (see note 10)	1,700	3,400	5,100	4,440
	<u>90,986</u>	<u>398,127</u>	<u>489,113</u>	<u>462,907</u>
Analysis by fund				
Unrestricted funds	65,149	398,127	463,276	
Restricted funds	25,837	-	25,837	
	<u>90,986</u>	<u>398,127</u>	<u>489,113</u>	
For the year ended 31 March 2024				
Unrestricted funds	59,560	366,549		426,109
Restricted funds	36,798	-		36,798
	<u>96,358</u>	<u>366,549</u>		<u>462,907</u>

10 Support costs allocated to activities

	2025 £	2024 £
Staff costs	63,220	57,732
Office Expenses	16,684	14,528
Governance costs	5,100	4,440
	<u>85,004</u>	<u>76,700</u>
Analysed between:		
Other Activities	8,948	9,689
LA Contracts	76,056	67,011
	<u>85,004</u>	<u>76,700</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

10 Support costs allocated to activities

(Continued)

	2025 £	2024 £
Governance costs comprise:		
Independent Examination fees	5,100	4,440
	<u>5,100</u>	<u>4,440</u>

11 Net movement in funds

2025
£

2024
£

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	5,100	4,440
Depreciation of owned tangible fixed assets	53,756	52,068
Profit on disposal of tangible fixed assets	(6,900)	-
	<u>53,956</u>	<u>56,508</u>

12 Trustees

No emoluments were paid to the trustees during the year. (2024: £nil)

During the year, no trustees were reimbursed for costs incurred on behalf of the charity (2024: £nil) and no trustees were reimbursed for travel expenses (2024: £202).

13 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Full time staff	6	6
Part time staff	14	14
	<u>20</u>	<u>20</u>

Employment costs

	2025 £	2024 £
Wages and salaries	310,879	296,051
Social security costs	17,247	16,036
Other pension costs	5,997	5,610
	<u>334,123</u>	<u>317,697</u>

There were no employees whose annual remuneration was more than £60,000.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

13 Employees

(Continued)

Remuneration of key management personnel

	2025 £	2024 £
Aggregate compensation	102,176	99,663

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

15 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Computers £	Motor vehicles £	Total £
Cost						
At 1 April 2024	1,392,510	13,789	209,646	31,324	35,400	1,682,669
Additions	-	-	4,451	-	35,240	39,691
Disposals	-	-	(725)	(4,538)	(21,590)	(26,853)
At 31 March 2025	1,392,510	13,789	213,372	26,786	49,050	1,695,507
Depreciation and impairment						
At 1 April 2024	148,927	13,192	80,202	30,252	35,400	307,973
Depreciation charged in the year	27,850	128	21,717	537	3,524	53,756
Eliminated in respect of disposals	-	-	(511)	(4,538)	(21,590)	(26,639)
At 31 March 2025	176,777	13,320	101,408	26,251	17,334	335,090
Carrying amount						
At 31 March 2025	1,215,733	469	111,964	535	31,716	1,360,417
At 31 March 2024	1,243,583	597	129,444	1,072	-	1,374,696

16 Stocks

	2025 £	2024 £
Raw materials and consumables	-	525

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

17 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	12,478	25,019
Other debtors	614	-
Prepayments and accrued income	18,132	3,696
	<u>31,224</u>	<u>28,715</u>

18 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	5,550	3,663
Trade creditors	3,798	2,786
Other creditors	23,293	23,083
Accruals and deferred income	10,871	11,608
	<u>43,512</u>	<u>41,140</u>

19 Retirement benefit schemes

	2025	2024
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>5,997</u>	<u>5,610</u>

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Balance at 1 April 2023 £	Movement		Balance at 1 April 2024 £	Movement		Balance at 31 March 2025 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Masonic Grant	10,722	-	(1,500)	9,222	-	(1,500)	7,722
Big Lottery	460,500	-	(10,000)	450,500	-	(10,000)	440,500
Wolfson Fund	55,200	-	(1,200)	54,000	-	(1,200)	52,800
Bernard Sunley	27,600	-	(600)	27,000	-	(600)	26,400
Edward Gostling	18,400	-	(400)	18,000	-	(400)	17,600
Bailey Thomas	32,200	-	(700)	31,500	-	(700)	30,800
Garfield Weston	36,800	-	(800)	36,000	-	(800)	35,200
Andrews Trust	43,500	-	(1,600)	41,900	-	(1,600)	40,300
Clothworkers	32,200	-	(700)	31,500	-	(700)	30,800
Welsh Government	141,388	-	(3,000)	138,388	-	(3,000)	135,388
Gavo - ICF Fund	11,020	-	(1,575)	9,445	-	(1,575)	7,870
Peoples and Places	2,080	-	(1,300)	780	-	(780)	-
Chepstow Lions	595	-	(85)	510	-	(85)	425
Tesco - Groundworks	542	-	(75)	467	-	(467)	-
HSBC	2,235	-	(208)	2,027	-	(1,191)	836
Tesco Groundwork	-	360	(360)	-	-	-	-
Mencap Cymru	828	-	(828)	-	-	-	-
Mencap Oral History	-	2,045	(1,295)	1,175	-	(537)	638
St Pierre Golf Club	-	-	-	-	7,025	(702)	6,323
	875,810	2,405	(26,226)	852,414	7,025	(25,837)	833,602

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

20	Restricted funds	(Continued)
	Tesco The grant funding was for a vegetable gardening project.	Groundworks
	Mencap Cymru The grant funding was for social activities.	
	Mencap Heritage Oral History Project The funds were restricted for an oral history project that involved recording oral histories for those involved in Chepstow Mencap over its 50 year history and creating an exhibition to allow funders, partners and the general public to hear the testimonies and examine photographs and other documents collated over the past 50 years.	
	St Pierre Golf Club The funds were restricted for payment towards a new mini bus for the charity.	
	Other Grants All other grant funding has been used to renovate the Board School Building. Depreciation is being charged against the renovation costs in line with the accounting policy.	

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Critical Costs reserve	170,000	-	-	60,000	230,000
Maintenance Cost reserve	170,000	-	-	60,000	230,000
Replacement Minibuses reserve	70,000	-	(25,000)	-	45,000
General funds	770,410	699,601	(445,509)	(120,000)	904,502
	<u>1,180,410</u>	<u>699,601</u>	<u>(470,509)</u>	<u>-</u>	<u>1,409,502</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Critical Costs reserve	153,000	17,000	-	-	170,000
Maintenance Cost reserve	140,000	30,000	-	-	170,000
Replacement Minibuses reserve	62,000	8,000	-	-	70,000
General funds	773,713	427,908	(431,211)	-	770,410
	<u>1,128,713</u>	<u>482,908</u>	<u>(431,211)</u>	<u>-</u>	<u>1,180,410</u>

Critical Cost reserve The trustees have designated funds to cover the charity's statutory obligations and operating costs for six months should an emergency funding situation occur.

Maintenance Cost reserve The trustees have designated funds for the maintenance and general up keep of the property for the next 10 years.

Replacement Minibuses reserve The trustees have designated funds to purchase two minibuses to support the charity's aims and objects.

22 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Tangible assets	533,776	826,641	1,360,417
Current assets/(liabilities)	875,726	6,961	882,687
	<u>1,409,502</u>	<u>833,602</u>	<u>2,243,104</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

22 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	523,457	851,239	1,374,696
Current assets/(liabilities)	656,953	1,175	658,128
	<u>1,180,410</u>	<u>852,414</u>	<u>2,032,824</u>

23 Operating lease commitments

Lessee

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

	2025 £	2024 £
Within one year	6,689	6,692
Between two and five years	18,754	23,186
In over five years	-	2,239
	<u>25,443</u>	<u>32,117</u>

24 Related party transactions

The charity employs three members of staff which are deemed to be related parties due to their relationships with the trustees. The Charity Commission has confirmed its consent for these individuals to be employed by the charity. The remuneration paid to the three members of staff (including salary, employer National Insurance and employer pension) was £5,176, £27,094 and £5,865 (2024: £5,455, £27,145 and £5,829).

A conflict of interest register is in place which is completed by all trustees and the management team.

All services are provided to trustees and their relatives on the same basis as those to third parties.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

25	Cash generated from operations	2025 £	2024 £
	Surplus for the year	210,280	27,551
	Adjustments for:		
	Investment income recognised in statement of financial activities	(14,997)	(11,220)
	Gain on disposal of tangible fixed assets	(6,900)	-
	Depreciation and impairment of tangible fixed assets	53,756	52,068
	Movements in working capital:		
	Decrease in stocks	525	-
	(Increase) in debtors	(2,509)	(13,099)
	Increase/(decrease) in creditors	2,372	(8,320)
	Cash generated from operations	<u>242,527</u>	<u>46,980</u>

26 Analysis of changes in net funds

The charity had no material debt during the year.

Accounts

Charity registration number 1043574

Company registration number 03009141 (England and Wales)

CHEPSTOW AND DISTRICT MENCAP SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

CHEPSTOW AND DISTRICT MENCAP SOCIETY

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CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Royal Mencap Society (Mencap) is the leading voice of learning disability. Everything we do at Chepstow Mencap is about valuing and supporting people with a learning disability, their families and carers. Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

Our values include being people centred; empowering, including and respecting all people; and being brave and developing new ideas.

To achieve this, the charity:

- works in partnership with other organisations, service users and their parents or carers
- provides and promotes good practice
- offers a range of services from both professionals, dedicated staff and volunteers

Organisation

Honorary officers and the other trustees (up to 12) are elected annually at the Annual General Meeting.

The board of trustees, who also act as directors, administers the charity through regular meetings. The day-to-day operation of the charity's commissioned service is the responsibility of the Care Services Business Manager, who supervises activities and staff. The Finance Manager oversees all aspects of budget control and reporting.

All policies relating to staff and volunteers are regularly reviewed and updated.

Chepstow Mencap is affiliated to The Royal Mencap Society. It also aims to work in co-operation and partnership with other organisations having the same objectives.

Related parties

The key relationships with external organisations are with the Royal Mencap Society (Mencap), Monmouthshire County Council/Monmouthshire Local Health Board (MCC/MHB) and Gwent Association of Voluntary Organisations (GAVO).

The affiliation with Mencap requires that we comply with their policies and procedures. MCC/MHB is our principal partner and relations are governed by the terms of our service contracts with them.

Public benefit

We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Changes introduced in the year

The day service in the year to 31 March 2024 was settled with new referrals to the service. The Board school continues to be hired out to community groups and local residents.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Funding

Our core funding continues with a contract with the local authority for day services and family aid. Other income is generated by fundraising, running a pop-up café, charity shop sales, and hire of our premises. We are well supported in our community and receive donations throughout the year.

Support – during the year

We continue to provide a blended day service and Family Aid support. Support is given on a group basis or 1:1 individual support. Activities take place in the community or at the Board School.

The Board School – Head Office

The Board School is the charity head office and the main hub for the charity's day service and social events. The refurbishment and renovation was funded by National lottery and other capital grants. The building is hired out to the community

Charity shop

Our service users continue to work at our charity shop, which is located in the heart of the community.

Milestones during the year

An opportunity to participate in an oral histories project resulted in an exhibition which was held at the Board School. The exhibition included visual and audio aids to document and depict the 50 year history of Chepstow Mencap. The exhibition was well received and the history is now archived.

Achievements and performance

The main areas of charitable activity are:

- The provision of care support services to people with learning disabilities through the provision of day and evening activities and a support service at home and in the community.
- Provision of a social network with a variety of social activities.
- A charity shop to provide a community presence and retail training for service users.
- Fundraising and community profile.

Care support:

Care support is provided on an individual or group basis. The services are co-ordinated from the head office, The Board School, which provides a daily hub.

Where facilities are available in the community, the venues are hired on a sessional basis.

Independent living skills:

Care support is provided to support adults living independently, including support with shopping, cooking, travel by public transport and money skills. Cookery is a popular choice of activity with more men and young adults wanting to learn how to cook. Travel by public transport is important for future services and individuals are supported with travel and transport skills on local transport routes to eventually access public transport independently. Shopping in the community provides choice, integration, money skills and independence in preparation for independent living.

Old Board School kitchen and café area

The training kitchen is designed to be accessible to all. It has proved to be very popular with the people that we support, with cookery high on the list of enjoyable activities. It has also given the opportunity to open up for pop-up cafes, which are well attended. The pop-up cafes give the opportunity to welcome the community into the Old Board School, as well as generating an income. Our members prepare and serve refreshments and meet a variety of visitors (some of which have become regulars).

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Work experience

- Charity shop: Our charity shop provides 8 placements for work experience in retail. The shop is located in the community where 33% of our Service Users live. Working in the shop promotes confidence and communication skills when offering customer service.
- Luncheon club: A lunch club is provided for a pensioner group at a local community centre. This service has been running for several years and work placements are fully subscribed with placements offered on a rota basis.
- We have now added the placements in our own premises at the pop-up cafes.
- Gardening service: We offer a community garden service.

Transition:

Young adults 18-25, and new Service users are given the opportunity to join our projects in the community, such as our gardening services, luncheon club and work at our charity shop. We also offer services and opportunities at half terms and holidays for young adults who attend college, providing services and opportunities in the community where they live.

Complex needs:

We support adults with complex needs. The space and facilities at the Old Board School allow us to give support for complex needs. One of the reasons for refurbishing our building was to provide easier access on ground level to join all activities, and access to a spacious "Changing Place" facility for personal care. All rooms and the outside spaces can be accessed by wheelchair users or people with mobility needs.

Social networks:

Chepstow Mencap has a strong membership of families and carers. We have successful social events in Chepstow and district, at local venues. The events provide a social network, and everyone gets involved in the preparations. Events are usually sold out with support from community groups attending.

Fund raising:

Our local community supports us with our fundraising and, with donations and hard work, we are able to provide the people we support with an enjoyable social life and equipment and resources. Thanks to our staff, friends and volunteers who give up their time and fundraise for us to make this possible.

Partnership and community:

Community groups are invited to share our activities and facilities. Sharing of resources reduces costs, develops friendships, provides integration and provides opportunities.

This integration and support was the driving force in finding premises suitable for our needs in Chepstow.

To progress the charity

Our strategic 5 year plan

Vision

- We believe that people with a learning disability should be valued equally, listened to and included in their community
- To maintain our presence in the community and remain visible
- To continue to provide services for people with a learning disability to lead fulfilled lives
- Expand our existing provision and create new services
- Overcome barriers. To provide support and choice for young Service Users in transition (18-25 years old), to provide work experience, independent living skills, training, integration in the community, and facilitate social networking

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

- To provide social networks, developing and supporting friendships for adults with learning disabilities in their communities where they live
- To provide social networks and support families and carers of adults with learning disabilities
- Provide wellbeing for adults with learning disabilities
- Raise community awareness
- Provide employment skills and opportunities
- Volunteers and Work Placements. To provide work experience, in a support role in a care environment. Providing new opportunities through the expansion of existing, and creation of new services

Charity

To remain a charity with the same principles at heart when Chepstow Mencap was first formed. To give the people that we support, access to a rewarding way of life. We are a value driven charity, which provides the best care possible for the people that we support and their families.

Financial review

The charity made an overall surplus for the year of £51,697 which was unrestricted. Successful capital grant applications were received during the year.

Principal funding source

The major sources of funds during the year are as follows:

- Day care contract with Monmouthshire County Council – £305,195
- Family Aid contract with Monmouthshire County Council – £93,893
- Other local authorities and private engagements – £26,701
- Donations from individuals and volunteer fundraising – £10,012
- Grants – £15,230

Investment policy

At present there is no plan to accumulate funds other than short term disbursement on charitable activities and the maintenance of prudent reserves.

All reserve funds are held in deposit accounts. There is no intention to change the policy with respect to this, beyond reviewing competitive interest rates on like accounts.

Reserves policy and risk management

Reserves are held for both contingencies and opportunities and to mitigate against any factors identified in the organisation's risk assessment. The level of reserves held will ensure that the charity and its trustees are protected, commitments can be met for the next 6 months, and the organisation can operate innovatively in a changing environment. Trustees consider this figure to be around £170,000.

The trustees have also recognised the need to maintain the property to a good standard, in order for the facilities to be used by the public and have therefore designated funds to cover these costs for the next 10 years. Trustees consider this figure to be around £170,000.

The trustees have designated funds to purchase two minibuses in order to carry out activities in line with its aims and objects. Trustees consider this figure to be around £70,000.

The charity's free reserves, excluding restricted funds, designated funds and fixed assets are £656,953.

The main risk to the continuation of the services run by the charity would be the loss of contracts from MCC/MHB and delay in the contractual payments. To minimise this risk, extreme care is taken by the management to ensure compliance with the terms of the contracts held.

Taxation

As a registered charity, Chepstow and District Mencap Society is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

Plans for future periods

Chepstow Mencap collaborates with Monmouthshire County Council to review the provision of contracted services. Support is person centred and community based.

Structure, governance and management

Constitution

Chepstow and District Mencap Society is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company follows the model Memorandum and Articles of Association for affiliated groups as laid down by the Royal Mencap Society. Charity number: 1043574. Company number: 03009141.

The organisation is a charitable company registered as a charity on 7 March 1972 as an Associate Member of the Royal Mencap Society. It was incorporated as a company limited by guarantee on 12 January 1995. The company was established according to a model provided by Royal Mencap under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of management committee

The directors of the company, who are also charity trustees for the purposes of charity law and under the company's articles, are known as members of the Executive Committee and are elected to serve for a period of one year. They must be re-elected at the next Annual General Meeting.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE INFORMATION

Name

Chepstow and District Mencap Society (Limited by Guarantee)

Known as

Chepstow Mencap

Registered company number

03009141

Registered charity number

1043574

Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are elected at the Annual General Meeting when nominations are considered and voted upon. Every full member of Chepstow Mencap can vote at the Annual General Meeting. The trustees who served during the year were as follows:

S Nicholson	(Chair)
RP Gleed	(Honorary Secretary)
A Narduzzo	(Vice Chair)
R Perrett	
L Sidhu	
A Heming	Appointed 20 Nov 2023
G Madley	Resigned 20 Nov 2023
M Davies	Resigned 20 Nov 2023

Service Manager

Michele Blinman

Registered and principal office

The Board School, Bridge Street, Chepstow, Monmouthshire, NP16 5EZ

Auditors

Azets Audit Services, Ty Derw, Lime Tree Court, Cardiff Gate Business Park, Cardiff CF23 8AB

Bankers

HSBC Bank PLC, 12 Beaufort Square, Chepstow, Monmouthshire, NP16 5XH
Nationwide Building Society
Monmouthshire Building Society Savings Account

Key Management Personnel

The key management personnel of the charity during the year were the Trustees, the Service Manager, the Deputy Manager and the Finance Manager. Trustees are not remunerated. The pay of the key management personnel is benchmarked to the salary rates of similar organisations in the area.

The trustee's report was approved by the Board of Trustees.



Ms S Nicholson

Trustee

Dated: 4/11/24

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

I report to the trustees on my examination of the financial statements of Chepstow and District Mencap Society (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity'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 Institute of Chartered Accountants in England and Wales, 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Andrew Howells

Azets Audit Services

Ty Derw, Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB
United Kingdom

Dated: 17 December 2024

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations, legacies and grants	3	12,590	12,652	25,242	59,243	5,625	64,868
Charitable activities	4	436,175	-	436,175	414,093	-	414,093
Other trading activities	5	22,923	-	22,923	23,147	-	23,147
Investments	6	11,220	-	11,220	3,522	-	3,522
Total income		482,908	12,652	495,560	500,005	5,625	505,630
Expenditure on:							
Raising funds	7	5,102	-	5,102	6,312	-	6,312
Charitable activities	8	426,109	36,798	462,907	397,580	29,411	426,991
Total expenditure		431,211	36,798	468,009	403,892	29,411	433,303
Net income/(expenditure) for the year/							
Net movement in funds		51,697	(24,146)	27,551	96,113	(23,786)	72,327
Fund balances at 1 April 2023		1,128,713	876,560	2,005,273	1,032,600	900,346	1,932,946
Fund balances at 31 March 2024		1,180,410	852,414	2,032,824	1,128,713	876,560	2,005,273

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

All income and expenditure derive from continuing activities.

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	13		1,374,696		1,424,086
Current assets					
Stocks	14	525		525	
Debtors	15	28,715		15,616	
Cash at bank and in hand		670,028		614,506	
		699,268		630,647	
Creditors: amounts falling due within one year	16	(41,140)		(49,460)	
Net current assets			658,128		581,187
Total assets less current liabilities			2,032,824		2,005,273
Income funds					
Restricted funds	17		852,414		876,560
<u>Unrestricted funds</u>					
Designated funds	18	410,000		355,000	
General unrestricted funds		770,410		773,713	
			1,180,410		1,128,713
			2,032,824		2,005,273

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 4/11/24



Ms S Nicholson
Trustee

Company registration number 03009141

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	22		46,980		124,173
Investing activities					
Purchase of tangible fixed assets		(2,678)		(5,496)	
Investment income received		11,220		3,522	
Net cash generated from/(used in) investing activities			8,542		(1,974)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			55,522		122,199
Cash and cash equivalents at beginning of year			614,506		492,307
Cash and cash equivalents at end of year			670,028		614,506

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Chepstow and District Mencap Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Chepstow Mencap Ltd, The Board School, Bridge Street, Chepstow, Gwent, NP16 5EZ, United Kingdom.

1.1 Accounting convention

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

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

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

1.2 Going concern

The charity reported an unrestricted net inflow of £51,697 for the year. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

1.4 Incoming resources

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

Income is derived from donations, fund raising activities, investment income, grants and the provision of care services.

Voluntary income such as donations etc, represents amounts received and recorded at offices during the year. The charity is able to make claims for income tax refunds in the case of gift aid donations. All taxation received has been included.

Grants comprise amounts receivable during the year.

Fundraising income is recognised on receipt.

Income from investments is included in the year in which it is receivable.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT, which cannot be recovered.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of income received for those activities. The management team considers this to be the most equitable method of splitting expenditure attributable to more than one activity. The management team considers that all of the resources expended are directly attributable to activities.

Fundraising expenditure

This expenditure comprises costs incurred in inducing people or organisations to contribute financially to the charity's work. This includes the cost of advertising for funds and the cost of mounting appeals and staging special events in addition to a proportion of overheads and property expenses.

Direct charitable expenditure

This includes all costs relating to the furtherance of the charity's objectives.

Governance costs

These costs include the costs of governance arrangements, which relate to the general running of the charity as opposed to the direct management functions inherent in generating funds, service delivery and programme of project work. These include such items as external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Netting off of income and expenditure

Income and expenditure are stated gross.

1.6 Tangible fixed assets

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

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

Freehold land and buildings	50 years - Straight line basis
Leasehold improvements	4 years - Straight line basis
Fixtures and fittings	10 years - Straight line basis
Computers	4 years - Straight line basis
Motor vehicles	4 years - Straight line basis

1.7 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.11 Retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity. Contributions payable are charged to the profit and loss account in the year they are payable and are charged against unrestricted funds.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

3 Donations, legacies and grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	9,656	-	9,656	7,736	-	7,736
Grants	2,934	12,652	15,586	51,507	5,625	57,132
	<u>12,590</u>	<u>12,652</u>	<u>25,242</u>	<u>59,243</u>	<u>5,625</u>	<u>64,868</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Monmouth County Council - Family Aid Scheme	93,893	89,422
Monmouth County Council - Day Care Contract	305,195	290,662
ILF Services	26,701	22,811
Pop up cafe and other charitable activities	10,386	11,198
	<u>436,175</u>	<u>414,093</u>

5 Other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Subscriptions	83	108
Shop income	16,002	13,580
Hire Income	6,838	9,459
Other trading activities	<u>22,923</u>	<u>23,147</u>

6 Investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>11,220</u>	<u>3,522</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<u>Trading costs</u>		
Operating charity shops	5,102	6,312
	<u>5,102</u>	<u>6,312</u>

8 Charitable activities

	Other activities £	Local authority contracts £	Total 2024 £	Total 2023 £
Staff costs	7,447	252,518	259,965	236,973
Depreciation and impairment	50,710	1,358	52,068	51,833
Minibus travel and subsistence	107	4,565	4,672	5,127
Premises	6,093	29,301	35,394	22,727
Direct costs	22,052	9,600	31,652	34,935
Legal & professional	260	2,196	2,456	2,016
	<u>86,669</u>	<u>299,538</u>	<u>386,207</u>	<u>353,611</u>
Share of support costs (see note 9)	8,209	64,051	72,260	63,600
Share of governance costs (see note 9)	1,480	2,960	4,440	9,780
	<u>96,358</u>	<u>366,549</u>	<u>462,907</u>	<u>426,991</u>
Analysis by fund				
Unrestricted funds	59,560	366,549	426,109	
Restricted funds	36,798	-	36,798	
	<u>96,358</u>	<u>366,549</u>	<u>462,907</u>	
For the year ended 31 March 2023				
Unrestricted funds	120,481	277,099		397,580
Restricted funds	29,411	-		29,411
	<u>149,892</u>	<u>277,099</u>		<u>426,991</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9	Support costs	Support costs £	Governance costs £	2024 £	Support costs £	Governance costs £	2023 £	Basis of allocation
	Staff costs	57,732	-	57,732	50,095	-	50,095	
	Office expenses	14,528	-	14,528	13,505	-	13,505	Direct
	Independent Examination fees	-	4,440	4,440	-	-	-	Governance
	Audit & accountancy	-	-	-	-	9,780	9,780	Governance
		<u>72,260</u>	<u>4,440</u>	<u>76,700</u>	<u>63,600</u>	<u>9,780</u>	<u>73,380</u>	
	Analysed between							
	Charitable activities	<u>72,260</u>	<u>4,440</u>	<u>76,700</u>	<u>63,600</u>	<u>9,780</u>	<u>73,380</u>	

Governance costs includes payments to the auditors of £4,440 for independent examination fees (2023: £9,780 for audit fees.)

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Trustees

No emoluments were paid to the trustees during the year. (2023: £nil)

During the year, no trustees were reimbursed for costs incurred on behalf of the charity (2023: £nil) and no trustees were reimbursed for travel expenses (2023: £202).

11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Full time staff	6	7
Part time staff	14	13
Total	20	20

Employment costs

	2024 £	2023 £
Wages and salaries	296,051	268,613
Social security costs	16,036	14,047
Other pension costs	5,610	4,408
	317,697	287,068

Key Management Personnel

The total emoluments and benefits (including salary, employers' national insurance, pension and benefits in kind) received by the three key management personnel during the year (2023: 3) were £99,663 (2023: £92,319).

There were no employees whose annual remuneration was more than £60,000.

12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Computers £	Motor vehicles £	Total £
Cost						
At 1 April 2023	1,392,510	13,205	207,552	31,324	35,400	1,679,991
Additions	-	584	2,094	-	-	2,678
At 31 March 2024	1,392,510	13,789	209,646	31,324	35,400	1,682,669
Depreciation and impairment						
At 1 April 2023	121,077	13,060	59,266	27,102	35,400	255,905
Depreciation charged in the year	27,850	132	20,936	3,150	-	52,068
At 31 March 2024	148,927	13,192	80,202	30,252	35,400	307,973
Carrying amount						
At 31 March 2024	1,243,583	597	129,444	1,072	-	1,374,696
At 31 March 2023	1,271,433	145	148,286	4,222	-	1,424,086

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Stocks

	2024	2023
	£	£
Raw materials and consumables	525	525

15 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Trade debtors	25,019	8,773
Other debtors	-	4,123
Prepayments and accrued income	3,696	2,720
	28,715	15,616

16 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	3,663	9,012
Trade creditors	2,786	3,024
Other creditors	23,083	22,495
Accruals and deferred income	11,608	14,929
	41,140	49,460

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds

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

	Movement			Movement			
	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
Masonic Grant	12,222	-	(1,500)	10,722	-	(1,500)	9,222
Big Lottery	470,500	-	(10,000)	460,500	-	(10,000)	450,500
Wolfson Fund	56,400	-	(1,200)	55,200	-	(1,200)	54,000
Bernard Sunley	28,200	-	(600)	27,600	-	(600)	27,000
Edward Gostling	18,800	-	(400)	18,400	-	(400)	18,000
Bailey Thomas	32,900	-	(700)	32,200	-	(700)	31,500
Garfield Weston	37,600	-	(800)	36,800	-	(800)	36,000
Andrews Trust	45,100	-	(1,600)	43,500	-	(1,600)	41,900
Clothworkers	32,900	-	(700)	32,200	-	(700)	31,500
Welsh Government	144,388	-	(3,000)	141,388	-	(3,000)	138,388
Gavo - ICF Fund	12,595	-	(1,575)	11,020	-	(1,575)	9,445
Peoples and Places	3,380	-	(1,300)	2,080	-	(1,300)	780
Chepstow Lions	680	-	(85)	595	-	(85)	510
Tesco - Groundworks	1,255	-	(713)	542	-	(75)	467
HSBC	3,426	-	(1,191)	2,235	-	(208)	2,027
Tesco Groundwork	-	1,080	(1,080)	-	360	(360)	-
Mencap Cymru	-	2,500	(1,672)	828	-	(828)	-
Mencap Oral History	-	2,045	(1,295)	750	7,792	(7,367)	1,175
Andrews Trust	-	-	-	-	4,500	(4,500)	-
	<u>900,346</u>	<u>5,625</u>	<u>(29,411)</u>	<u>876,560</u>	<u>12,652</u>	<u>(36,798)</u>	<u>852,414</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds

(Continued)

Tesco

The grant funding was for a vegetable gardening project.

Groundworks

Mencap Cymru

The grant funding was for social activities.

Mencap Heritage Oral History Project

The funds were restricted for an oral history project that involved recording oral histories for those involved in Chepstow Mencap over its 50 year history and creating an exhibition to allow funders, partners and the general public to hear the testimonies and examine photographs and other documents collated over the past 50 years.

Other Grants

All other grant funding has been used to renovate the Board School Building. Depreciation is being charged against the renovation costs in line with the accounting policy.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Designated funds

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

	Movement in funds		Movement in funds		
	Balance at 1 April 2022	Incoming resources	Balance at 1 April 2023	Incoming resources	Balance at 31 March 2024
	£	£	£	£	£
Critical Costs reserve	153,000	-	153,000	17,000	170,000
Maintenance Cost reserve	140,000	-	140,000	30,000	170,000
Replacement Minibuses reserve	62,000	-	62,000	8,000	70,000
	<u>355,000</u>	<u>-</u>	<u>355,000</u>	<u>55,000</u>	<u>410,000</u>

Critical Cost reserve The trustees have designated funds to cover the charity's statutory obligations and operating costs for six months should an emergency funding situation occur.

Maintenance Cost reserve The trustees have designated funds for the maintenance and general up keep of the property for the next 10 years.

Replacement Minibuses reserve The trustees have designated funds to purchase two minibuses to support the charity's aims and objects.

19 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:						
Tangible assets	523,457	851,239	1,374,696	549,104	874,982	1,424,086
Current assets/(liabilities)	656,953	1,175	658,128	579,609	1,578	581,187
	<u>1,180,410</u>	<u>852,414</u>	<u>2,032,824</u>	<u>1,128,713</u>	<u>876,560</u>	<u>2,005,273</u>

20 Operating lease commitments

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

	2024 £	2023 £
Within one year	6,692	6,692
Between two and five years	23,186	24,310
In over five years	2,239	7,851
	<u>32,117</u>	<u>38,853</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

21 Related party transactions

The charity employs three members of staff which are deemed to be related parties due to their relationships with the trustees. The Charity Commission has confirmed its consent for these individuals to be employed by the charity.

One employee is related to two of the trustees. This individual is employed on a permanent contract. During the year to 31 March 2024 the employee received remuneration totalling £27,145 (2023: £26,473). As at 31 March 2024 £2,237 (2023: £1,637) was owed to them by the charity.

One employee is related to two trustees. During the year to 31 March 2024 this individual received remuneration totalling £5,455 (2023: £4,901). As at 31 March 2024 £264 (2023: £319) was owed to them by the charity.

One employee is related to one trustee. During the year to 31 March 2024 this individual received remuneration totalling £5,829 (2023: £5,854). As at 31 March 2024 £264 (2023: £310) was owed to them by the charity.

A conflicts of interest register is in place which is completed by all trustees and the management team.

All services are provided to trustees and their relatives on the same basis as those to third parties.

22 Cash generated from operations

	2024 £	2023 £
Surplus for the year	27,551	72,327
Adjustments for:		
Investment income recognised in statement of financial activities	(11,220)	(3,522)
Depreciation and impairment of tangible fixed assets	52,068	51,833
Movements in working capital:		
(Increase) in debtors	(13,099)	(1,636)
(Decrease)/increase in creditors	(8,320)	5,171
Cash generated from operations	46,980	124,173

23 Analysis of changes in net funds

The charity had no debt during the year.

Accounts

Charity registration number 1043574

Company registration number 03009141 (England and Wales)

CHEPSTOW AND DISTRICT MENCAP SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

CHEPSTOW AND DISTRICT MENCAP SOCIETY

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CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Royal Mencap Society (Mencap) is the leading voice of learning disability. Everything we do at Chepstow Mencap is about valuing and supporting people with a learning disability, their families and carers. Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

Our values include being people centred; empowering, including and respecting all people; and being brave and developing new ideas.

To achieve this, the charity:

- works in partnership with other organisations, service users and their parents or carers
- provides and promotes good practice
- offers a range of services from both professionals, dedicated staff and volunteers

Organisation

Honorary officers and the other trustees (up to 12) are elected annually at the Annual General Meeting.

The board of trustees, who also act as directors, administers the charity through regular meetings. The day-to-day operation of the charity's commissioned service is the responsibility of the Care Services Business Manager, who supervises activities and staff. The Finance Manager oversees all aspects of budget control and reporting.

All policies relating to staff and volunteers are regularly reviewed and updated.

Chepstow Mencap is affiliated to The Royal Mencap Society. It also aims to work in co-operation and partnership with other organisations having the same objectives.

Related parties

The key relationships with external organisations are with the Royal Mencap Society (Mencap), Monmouthshire County Council/Monmouthshire Local Health Board (MCC/MHB) and Gwent Association of Voluntary Organisations (GAVO).

The affiliation with Mencap requires that we comply with their policies and procedures. MCC/MHB is our principal partner and relations are governed by the terms of our service contracts with them. GAVO provides professional support and a networking structure with both voluntary and relevant statutory bodies.

Public benefit

We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Changes introduced in the year

At the start of the year Covid restrictions were more relaxed but Covid was still present. By the end of the year March 2023, we were fully up and running.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Funding

We have a local authority contract for support services. This provides our core funding. As Covid restrictions lifted, our building was hired out for events. We received donations and our charity shop was open for the full year. Income generated from building hire, fund raising and donations are used for activities and events outside our contracted support service.

Support – during the year

We continue to provide a blended Day Service and Family Aid support. Support is given on a group basis or 1:1 individual support. Activities take place in the community or at the Board School.

Milestones during the year

Old Board School – new head office

The Old Board School is now up and running as a community space.

Charity shop

Our service users continue to work at our charity shop which is located in the heart of the community.

Achievements and performance

The main areas of charitable activity are:

- The provision of care support services to people with learning disabilities through the provision of day and evening activities and a support service at home and in the community.
- Provision of a social network with a variety of social activities.
- A charity shop to provide a community presence and retail training for service users.
- Fundraising and community profile.

Care support:

Care support is provided on an individual or group basis. The services are co-ordinated from the head office, The Board School, which provides a daily hub.

Where facilities are available in the community, the venues are hired on a sessional basis.

Independent living skills:

Care support is provided to support adults living independently, including support with shopping, cooking, travel by public transport and money skills. Cookery is a popular choice of activity with more men and young adults wanting to learn how to cook. Travel by public transport is important for future services and individuals are supported with travel and transport skills on local transport routes to eventually access public transport independently. Shopping in the community provides choice, integration, money skills and independence, in preparation for independent living.

Old Board School kitchen and café area

The training kitchen at the new project is designed to be accessible to all. It has proved to be very popular with the people that we support, with cookery high on the list of enjoyable activities. It has also given the opportunity to open up for pop-up cafes which are well attended. The pop-up cafes give the opportunity to welcome the community into the Old Board School, as well as generating an income. Our members prepare and serve refreshments and meet a variety of visitors (some of which have become regulars).

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Work experience

- **Charity shop:** Our charity shop provides 8 placements for work experience in retail. The shop is located in the community where 33% of our Service Users live. Working in the shop promotes confidence, and communication skills when offering customer service.
- **Luncheon club:** A lunch club is provided for a pensioner group at a local community centre. This service has been running for several years and work placements are fully subscribed with placements offered on a rota basis.
- We have now added the placements in our own premises at the pop-up cafes
- **Gardening service:** We offer a community garden service.

Transition:

Young adults 18-25, and new Service users are given the opportunity to join our projects in the community, such as our gardening services, luncheon club and work at our charity shop. We also offer services and opportunities at half-term and holidays for young adults who attend college, providing services and opportunities in the community where they live.

Complex needs:

We support adults with complex needs. The space and facilities at the Old Board School allow us to give support for complex needs in much better premises. One of the reasons for refurbishing our building was to provide easier access on ground level to join all activities, and access to a spacious "Changing Place" facility for personal care. All rooms and the outside spaces can be accessed by wheelchair users or people with mobility needs.

Social networks:

Chepstow Mencap has a strong membership of families and carers. We have successful social events in Chepstow and district, at local venues. The events provide a social network, and everyone gets involved in the preparations. Events are usually sold out with support from community groups attending. We are looking forward to the events increasing.

Fund raising:

Our local community supports us with our fundraising and, with donations and hard work, we are able to provide the people we support with an enjoyable social life and equipment and resources. Thanks to our staff, friends and volunteers who give up their time and fundraise for us to make this possible.

Partnership and community:

Community groups are invited to share our activities and facilities. Sharing of resources reduces costs, develops friendships, provides integration and provides opportunities.

This integration and support was the driving force in finding premises suitable for our needs in Chepstow.

To progress the charity

Our strategic 5 year plan.

Vision

- We believe that people with a learning disability should be valued equally, listened to and included in their community.
- To maintain our presence in the community and remain visible.
- To continue to provide services for people with a learning disability to lead fulfilled lives.
- Expand our existing provision and create new services.
- Overcome barriers. To provide support and choice for young Service Users in transition (18-25 years old), to provide work experience, independent living skills, training, integration in the community and facilitate social networking.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

- To provide social networks, developing and supporting friendships for adults with learning disabilities in their communities where they live.
- To provide social networks and support families and carers of adults with learning disabilities.
- Provide wellbeing for adults with learning disabilities.
- Raise community awareness.
- Provide employment skills and opportunities.
- Volunteers and Work Placements. To provide work experience, in a support role in a care environment. Providing new opportunities through the expansion of existing, and creation of new services.

Charity

To remain a charity with the same principles at heart when Chepstow Mencap was first formed. To give the people that we support, access to a rewarding way of life. We are a value driven charity, which provides the best care possible for the people that we support and their families.

Financial review

The charity made an overall surplus for the year of £96,113 which was unrestricted. Successful capital grant applications were received during the year.

Principal funding sources

The major sources of funds during the year are as follows:

- Day care contract with Monmouthshire County Council - £290,662
- Family Aid contract with Monmouthshire County Council - £89,422
- Other local authorities and private engagements - £22,811
- Donations from individuals and volunteer fundraising - £6,531
- Grants - £26,507

Investment policy

At present there is no plan to accumulate funds other than short term disbursement on charitable activities and the maintenance of prudent reserves.

All reserve funds are held in deposit accounts. There is no intention to change the policy with respect to this, beyond reviewing competitive interest rates on like accounts.

Reserves policy and risk management

Reserves are held for both contingencies and opportunities and to mitigate against any factors identified in the organisation's risk assessment. The level of reserves held will ensure that the charity and its trustees are protected, commitments can be met for the next 6 months, and the organisation can operate innovatively in a changing environment. Trustees consider this figure to be around £153,000.

The trustees have also recognised the need to maintain the property to a good standard, in order for the facilities to be used by the public, and have therefore designated funds to cover these costs for the next 10 years. Trustees consider this figure to be around £140,000.

The trustees have designated funds to purchase two minibuses in order to carry out activities in line with its aims and objects. Trustees consider this figure to be around £62,000.

The charity's free reserves, excluding restricted funds, designated funds and fixed assets are £226,187.

The main risk to the continuation of the services run by the charity would be the loss of contracts from MCC/ MHB and delay in the contractual payments. To minimise this risk, extreme care is taken by the management to ensure compliance with the terms of the contracts held.

Taxation

As a registered charity, Chepstow and District Mencap Society is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Plans for future periods

Chepstow Mencap collaborates with Monmouthshire County Council, to review the provision of contracted services. Support is person centred and community based.

Structure, governance and management

Constitution

Chepstow and District Mencap Society is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company follows the model Memorandum and Articles of Association for affiliated groups as laid down by the Royal Mencap Society. Charity number: 1043574. Company number: 03009141.

The organisation is a charitable company registered as a charity on 7 March 1972 as an Associate Member of the Royal Mencap Society. It was incorporated as a company limited by guarantee on 12 January 1995. The company was established according to a model provided by Royal Mencap under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of management committee

The directors of the company, who are also charity trustees for the purposes of charity law and under the company's articles, are known as members of the Executive Committee and are elected to serve for a period of one year. They must be re-elected at the next Annual General Meeting.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

REFERENCE AND ADMINISTRATIVE INFORMATION

Name

Chepstow and District Mencap Society (Limited by Guarantee)

Known as

Chepstow Mencap

Registered company number

03009141

Registered charity number

1043574

Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are elected at the Annual General Meeting when nominations are considered and voted upon. Every full member of Chepstow Mencap can vote at the Annual General Meeting. The trustees who served during the year were as follows:

S Nicholson	(Chair)	
RP Gleed	(Honorary Secretary)	
A Narduzzo	(Vice Chair)	
M Davies		
R Perrett		
Genevieve Madley		Appointed 7 November 2022
L Sidhu		

Service Manager

Michele Blinman

Registered and principal office

The Board School, Bridge Street, Chepstow, Monmouthshire, NP16 5EZ

Auditors

Azets Audit Services, Ty Derw, Lime Tree Court, Cardiff Gate Business Park, Cardiff CF23 8AB

Bankers

HSBC Bank PLC, 12 Beaufort Square, Chepstow, Monmouthshire, NP16 5XH

Nationwide Building Society

Monmouthshire Building Society Savings Account

Key Management Personnel

The key management personnel of the charity during the year were the Trustees, the Service Manager, the Deputy Manager and the Finance Manager. Trustees are not remunerated. The pay of the key management personnel is benchmarked to the salary rates of similar organisations in the area.

The trustee's report was approved by the Board of Trustees.



Ms S Nicholson

Trustee

Dated: 20/11/23

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees (who are also directors of Chepstow and District Mencap Society 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).

Company law requires the trustees to prepare financial statements for each financial year which 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 the 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 then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 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.

In so far as the trustees are aware:

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

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

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

Auditors

The auditors, Azets Audit Services, will be proposed for reappointment at the AGM.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Opinion

We have audited the financial statements of Chepstow and District Mencap Society (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Responsibilities of trustees

As explained more fully in the statement of trustee's responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Azets Audit Service

Azets Audit Services

22-12-2023

**Chartered Accountants
Statutory Auditor**

Ty Derw, Lime Tree Court
Cardiff Gate Business Park
Cardiff
United Kingdom
CF23 8AB

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income and endowments from:							
Donations, legacies and grants	3	59,243	5,625	64,868	6,197	30,339	36,536
Charitable activities	4	414,093	-	414,093	374,141	-	374,141
Other trading activities	5	23,147	-	23,147	14,271	-	14,271
Investments	6	3,522	-	3,522	871	-	871
Other income	7	-	-	-	6,294	-	6,294
Total income		500,005	5,625	505,630	401,774	30,339	432,113
Expenditure on:							
Raising funds	8	6,312	-	6,312	-	-	-
Charitable activities	9	397,580	29,411	426,991	358,393	45,763	404,156
Total expenditure		403,892	29,411	433,303	358,393	45,763	404,156
Net income/(expenditure) for the year/							
Net movement in funds		96,113	(23,786)	72,327	43,381	(15,424)	27,957
Fund balances at 1 April 2022		1,032,600	900,346	1,932,946	989,219	915,770	1,904,989
Fund balances at 31 March 2023		1,128,713	876,560	2,005,273	1,032,600	900,346	1,932,946

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

All income and expenditure derive from continuing activities.

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	15		1,424,086		1,470,423
Current assets					
Stocks	16	525		525	
Debtors	17	15,616		13,980	
Cash at bank and in hand		614,506		492,307	
		630,647		506,812	
Creditors: amounts falling due within one year	18	(49,460)		(44,289)	
Net current assets			581,187		462,523
Total assets less current liabilities			2,005,273		1,932,946
Income funds					
Restricted funds	19		876,560		900,346
<u>Unrestricted funds</u>					
Designated funds	20	355,000		355,000	
General unrestricted funds		773,713		677,600	
			1,128,713		1,032,600
			2,005,273		1,932,946

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 20/11/23

S. Nicholson
Ms S Nicholson
Trustee

Company registration number 03009141

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	24		124,173		83,547
Investing activities					
Purchase of tangible fixed assets		(5,496)		(71,260)	
Investment income received		3,522		871	
Net cash used in investing activities			(1,974)		(70,389)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			122,199		13,158
Cash and cash equivalents at beginning of year			492,307		479,149
Cash and cash equivalents at end of year			614,506		492,307

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Chepstow and District Mencap Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Chepstow Mencap Ltd, The Board School, Bridge Street, Chepstow, Gwent, NP16 5EZ, United Kingdom.

1.1 Accounting convention

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

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

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

1.2 Going concern

The charity reported an unrestricted net inflow of £71,113 for the year. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

1.4 Incoming resources

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

Income is derived from donations, fund raising activities, investment income, grants and the provision of care services.

Voluntary income such as donations etc, represents amounts received and recorded at offices during the year. The charity is able to make claims for income tax refunds in the case of gift aid donations. All taxation received has been included.

Grants comprise amounts receivable during the year.

Fundraising income is recognised on receipt.

Income from investments is included in the year in which it is receivable.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT, which cannot be recovered.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of income received for those activities. The management team considers this to be the most equitable method of splitting expenditure attributable to more than one activity. The management team considers that all of the resources expended are directly attributable to activities.

Fundraising expenditure

This expenditure comprises costs incurred in inducing people or organisations to contribute financially to the charity's work. This includes the cost of advertising for funds and the cost of mounting appeals and staging special events in addition to a proportion of overheads and property expenses.

Direct charitable expenditure

This includes all costs relating to the furtherance of the charity's objectives.

Governance costs

These costs include the costs of governance arrangements, which relate to the general running of the charity as opposed to the direct management functions inherent in generating funds, service delivery and programme of project work. These include such items as external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Netting off of income and expenditure

Income and expenditure are stated gross.

1.6 Tangible fixed assets

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

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

Freehold land and buildings	50 years - Straight line basis
Leasehold improvements	4 years - Straight line basis
Fixtures and fittings	10 years - Straight line basis
Computers	4 years - Straight line basis
Motor vehicles	4 years - Straight line basis

1.7 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.11 Retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity. Contributions payable are charged to the profit and loss account in the year they are payable and are charged against unrestricted funds.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

3 Donations, legacies and grants

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	7,736	-	7,736	6,197	-	6,197
Grants	51,507	5,625	57,132	-	30,339	30,339
	<u>59,243</u>	<u>5,625</u>	<u>64,868</u>	<u>6,197</u>	<u>30,339</u>	<u>36,536</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Monmouth County Council - Family Aid Scheme	89,422	85,571
Monmouth County Council - Day Care Contract	290,662	278,145
ILF Services	22,811	10,425
Pop up cafe and other charitable activities	11,198	-
	<u>414,093</u>	<u>374,141</u>

5 Other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Subscriptions	108	125
Shop Income	13,580	14,146
Hire Income	9,459	-
Other trading activities	<u>23,147</u>	<u>14,271</u>

6 Investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	<u>3,522</u>	<u>871</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Other income

	Total Unrestricted funds	
	2023	2022
	£	£
Hire income	-	2,368
Fundraising	-	3,926
	<u>-</u>	<u>6,294</u>
	<u>-</u>	<u>6,294</u>

8 Raising funds

	Unrestricted funds	Total
	2023	2022
	£	£
<u>Trading costs</u>		
Operating charity shops	6,312	-
	<u>6,312</u>	<u>-</u>
	<u>6,312</u>	<u>-</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Charitable activities

	Other activities £	Local authority contracts £	ILF services £	Total 2023 £	Total 2022 £
Staff costs	4,639	232,334	-	236,973	215,645
Depreciation and impairment	50,191	1,642	-	51,833	55,679
Minibus travel and subsistence	287	4,840	-	5,127	5,659
Premises	2,778	19,949	-	22,727	28,674
Direct costs	18,617	16,318	-	34,935	27,773
Legal & professional	-	2,016	-	2,016	4,470
	<u>76,512</u>	<u>277,099</u>	<u>-</u>	<u>353,611</u>	<u>337,900</u>
Share of support costs (see note 10)	63,600	-	-	63,600	59,686
Share of governance costs (see note 10)	9,780	-	-	9,780	6,570
	<u>149,892</u>	<u>277,099</u>	<u>-</u>	<u>426,991</u>	<u>404,156</u>
Analysis by fund					
Unrestricted funds	120,481	277,099	-	397,580	
Restricted funds	29,411	-	-	29,411	
	<u>149,892</u>	<u>277,099</u>	<u>-</u>	<u>426,991</u>	
For the year ended 31 March 2022					
Unrestricted funds	49,407	308,698	288		358,393
Restricted funds	45,763	-	-		45,763
	<u>95,170</u>	<u>308,698</u>	<u>288</u>		<u>404,156</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

10 Support costs	Support Governance costs £	Support Governance costs £	2023 £	Support Governance costs £	2022 £	Basis of allocation
Staff costs	50,095	-	50,095	45,304	45,304	
Office expenses	13,505	-	13,505	14,382	14,382	Direct
Audit & accountancy	-	9,780	9,780	-	6,570	Governance
	63,600	9,780	73,380	59,686	66,256	
Analysed between						
Charitable activities	63,600	9,780	73,380	59,686	66,256	

Governance costs includes payments to the auditors of £9,780 (2022: £6,570) for audit fees.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Net movement in funds	2023	2022
	£	£
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	51,833	55,679

12 Trustees

No emoluments were paid to the trustees during the year. (2022: Nil)

During the year, one trustee was for reimbursed for costs incurred on behalf of the charity and travel expenses totalling £202 (2022: £168).

13 Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Full time staff	7	7
Part time staff	13	12
Total	20	19

Employment costs	2023	2022
	£	£
Wages and salaries	268,613	246,671
Social security costs	14,047	10,175
Other pension costs	4,408	4,103
	287,068	260,949

Key Management Personnel

The total emoluments and benefits (including salary, employers' national insurance, pension and benefits in kind) received by the three key management personnel during the year (2022: 3) were £92,319 (2022: £84,308).

There were no employees whose annual remuneration was more than £60,000.

14 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

15 Tangible fixed assets	Freehold land and buildings		Leasehold improvements		Fixtures and fittings		Computers		Motor vehicles		Total	
	£	£	£	£	£	£	£	£	£	£	£	£
Cost												
At 1 April 2022	1,392,510	13,205		204,204	29,176				35,400		1,674,495	
Additions	-	-		3,348	2,148				-		5,496	
At 31 March 2023	1,392,510	13,205		207,552	31,324				35,400		1,679,991	
Depreciation and Impairment												
At 1 April 2022	93,227	12,986		38,538	23,921				35,400		204,072	
Depreciation charged in the year	27,850	74		20,728	3,181				-		51,833	
At 31 March 2023	121,077	13,060		59,266	27,102				35,400		255,905	
Carrying amount												
At 31 March 2023	1,271,433	145		148,286	4,222				-		1,424,086	
At 31 March 2022	1,299,283	219		165,666	5,255				-		1,470,423	

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Stocks

	2023 £	2022 £
Raw materials and consumables	525	525

17 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	8,773	9,500
Other debtors	4,123	4,480
Prepayments and accrued income	2,720	-
	15,616	13,980

18 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	9,012	3,868
Trade creditors	3,024	7,821
Other creditors	22,495	20,199
Accruals and deferred income	14,929	12,401
	49,460	44,289

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Restricted funds

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

	Balance at 1 April 2021 £	Movement		Balance at 1 April 2022 £	Movement		Balance at 31 March 2023 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Masonic Grant	13,722	-	(1,500)	12,222	-	(1,500)	10,722
Gateway Club	3,250	-	(3,250)	-	-	-	-
Tesco	945	-	(945)	-	-	-	-
Big Lottery	480,500	-	(10,000)	470,500	-	(10,000)	460,500
Wolfson Fund	57,600	-	(1,200)	56,400	-	(1,200)	55,200
Bernard Sunley	28,800	-	(600)	28,200	-	(600)	27,600
Edward Gostling	19,200	-	(400)	18,800	-	(400)	18,400
Bailey Thomas	33,600	-	(700)	32,900	-	(700)	32,200
Garfield Weston	38,400	-	(800)	37,600	-	(800)	36,800
Andrews Trust	38,700	8,000	(1,600)	45,100	-	(1,600)	43,500
Clothworkers	33,600	-	(700)	32,900	-	(700)	32,200
Welsh Government	147,388	-	(3,000)	144,388	-	(3,000)	141,388
Gavo - ICF Fund	14,170	-	(1,575)	12,595	-	(1,575)	11,020
Peoples and Places	4,680	-	(1,300)	3,380	-	(1,300)	2,080
Chepstow Lions	765	-	(85)	680	-	(85)	595
Tesco - Groundworks	450	1,000	(195)	1,255	-	(713)	542
HSBC	-	3,701	(275)	3,426	-	(1,191)	2,235
Welsh Government	-	17,638	(17,638)	-	-	-	-
Tesco Groundwork	-	-	-	-	1,080	(1,080)	-
Mencap Cymru	-	-	-	-	2,500	(1,672)	828
Mencap Oral History	-	-	-	-	2,045	(1,295)	750
	915,770	30,339	(45,763)	900,346	5,625	(29,411)	876,560

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

19	Restricted funds	(Continued)
	Tesco The grant funding was for a vegetable gardening project.	
	Mencap Cymru The grant funding was for social activities.	
	Mencap Heritage Oral History Project The funds were restricted for an oral history project that involved recording oral histories for those involved in Chepstow Mencap over its 50 year history and creating an exhibition to allow funders, partners and the general public to hear the testimonies and examine photographs and other documents collated over the past 50 years.	
	Other Grants All other grant funding has been used to renovate the Board School Building. Depreciation is being charged against the renovation costs in line with the accounting policy.	
		Groundworks

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Designated funds

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

	Movement in funds		Movement in funds		
	Balance at 1 April 2021	Incoming resources	Balance at 1 April 2022	Incoming resources	Balance at 31 March 2023
	£	£	£	£	£
Critical Costs reserve	153,000	-	153,000	-	153,000
Maintenance Cost reserve	140,000	-	140,000	-	140,000
Replacement Minibuses reserve	62,000	-	62,000	-	62,000
	<u>355,000</u>	<u>-</u>	<u>355,000</u>	<u>-</u>	<u>355,000</u>

Critical Cost reserve The trustees have designated funds to cover the charity's statutory obligations and operating costs for six months should an emergency funding situation occur.

Maintenance Cost reserve The trustees have designated funds for the maintenance and general up keep of the property for the next 10 years.

Replacement Minibuses reserve The trustees have designated funds to purchase two minibuses to support the charity's aims and objects.

21 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:					
Tangible assets	549,104	874,982	1,424,086	570,077	1,470,423
Current assets/(liabilities)	579,609	1,578	581,187	462,523	462,523
	<u>1,128,713</u>	<u>876,560</u>	<u>2,005,273</u>	<u>1,032,600</u>	<u>1,932,946</u>

22 Operating lease commitments

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

	2023 £	2022 £
Within one year	6,692	7,750
Between two and five years	24,310	25,385
In over five years	7,851	13,351
	<u>38,853</u>	<u>46,486</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

23 Related party transactions

The charity employs three members of staff which are deemed to be related parties due to their relationships with the trustees. The Charity Commission has confirmed its consent for these individuals to be employed by the charity.

One employee is related to two of the trustees (Mrs S Nicholson - mother and Mr R Perrett - grandfather). This individual is employed on a permanent contract. During the year to 31 March 2023 the employee received remuneration totalling £26,473 (2022: £21,263). As at 31 March 2023 £1,637 (2022: £1,643) was owed to them by the charity.

One employee is related to two trustees (Mrs S Nicholson - wife and Mr R Perrett - father-in-law). During the year to 31 March 2023 this individual received remuneration totalling £4,901 (2022: £1,912). As at 31 March 2023 £319 (2022: £267) was owed to them by the charity.

One employee is related to one trustee (Mrs S Nicholson - sister-in-law). During the year to 31 March 2023 this individual received remuneration totalling £5,854 (2022: £2,201). As at 31 March 2023 £310 (2022: £295) was owed to them by the charity.

A conflicts of interest register is in place which is completed by all trustees and the management team.

All services are provided to trustees and their relatives on the same basis as those to third parties.

24 Cash generated from operations	2023 £	2022 £
Surplus for the year	72,327	27,957
Adjustments for:		
Investment income recognised in statement of financial activities	(3,522)	(871)
Depreciation and impairment of tangible fixed assets	51,833	55,679
Movements in working capital:		
(Increase)/decrease in debtors	(1,636)	24,044
Increase/(decrease) in creditors	5,171	(23,262)
Cash generated from operations	124,173	83,547

25 Analysis of changes in net funds

The charity had no debt during the year.

Accounts

Charity registration number 1043574

Company registration number 03009141 (England and Wales)

CHEPSTOW AND DISTRICT MENCAP SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

CHEPSTOW AND DISTRICT MENCAP SOCIETY

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CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Royal Mencap Society (Mencap) is the leading voice of learning disability. Everything we do at Chepstow Mencap is about valuing and supporting people with a learning disability, their families and carers. Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

Our values include being people centred; empowering, including and respecting all people; and being brave and developing new ideas.

To achieve this, the charity:

- works in partnership with other organisations, service users and their parents or carers
- provides and promotes good practice
- offers a range of services from both professionals, dedicated staff and volunteers

Organisation

Honorary officers and the other trustees (up to 12) are elected annually at the Annual General Meeting.

The board of trustees, who also act as directors, administers the charity through regular meetings. The day-to-day operation of the charity's commissioned service is the responsibility of the Care Services Business Manager, who supervises activities and staff. The Finance Manager oversees all aspects of budget control and reporting.

All policies relating to staff and volunteers are regularly reviewed and updated.

Chepstow Mencap is affiliated to The Royal Mencap Society. It also aims to work in co-operation and partnership with other organisations having the same objectives.

Related parties

The key relationships with external organisations are with the Royal Mencap Society (Mencap), Monmouthshire County Council/Monmouthshire Local Health Board (MCC/MHB) and Gwent Association of Voluntary Organisations (GAVO).

The affiliation with Mencap requires that we comply with their policies and procedures. MCC/MHB is our principal partner and relations are governed by the terms of our service contracts with them. GAVO provides professional support and a networking structure with both voluntary and relevant statutory bodies.

Public benefit

We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Changes introduced in the year

The year started with Covid restrictions in place and the restrictions continued and changed throughout the year. Our new premises was completed but could not be fully utilised. However, the building gave us a base for an additional support facility. When restrictions allowed, the building was hired out for community use during the year.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Government guidelines

Staff were flexible with giving support in line with government guidelines which changed throughout the year.

This year has been the most challenging time in our charity's history.

Our day service and old premises closed on 16 March 2020, due to Covid. Covid-19 presented many problems, unpredictability and stress. However, we managed to adapt and work flexibly to provide a support service throughout the year.

Operational Support

We were supported with our IT. This enabled us to work from home and keep communication going between staff and families.

Funding

Our local authority continued to pay our core funding as we continued to provide a support service.

There were not many opportunities throughout the year for fundraising, but we continued to receive donations and were able to hire out the Board School premises when Covid regulations allowed.

Support – during the year

Support was quite often provided in the form of socially distanced walks. The Internet facilitated support sessions via Zoom. Social media, such as Facebook, was used to keep communication with all charity members. Support bubbles were formed and we purchased 2 outside workshops at the Board School.

PPE and testing were in place throughout the service and the Board School was used as a base.

All individuals and families expressed that the social isolation was the hardest part of the pandemic. We continued to keep in contact with people who were hesitant about meeting in person.

Milestones during the year

Chepstow Mencap celebrates 50 years

Chepstow and District Mencap Society was established 50 years ago by a group of committed parents who wanted to ensure that their children who experienced various levels of Learning Difficulties were provided with adequate support as they progressed from childhood to adulthood. In addition, this enthusiastic group of parents wanted their children to experience new environments and opportunities, develop independently and therefore set about raising funds in order to introduce a variety of activity from which the young adults would benefit.

The 50th anniversary was celebrated in the Board School with a big party.

Old Board School – new head office

The Old Board school was not used to its full potential because of Covid restrictions. However, it was hired out to community groups, and services are increasing.

We look forward to the opportunities that a community space will bring.

Charity shop

Our charity shop re-opened and work placements were re-instated. The re-opening was very much welcomed by the people we support.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

The main areas of charitable activity are:

- The provision of care support services to people with learning disabilities through the provision of day and evening activities and a support service at home and in the community.
- Provision of a social network with a variety of social activities.
- A charity shop to provide a community presence and retail training for service users.
- Fundraising and community profile.

Care support:

Care support is provided on an individual or group basis. The services are co-ordinated from the head office, The Board School, which provides a daily hub.

Where facilities are available in the community, the venues are hired on a sessional basis.

Independent living skills:

Care support is provided to support adults living independently, including support with shopping, cooking, travel by public transport, and money skills. Cookery is a popular choice of activity with more men and young adults wanting to learn how to cook. Travel by public transport is important for future services and individuals are supported with travel and transport skills on local transport routes to eventually access public transport independently. Shopping in the community provides choice, integration, money skills and independence in preparation for independent living.

Old Board School kitchen and café area

The training kitchen at the new project is designed to be accessible to all. It has proved to be very popular with the people that we support, with cookery high on the list of enjoyable activities. It has also given the opportunity to open up for pop up cafes which are well attended. The pop up cafes give the opportunity to welcome the community into the Old Board School, as well as generating an income. Our members prepare and serve refreshments and meet a variety of visitors (some of which have become regulars).

Work experience

- Charity shop: Our charity shop provides 8 placements for work experience in retail. The shop is located in the community where 33% of our Service Users live. Working in the shop promotes confidence, and communication skills when offering customer service.
- Luncheon club: A lunch club is provided for a pensioner group at a local community centre. This service has been running for several years and work placements are fully subscribed with placements offered on a rota basis.
- We have now added the placements in our own premises at the pop up cafes
- Gardening service: We offer a community garden service.

Transition:

Young adults 18-25, and new Service users are given the opportunity to join our projects in the community such as our gardening services, luncheon club and work at our charity shop. We also offer services and opportunities at half terms and holidays for young adults who attend college, providing services and opportunities in the community where they live.

Complex needs:

We support adults with complex needs. The space and facilities at the Old Board School allow us to give support for complex needs in much better premises. One of the reasons for refurbishing our building was to provide easier access on ground level to join all activities, and access to a spacious "Changing Place" facility for personal care. All rooms and the outside spaces can be accessed by wheelchair users or people with mobility needs.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Social networks:

Chepstow Mencap has a strong membership of families and carers. We have successful social events in Chepstow and district, at local venues. The events provide a social network and everyone gets involved in the preparations. Events are usually sold out with support from community groups attending. We are looking forward to the events increasing.

Fund raising:

Our local community supports us with our fundraising and, with donations and hard work, we are able to provide the people we support with an enjoyable social life and equipment and resources. Thanks to our staff, friends and volunteers who give up their time and fundraise for us to make this possible.

Partnership and community:

Community groups are invited to share our activities and facilities. Sharing of resources reduces costs, develops friendships, provides integration, and provides opportunities.

This integration and support was the driving force in finding premises suitable for our needs in Chepstow

To progress the charity

Our strategic 5 year plan

Vision

- We believe that people with a learning disability should be valued equally, listened to and included in their community
- To maintain our presence in the community and remain visible
- To continue to provide services for people with a learning disability to lead fulfilled lives
- Expand our existing provision and create new services
- Overcome barriers. To provide support and choice for young Service Users in transition (18-25 years old), to provide work experience, independent living skills, training, integration in the community, and facilitate social networking.
- To provide social networks, developing and supporting friendships for adults with learning disabilities in their communities where they live
- To provide social networks and support families and carers of adults with learning disabilities
- Provide wellbeing for adults with learning disabilities
- Raise community awareness
- Provide employment skills and opportunities
- Volunteers and Work Placements. To provide work experience, in a support role in a care environment. Providing new opportunities through the expansion of existing, and creation of new services

Charity

To remain a charity with the same principles at heart when Chepstow Mencap was first formed. To give the people that we support, access to a rewarding way of life. We are a value driven charity, which provides the best care possible for the people that we support and their families.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The charity made an overall surplus for the year of £27,957 which was unrestricted. Successful capital grant applications were received during the year.

Principal funding sources

The major sources of funds during the year are as follows:

- Day care contract with Monmouthshire County Council - £278,145
- Family Aid contract with Monmouthshire County Council - £85,571
- Other local authorities and private engagements- £10,425
- Donations from individuals and volunteer fundraising - £6,197
- Grants - £30,339

Investment policy

At present there is no plan to accumulate funds other than short term disbursement on charitable activities and the maintenance of prudent reserves.

All reserve funds are held in deposit accounts. There is no intention to change the policy with respect to this, beyond reviewing competitive interest rates on like accounts.

Reserves policy and risk management

Reserves are held for both contingencies and opportunities and to mitigate against any factors identified in the organisation's risk assessment. The level of reserves held will ensure that the charity and its trustees are protected, commitments can be met for the next 6 months and the organisation can operate innovatively in a changing environment. Trustees consider this figure to be around £153,000.

The trustees have also recognised the need to maintain the property to a good standard, in order for the facilities to be used by the public, and have therefore designated funds to cover these costs for the next 10 years. Trustees consider this figure to be around £140,000.

The trustees have designated funds to purchase two minibuses in order to carry out activities in line with its aims and objects. Trustees consider this figure to be around £62,000.

The charity's free reserves, excluding restricted funds, designated funds and fixed assets are £107,523.

The main risk to the continuation of the services run by the charity would be the loss of contracts from MCC/ MHB and delay in the contractual payments. To minimise this risk, extreme care is taken by the management to ensure compliance with the terms of the contracts held.

Taxation

As a registered charity, Chepstow and District Mencap Society is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

Plans for future periods

Chepstow Mencap collaborates with Monmouthshire County Council, to review the provision of contracted services. Support is person centred and community based.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

Constitution

Chepstow and District Mencap Society is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company follows the model Memorandum and Articles of Association for affiliated groups as laid down by the Royal Mencap Society. Charity number: 1043574. Company number: 03009141.

The organisation is a charitable company registered as a charity on 7 March 1972 as an Associate Member of the Royal Mencap Society. It was incorporated as a company limited by guarantee on 12 January 1995. The company was established according to a model provided by Royal Mencap under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of management committee

The directors of the company, who are also charity trustees for the purposes of charity law and under the company's articles, are known as members of the Executive Committee and are elected to serve for a period of one year. They must be re-elected at the next Annual General Meeting.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

REFERENCE AND ADMINISTRATIVE INFORMATION

Name

Chepstow and District Mencap Society (Limited by Guarantee)

Known as

Chepstow Mencap

Registered company number

03009141

Registered charity number

1043574

Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are elected at the Annual General Meeting when nominations are considered and voted upon. Every full member of Chepstow Mencap can vote at the Annual General Meeting. The trustees who served during the year were as follows:

S Nicholson	(Chair)
RP Gleed	(Honorary Secretary)
A Narduzzo	(Vice Chair)
M Davies	
R Perrett	
M Nicholson	Resigned 31 August 2021
L Sidhu	Appointed 8 November 2021

Service Manager

Michele Blinman

Registered and principal office

The Board School, Bridge Street, Chepstow, Monmouthshire, NP16 5EZ

Auditors

Azets Audit Services, Ty Derw, Lime Tree Court, Cardiff Gate Business Park, Cardiff CF23 8AB

Bankers

HSBC Bank PLC, 12 Beaufort Square, Chepstow, Monmouthshire, NP16 5XH

Nationwide Building Society

Monmouthshire Building Society Savings Account

Key Management Personnel

The key management personnel of the charity during the year were the Trustees, the Service Manager, the Deputy Manager and the Finance Manager. Trustees are not remunerated. The pay of the key management personnel is benchmarked to the salary rates of similar organisations in the area.

The trustee's report was approved by the Board of Trustees.



Ms S Nicholson

Trustee

Dated: 7 November 2022

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees (who are also directors of Chepstow and District Mencap Society 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).

Company law requires the trustees to prepare financial statements for each financial year which 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 the 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 then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 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. In so far as the trustees are aware:

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

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

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

Auditors

The auditors, Azets Audit Services, will be proposed for reappointment at the AGM.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Opinion

We have audited the financial statements of Chepstow and District Mencap Society (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustee's responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.


15-11-2022

Azets Audit Services

Chartered Accountants
Statutory Auditor

Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
United Kingdom
CF23 8AB

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Notes							
Income and endowments from:							
Donations, legacies and grants	3	6,197	30,339	36,536	49,569	212,295	261,864
Charitable activities	4	374,141	-	374,141	459,472	-	459,472
Other trading activities	5	14,271	-	14,271	3,323	-	3,323
Investments	6	871	-	871	286	-	286
Other income	7	6,294	-	6,294	141,472	-	141,472
Total income		401,774	30,339	432,113	654,122	212,295	866,417
Expenditure on:							
Charitable activities	8	358,393	45,763	404,156	471,403	26,445	497,848
Net income/(expenditure) for the year/							
Net movement in funds		43,381	(15,424)	27,957	182,719	185,850	368,569
Fund balances at 1 April 2021		989,219	915,770	1,904,989	806,500	729,920	1,536,420
Fund balances at 31 March 2022		1,032,600	900,346	1,932,946	989,219	915,770	1,904,989

Incoming resources and net resources relate entirely to continuing operations for the next twelve months. The trustees' and directors' report discloses information relating to the changes in these operations for the future.

The company had no recognised gains and losses other than those included in the results above and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the net resources for the financial period stated above and its historical cost equivalent.

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	13		1,470,423		1,454,843
Current assets					
Stocks		525		525	
Debtors	14	13,980		38,024	
Cash at bank and in hand		492,307		479,149	
		506,812		517,698	
Creditors: amounts falling due within one year	15	(44,289)		(67,552)	
Net current assets			462,523		450,146
Total assets less current liabilities			1,932,946		1,904,989
Income funds					
Restricted funds	16		900,346		915,770
<u>Unrestricted funds</u>					
Designated funds	17	355,000		355,000	
General unrestricted funds		677,600		634,219	
			1,032,600		989,219
			1,932,946		1,904,989

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 7 November 2022



Ms S Nicholson
Trustee

Company registration number 03009141

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	21		83,547		284,738
Investing activities					
Purchase of tangible fixed assets		(71,260)		(336,139)	
Proceeds on disposal of tangible fixed assets		-		254,999	
Investment income received		871		286	
Net cash used in investing activities			(70,389)		(80,854)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			13,158		203,884
Cash and cash equivalents at beginning of year			479,149		275,265
Cash and cash equivalents at end of year			492,307		479,149

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Chepstow and District Mencap Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Chepstow Mencap Ltd, The Board School, Bridge Street, Chepstow, Gwent, NP16 5EZ, United Kingdom.

1.1 Accounting convention

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

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

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

1.2 Going concern

The charity reported an unrestricted net inflow of £27,957 for the year. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

1.4 Incoming resources

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

Income is derived from donations, fund raising activities, investment income, grants and the provision of care services.

Voluntary income such as donations etc, represents amounts received and recorded at offices during the year. The charity is able to make claims for income tax refunds in the case of gift aid donations. All taxation received has been included.

Grants comprise amounts receivable during the year.

Fundraising income is recognised on receipt.

Income from investments is included in the year in which it is receivable.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT, which cannot be recovered.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of income received for those activities. The management team considers this to be the most equitable method of splitting expenditure attributable to more than one activity. The management team considers that all of the resources expended are directly attributable to activities.

Fundraising expenditure

This expenditure comprises costs incurred in inducing people or organisations to contribute financially to the charity's work. This includes the cost of advertising for funds and the cost of mounting appeals and staging special events in addition to a proportion of overheads and property expenses.

Direct charitable expenditure

This includes all costs relating to the furtherance of the charity's objectives.

Governance costs

These costs include the costs of governance arrangements, which relate to the general running of the charity as opposed to the direct management functions inherent in generating funds, service delivery and programme of project work. These include such items as external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Netting off of income and expenditure

Income and expenditure are stated gross.

1.6 Tangible fixed assets

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

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

Freehold land and buildings	50 years - Straight line basis
Leasehold improvements	4 years - Straight line basis
Fixtures and fittings	10 years - Straight line basis
Computers	4 years - Straight line basis
Motor vehicles	4 years - Straight line basis

1.7 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity. Contributions payable are charged to the profit and loss account in the year they are payable and are charged against unrestricted funds.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

3 Donations, legacies and grants

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	6,197	-	6,197	4,569	-	4,569
Grants	-	30,339	30,339	45,000	212,295	257,295
	<u>6,197</u>	<u>30,339</u>	<u>36,536</u>	<u>49,569</u>	<u>212,295</u>	<u>261,864</u>

4 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Monmouth County Council - Family Aid Scheme	85,571	84,306
Monmouth County Council - Day Care Contract	278,145	274,034
ILF Services	10,425	101,132
	<u>374,141</u>	<u>459,472</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Other trading activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Subscriptions	125	69
Shop income	14,146	3,254
Other trading activities	14,271	3,323

6 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	871	286

7 Other income

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Net gain on disposal of tangible fixed assets	-	141,472
Hire income	2,368	-
Fundraising	3,926	-
	6,294	141,472

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Charitable activities

	Other activities £	Local authority contracts £	ILF services £	Total 2022 £	Total 2021 £
Staff costs	2,714	212,931	-	215,645	321,813
Depreciation and impairment	54,414	1,265	-	55,679	50,047
Minibus travel and subsistence	90	5,526	43	5,659	4,569
Premises	13,123	15,448	103	28,674	25,297
Direct costs	8,439	19,334	-	27,773	17,242
Legal & professional	1,512	2,958	-	4,470	13,404
	<u>80,292</u>	<u>257,462</u>	<u>146</u>	<u>337,900</u>	<u>432,372</u>
Share of support costs (see note 9)	12,688	46,856	142	59,686	57,376
Share of governance costs (see note 9)	<u>2,190</u>	<u>4,380</u>	<u>-</u>	<u>6,570</u>	<u>8,100</u>
	<u>95,170</u>	<u>308,698</u>	<u>288</u>	<u>404,156</u>	<u>497,848</u>
Analysis by fund					
Unrestricted funds	49,407	308,698	288	358,393	
Restricted funds	<u>45,763</u>	<u>-</u>	<u>-</u>	<u>45,763</u>	
	<u>95,170</u>	<u>308,698</u>	<u>288</u>	<u>404,156</u>	
For the year ended 31 March 2021					
Unrestricted funds	86,257	300,351	84,795		471,403
Restricted funds	<u>-</u>	<u>26,445</u>	<u>-</u>		<u>26,445</u>
	<u>86,257</u>	<u>326,796</u>	<u>84,795</u>		<u>497,848</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

9 Support costs	Support Governance costs £	Support Governance costs £	2022 £	Support costs £	Governance costs £	2021 £	Basis of allocation
Staff costs	45,304	-	45,304	43,752	-	43,752	
Office expenses	14,382	-	14,382	13,624	-	13,624	Direct
Audit & accountancy	-	6,570	6,570	-	8,100	8,100	Governance
	59,686	6,570	66,256	57,376	8,100	65,476	
Analysed between							
Charitable activities	59,686	6,570	66,256	57,376	8,100	65,476	

Governance costs includes payments to the auditors of £6,570 (2021: £8,100) for audit fees.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Net movement in funds	2022	2021
	£	£
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	55,679	50,047
Loss/(profit) on disposal of tangible fixed assets	-	(141,472)
	<u> </u>	<u> </u>

11 Trustees

No emoluments were paid to the trustees during the year. (2021: Nil)

No trustees claimed expenses during the current year, however one trustee was reimbursed for costs incurred on behalf of the charity totalling £168 (2021: £74).

12 Employees

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
Full time staff	7	8
Part time staff	12	16
	<u> </u>	<u> </u>
Total	19	24
	<u> </u>	<u> </u>

Employment costs	2022	2021
	£	£
Wages and salaries	246,671	341,736
Social security costs	10,175	18,972
Other pension costs	4,103	4,857
	<u> </u>	<u> </u>
	260,949	365,565
	<u> </u>	<u> </u>

Key Management Personnel

The total emoluments and benefits (including salary, employers' national insurance, pension and benefits in kind) received by the three key management personnel during the year (2021: 3) were £84,308 (2021: £69,303).

Redundancy and Termination payments

The charity paid £30,149 in redundancy costs in the prior year.

There were no employees whose annual remuneration was more than £60,000.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

13 Tangible fixed assets		Freehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Computers		Motor vehicles		Total £
					£		£		
Cost	At 1 April 2021	1,367,185	13,205	158,269	29,176		35,400		1,603,235
	Additions	25,325	-	45,935	-		-		71,260
	At 31 March 2022	1,392,510	13,205	204,204	29,176		35,400		1,674,495
Depreciation and impairment	At 1 April 2021	65,377	12,036	18,184	17,396		35,400		148,393
	Depreciation charged in the year	27,850	950	20,354	6,525		-		55,679
	At 31 March 2022	93,227	12,986	38,538	23,921		35,400		204,072
Carrying amount	At 31 March 2022	1,299,283	219	165,666	5,255		-		1,470,423
	At 31 March 2021	1,301,807	1,169	140,087	11,780		-		1,454,843

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	9,500	9,929
Other debtors	4,480	28,095
	<u>13,980</u>	<u>38,024</u>

15 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	3,868	5,318
Trade creditors	7,821	121
Other creditors	20,199	19,294
Accruals and deferred income	12,401	42,819
	<u>44,289</u>	<u>67,552</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

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

	Balance at 1 April 2020 £	Movement		Balance at 1 April 2021 £	Movement		Balance at 31 March 2022 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Masonic Grant	15,000	-	(1,278)	13,722	-	(1,500)	12,222
Gateway Club	6,500	-	(3,250)	3,250	-	(3,250)	-
Tesco	2,820	-	(1,875)	945	-	(945)	-
Big Lottery	465,500	25,000	(10,000)	480,500	-	(10,000)	470,500
Wolfson Fund	58,800	-	(1,200)	57,600	-	(1,200)	56,400
Bernard Sunley	29,400	-	(600)	28,800	-	(600)	28,200
Edward Gostling	19,600	-	(400)	19,200	-	(400)	18,800
Bailey Thomas	34,300	-	(700)	33,600	-	(700)	32,900
Garfield Weston	39,200	-	(800)	38,400	-	(800)	37,600
Andrews Trust	24,500	15,000	(800)	38,700	8,000	(1,600)	45,100
Clothworkers	34,300	-	(700)	33,600	-	(700)	32,900
Welsh Government	-	150,000	(2,612)	147,388	-	(3,000)	144,388
Gavo - ICF Fund	-	15,745	(1,575)	14,170	-	(1,575)	12,595
Peoples and Places	-	5,200	(520)	4,680	-	(1,300)	3,380
Chepstow Lions	-	850	(85)	765	-	(85)	680
Tesco - Groundworks	-	500	(50)	450	1,000	(195)	1,255
HSBC	-	-	-	-	3,701	(275)	3,426
Welsh Government	-	-	-	-	17,638	(17,638)	-
	729,920	212,295	(26,445)	915,770	30,339	(45,763)	900,346

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds (Continued)

Masonic Grant

The grant funding was provided for the purchase of furniture at the Old School Building, which has been purchased post year end.

Gateway Club

The grant funding was used to purchase an interactive whiteboard, sensory equipment and iPads. The cost is being depreciated in line with the accounting policy.

Tesco Groundworks

The grant funding was for the refurbishment of the shop and is being depreciated in line with the accounting policy.

Funding

All other grant funding has been used to renovate the Board School Building. The grant funding is being depreciated in line with the accounting policy.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 Designated funds

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

	Transfers	Balance at 1 April 2021	Movement in funds Incoming resources	Balance at 31 March 2022
	£	£	£	£
Critical Costs reserve	153,000	153,000	-	153,000
Maintenance Cost reserve	140,000	140,000	-	140,000
Replacement Minibuses reserve	62,000	62,000	-	62,000
	<u>355,000</u>	<u>355,000</u>	<u>-</u>	<u>355,000</u>

Critical Cost reserve The trustees have designated funds to cover the charity's statutory obligations and operating costs for six months should an emergency funding situation occur.

Maintenance Cost reserve The trustees have designated funds for the maintenance and general up keep of the property for the next 10 years.

Replacement Minibuses reserve The trustees have designated funds to purchase two minibuses to support the charity's aims and objects.

18 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:				
Tangible assets	570,077	900,346	1,470,423	1,454,843
Current assets/(liabilities)	462,523	-	462,523	450,146
	<u>1,032,600</u>	<u>900,346</u>	<u>1,932,946</u>	<u>1,904,989</u>

19 Operating lease commitments

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

	2022 £	2021 £
Within one year	2,250	561
Between two and five years	3,385	-
	<u>5,635</u>	<u>561</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

19 Operating lease commitments

(Continued)

20 Related party transactions

All care services and chalet holidays are provided to relatives of the directors. Such services are provided on the same basis as those to third parties.

Mr M Nicholson is employed by the charity on a permanent contract. Mr M Nicholson is related to three of the trustees (Mrs S Nicholson - mother, Mr M Nicholson – father and Mr R Perrett – grandfather). The Charity Commission has confirmed its consent for Mr M Nicholson to be employed by the charity.

During 2022, Mr M Nicholson and Mr T Nicholson were employed by the charity with the consent of the Charity Commission. Mr M Nicholson is related to trustees (Mrs S Nicholson- wife and Mr R Perrett - father in law. Mr T Nichol is related to one trustee (Mrs S Nicholson - sister in law).

A conflicts of interest register is in place which is completed by all trustees and the management team.

21 Cash generated from operations	2022 £	2021 £
Surplus for the year	27,957	368,569
Adjustments for:		
Investment income recognised in statement of financial activities	(871)	(286)
Gain on disposal of tangible fixed assets	-	(141,472)
Depreciation and impairment of tangible fixed assets	55,679	50,047
Movements in working capital:		
Decrease/(increase) in debtors	24,044	(4,454)
(Decrease)/increase in creditors	(23,262)	12,334
Cash generated from operations	83,547	284,738

Accounts

Charity Registration No. 1043574

Company Registration No. 03009141 (England and Wales)

CHEPSTOW AND DISTRICT MENCAP SOCIETY
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

CHEPSTOW AND DISTRICT MENCAP SOCIETY

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CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Royal Mencap Society (Mencap) is the leading voice of learning disability. Everything we do, at Chepstow Mencap, is about valuing and supporting people with a learning disability, their families and carers. Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

Our values include being people centred; empowering, including and respecting all people; and being brave and developing new ideas.

To achieve this, the charity:

- works in partnership with other organisations, service users and their parents or carers
- provides and promotes good practice
- offers a range of services from both professionals, dedicated staff and volunteers

Organisation

Honorary officers and the other trustees (up to 12) are elected annually at the Annual General Meeting.

The board of trustees, who also act as directors, administers the charity through regular meetings. The day-to-day operation of the charity's commissioned service is the responsibility of the Care Services Business Manager, who supervises activities and staff. The Finance Manager oversees all aspects of budget control and reporting.

All policies relating to staff and volunteers are regularly reviewed and updated.

Chepstow Mencap is affiliated to The Royal Mencap Society. It also aims to work in co-operation and partnership with other organisations having the same objectives.

Related parties

The key relationships with external organisations are with the Royal Mencap Society (Mencap), Monmouthshire County Council/Monmouthshire Local Health Board (MCC/MHB) and Gwent Association of Voluntary Organisations (GAVO).

The affiliation with Mencap requires that we comply with their policies and procedures. MCC/MHB is our principal partner and relations are governed by the terms of our service contracts with them. GAVO provides professional support and a networking structure with both voluntary and relevant statutory bodies.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2021*

Public benefit

We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

CHANGES INTRODUCED IN THE YEAR

This year has been the most challenging time in our charity's history.

Our day service and old premises closed on 16th March 2020, due to covid. Covid-19 presented many problems, unpredictability, and stress. However, we managed to adapt and work flexibly to provide a support service throughout the year.

Operational Support

We were supported with our IT. This enabled us to work from home, and keep communication going between staff and families.

Government guidelines

Staff were flexible with giving support in line with government guidelines which changed throughout the year.

Funding

Our local authority continued to pay our core funding as we continued to provide a support service. However, reduced support resulted in our additional funding being stopped. Redundancies were made in October 2020, to reflect our reduced service. Our staff turnover has historically been very low and the redundancy process was upsetting for everyone. There were no compulsory redundancies, they were all voluntary.

There were not opportunities throughout the year for fund raising but we continued to receive donations and government grants.

Changes in support – during the year

Support was quite often provided in the form of socially distanced walks. The Internet facilitated support sessions via zoom. Social media, such as Facebook, was used to keep communication with all charity members.

The most successful support came in the form of our booster bus. Staff visited all of our Service users and their families, weekly. The 7 seater vehicle distributed activity packs, acted as a postal service and had a weekly theme where participants dressed up, or used props, and a weekly video was uploaded on Facebook.

All individuals and families expressed that the social isolation was the hardest part of the pandemic. The booster bus ensured that people had a visit from familiar faces and kept everyone in touch. This was especially invaluable to members who were self isolating.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Milestones during the year

Sale of our premises

Our initial plans were to sell our existing premises once we had moved into the Board School. We marketed the building and found a purchaser. In order to complete the sale we were asked for a completion date in August 2020. We were still in lockdown with no signs of going back to building based services for a while. We carried on with the sale and used temporary storage for a few weeks.

Old Board School – new headquarters

Our schoolhouse project was completed in September 2020. Construction work had been held up with no one allowed to work on site for a few months. On completion of the work some members of staff moved into the new premises and furniture was moved from its temporary storage. There were a few weeks in September where covid rules had relaxed and we were prepared to commence our full service. This was short-lived as more lockdown rules were introduced.

The Old Board school is not being used to its full potential while there are still covid restrictions. However, services are increasing and bookings are now being made.

Charity shop

Our charity shop was closed for most of the year, but has now re-opened

Achievements and performance

The main areas of charitable activity are:

- The provision of care support services to people with learning disabilities through the provision of day and evening activities and a support service at home and in the community,
- Provision of a social network with a variety of social activities and trips for adults and their carers throughout the year,
- A charity shop to provide a community presence and retail training for service users,
- Fundraising and community profile.

Care support:

Care support is provided on an individual or group basis. The services are co-ordinated from the head office, The Board School, which provides a daily hub.

Where facilities are available in the community, the venues are hired on a sessional basis.

Independent living skills:

Care support is provided to support adults living independently, including support with shopping, cooking, travel by public transport, and money skills. Cookery is a popular choice of activity with more men and young adults wanting to learn how to cook. Travel by public transport is important for future services and individuals are supported with travel and transport skills on local transport routes to eventually access public transport independently. Shopping in the community provides choice, integration, money skills and independence in preparation for independent living.

The training kitchen at the new project is designed to be accessible to all.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Work experience

- **Charity shop:** Our charity shop provides 8 placements for work experience in retail. The shop is located in the community where 33% of our Service Users live. Working in the shop promotes confidence, and communication skills when offering customer service.
- **Luncheon club:** A lunch club is provided for a pensioner group at a local community centre. This service has been running for several years and work placements are fully subscribed with placements offered on a rota basis.
- **Gardening service:** We offer a community garden service.

Transition:

Young adults 18-25, and new Service users are given the opportunity to join our projects in the community such as our gardening services, luncheon club and work at our charity shop. We also offer services and opportunities at half terms and holidays for young adults who attend college, providing services and opportunities in the community where they live.

Complex needs:

We support adults with complex needs. The space and facilities at the Board School will allow us to give support for complex needs

Social networks:

Chepstow Mencap has a strong membership of families and carers. We have successful social events in Chepstow and district, at local venues. The events provide a social network and everyone gets involved in the preparations. Events are usually sold out with support from community groups attending.

Fund raising:

Our local community supports us with our fundraising and, with donations and hard work, we are able to provide the people we support with an enjoyable social life, and equipment and resources. Thanks to our staff, friends and volunteers who give up their time and fundraise for us to make this possible.

Partnership and community:

Community groups are invited to share our activities and facilities. Sharing of resources reduces costs, develops friendships, provides integration, and provides opportunities.

This integration and support was the driving force in finding a premises suitable for our needs in Chepstow.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

To progress the charity

Our strategic 5 year plan

Vision

- We believe that people with a learning disability should be valued equally, listened to and included in their community
- To maintain our presence in the community and remain visible
- To continue to provide services for people with learning disability to lead fulfilled lives
- Expand our existing provision and create new services
- Overcome barriers. To provide support and choice for young Service Users in transition (18-25 years old) To provide work experience, independent living skills, training, integration in the community, and facilitate social networking.
- To provide social networks, developing and supporting friendships for adults with learning disabilities in their communities where they live
- To provide social networks and support families and carers of adults with learning disabilities
- Provide wellbeing for adults with learning disabilities
- Raise community awareness
- Provide employment skills and opportunities
- Volunteers and Work Placements. To provide work experience, in a support role in a care environment. Providing new opportunities through the expansion of existing, and creation of new services

Charity

To remain a charity with the same principles at heart when Chepstow Mencap was first formed. To give the people that we support, access to a rewarding way of life. We are a value driven charity, which provides the best care possible for the people that we support and their families.

Financial review

The charity made an overall surplus for the year of £368,569 of which £182,719 was unrestricted. Successful capital grant applications were received during the year.

Principal funding sources

The major sources of funds during the year are as follows:

- Day care contract with Monmouthshire County Council - £274,034
- Family Aid contract with Monmouthshire County Council - £84,306
- Independent Living Service, privately contracted - £101,132
- Donations from individuals and volunteer fundraising - £4,569
- Grants - £257,295

Investment policy

At present there is no plan to accumulate funds other than short term disbursement on charitable activities and the maintenance of prudent reserves.

All reserve funds are held in deposit accounts. There is no intention to change the policy with respect to this beyond reviewing competitive interest rates on like accounts.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Reserves policy and risk management

Reserves are held for both contingencies and opportunities and to mitigate against any factors identified in the organisation's risk assessment. The level of reserves held will ensure that the charity and its trustees are protected, commitments can be met for the next 6 months and the organisation can operate innovatively in a changing environment. Trustees consider this figure to be around £153,000.

The trustees have also recognised the need to maintain the property to a good standard in order for the facilities to be used by the public and have therefore designated funds to cover these costs for the next 10 years. Trustees consider this figure to be around £140,000.

The trustees have designated funds to purchase two minibuses in order to carry out activities in line with its aims and objects. Trustees consider this figure to be around £62,000.

The charity's free reserves, excluding restricted funds, designated funds and fixed assets are £95,146.

The main risk to the continuation of the services run by the charity would be the loss of contracts from MCC/MHB and delay in the contractual payments. To minimise this risk, extreme care is taken by the management to ensure compliance with the terms of the contracts held.

Taxation

As a registered charity, Chepstow and District Mencap Society is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

Plans for future periods

Chepstow Mencap collaborates with Monmouthshire County Council, to review the provision of contracted services. Support is person centred and community based.

Chepstow Mencap's focus for the next 18 months is to continue developing our new Board School project.

Structure, governance and management

Constitution

Chepstow and District Mencap Society is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company follows the model Memorandum and Articles of Association for affiliated groups as laid down by the Royal Mencap Society. Charity number: 1043574. Company number: 03009141.

The organisation is a charitable company registered as a charity on 7 March 1972 as an Associate Member of the Royal Mencap Society. It was incorporated as a company limited by guarantee on 12 January 1995. The company was established according to a model provided by Royal Mencap under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of management committee

The directors of the company, who are also charity trustees for the purposes of charity law and under the company's articles, are known as members of the Executive Committee and are elected to serve for a period of one year. They must be re-elected at the next Annual General Meeting.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE INFORMATION

Name

Chepstow and District Mencap Society (Limited by Guarantee)

Known as

Chepstow Mencap

Registered company number

03009141

Registered charity number

1043574

Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are elected at the Annual General Meeting when nominations are considered and voted upon. Every full member of Chepstow Mencap can vote at the Annual General Meeting. The trustees who served during the year were as follows:

S Nicholson	(Chair)
RP Gleed	(Honorary Secretary)
A Narduzzo	(Vice Chair)
M Davies	
R Perrett	
M Nicholson	Resigned 31 August 2021

Service Manager

Michele Blinman

Registered and principal office

The Board School, Bridge Street, Chepstow, Monmouthshire, NP16 5EZ

Auditors

Azets Audit Services, Ty Derw, Lime Tree Court, Cardiff Gate Business Park, Cardiff CF23 8AB

Bankers

HSBC Bank PLC, 12 Beaufort Square, Chepstow, Monmouthshire, NP16 5XH

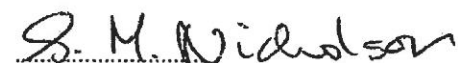
Post Office National Savings Account

Monmouthshire Building Society Savings Account

Key Management Personnel

The key management personnel of the charity during the year were the Trustees, the Service Manager, the Deputy Manager and the Finance Manager. Trustees are not remunerated. The pay of the key management personnel is benchmarked to the salary rates of similar organisations in the area.

The trustee's report was approved by the Board of Trustees.



Ms S Nicholson

Trustee

Dated: 8/11/21

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees (who are also directors of Chepstow and District Mencap Society 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).

Company law requires the trustees to prepare financial statements for each financial year which 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 the 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 then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 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.

In so far as the trustees are aware:

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

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

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

Auditors

The auditors, Azets Audit Services, will be proposed for reappointment at the AGM.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Opinion

We have audited the financial statements of Chepstow and District Mencap Society (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustee's responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

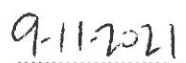
Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Sarah Case FCA DChA (Senior Statutory Auditor)
for and on behalf of Azets Audit Services

Chartered Accountants
Statutory Auditor



Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
United Kingdom
CF23 8AB

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<u>Income and endowments from:</u>							
Donations, legacies and grants	3	49,569	212,295	261,864	25,444	720,000	745,444
Charitable activities	4	459,472	-	459,472	515,951	-	515,951
Other trading activities	5	3,323	-	3,323	27,048	-	27,048
Investments	6	286	-	286	1,508	-	1,508
Other income	7	141,472	-	141,472	44,756	-	44,756
Total income		654,122	212,295	866,417	614,707	720,000	1,334,707
<u>Expenditure on:</u>							
Charitable activities	8	471,403	26,445	497,848	540,962	18,240	559,202
Net income for the year/ Net movement in funds		182,719	185,850	368,569	73,745	701,760	775,505
Fund balances at 1 April 2020		806,500	729,920	1,536,420	732,755	28,160	760,915
Fund balances at 31 March 2021		989,219	915,770	1,904,989	806,500	729,920	1,536,420

Incoming resources and net resources relate entirely to continuing operations for the next twelve months. The trustees' and directors' report discloses information relating to the changes in these operations for the future.

The company had no recognised gains and losses other than those included in the results above and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the net resources for the financial period stated above and its historical cost equivalent.

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

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	13		1,454,843		1,282,278
Current assets					
Stocks		525		525	
Debtors	14	38,024		33,570	
Cash at bank and in hand		479,149		275,265	
		517,698		309,360	
Creditors: amounts falling due within one year	15	(67,552)		(55,218)	
Net current assets			450,146		254,142
Total assets less current liabilities			1,904,989		1,536,420
Income funds					
Restricted funds	16		915,770		729,920
<u>Unrestricted funds</u>					
Designated funds	17	355,000		-	
General unrestricted funds		634,219		806,500	
			989,219		806,500
			1,904,989		1,536,420

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 8/11/21.

S. M. Nicholson

Ms S Nicholson

Trustee

Company Registration No. 03009141

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	21		284,738		782,476
Investing activities					
Purchase of tangible fixed assets		(336,139)		(1,007,875)	
Proceeds on disposal of tangible fixed assets		254,999		34,833	
Investment income received		286		1,508	
Net cash used in investing activities			(80,854)		(971,534)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			203,884		(189,058)
Cash and cash equivalents at beginning of year			275,265		464,323
Cash and cash equivalents at end of year			479,149		275,265

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Chepstow and District Mencap Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Chepstow Mencap Ltd, The Board School, Bridge Street, Chepstow, Gwent, NP16 5EZ, United Kingdom.

1.1 Accounting convention

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

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

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

1.2 Going concern

The charity reported an unrestricted net inflow of £182,719 for the year. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

1.4 Incoming resources

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

Income is derived from donations, fund raising activities, investment income, grants and the provision of care services.

Voluntary income such as donations etc, represents amounts received and recorded at offices during the year. The charity is able to make claims for income tax refunds in the case of gift aid donations. All taxation received has been included.

Grants comprise amounts receivable during the year.

Fundraising income is recognised on receipt.

Income from investments is included in the year in which it is receivable.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT, which cannot be recovered.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of income received for those activities. The management team considers this to be the most equitable method of splitting expenditure attributable to more than one activity. The management team considers that all of the resources expended are directly attributable to activities.

Fundraising expenditure

This expenditure comprises costs incurred in inducing people or organisations to contribute financially to the charity's work. This includes the cost of advertising for funds and the cost of mounting appeals and staging special events in addition to a proportion of overheads and property expenses.

Direct charitable expenditure

This includes all costs relating to the furtherance of the charity's objectives.

Governance costs

These costs include the costs of governance arrangements, which relate to the general running of the charity as opposed to the direct management functions inherent in generating funds, service delivery and programme of project work. These include such items as external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Netting off of income and expenditure

Income and expenditure are stated gross.

1.6 Tangible fixed assets

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

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

Freehold land and buildings	50 years - Straight line basis
Leasehold improvements	4 years - Straight line basis
Fixtures and fittings	10 years - Straight line basis
Computers	4 years - Straight line basis
Motor vehicles	4 years - Straight line basis

1.7 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Employee benefits

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity. Contributions payable are charged to the profit and loss account in the year they are payable and are charged against unrestricted funds.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

3 Donations, legacies and grants

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Donations and gifts	4,569	-	4,569	25,444	-	25,444
Grants	45,000	212,295	257,295	-	720,000	720,000
	<u>49,569</u>	<u>212,295</u>	<u>261,864</u>	<u>25,444</u>	<u>720,000</u>	<u>745,444</u>

4 Charitable activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Monmouth County Council - Family Aid Scheme	84,306	83,061
Monmouth County Council - Day Care Contract	274,034	269,985
ILF Services	101,132	162,905
	<u>459,472</u>	<u>515,951</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Other trading activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Subscriptions	69	101
Gardening services	-	4,856
Shop income	3,254	22,091
Other trading activities	3,323	27,048

6 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	286	1,508

7 Other income

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Net gain on disposal of tangible fixed assets	141,472	27,417
Other income	-	1,579
Fundraising	-	10,288
Dinner money	-	5,472
	141,472	44,756

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Charitable activities

	Other activities £	Local authority contracts £	ILF services £	Total 2021 £	Total 2020 £
Staff costs	-	251,262	70,551	321,813	362,516
Depreciation and impairment	49,315	732	-	50,047	36,421
Minibus travel and subsistence	439	3,242	888	4,569	11,241
Premises	10,762	12,909	1,626	25,297	34,995
Direct costs	8,429	8,813	-	17,242	31,439
Legal & professional	7,404	5,228	772	13,404	11,240
Loss on the disposal of fixed assets	-	-	-	-	3,834
	<u>76,349</u>	<u>282,186</u>	<u>73,837</u>	<u>432,372</u>	<u>491,686</u>
Share of support costs (see note 9)	1,808	44,610	10,958	57,376	60,756
Share of governance costs (see note 9)	8,100	-	-	8,100	6,760
	<u>86,257</u>	<u>326,796</u>	<u>84,795</u>	<u>497,848</u>	<u>559,202</u>
Analysis by fund					
Unrestricted funds	86,257	300,351	84,795	471,403	
Restricted funds	-	26,445	-	26,445	
	<u>86,257</u>	<u>326,796</u>	<u>84,795</u>	<u>497,848</u>	
For the year ended 31 March 2020					
Unrestricted funds	87,298	316,402	137,262		540,962
Restricted funds	-	18,240	-		18,240
	<u>87,298</u>	<u>334,642</u>	<u>137,262</u>		<u>559,202</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Support costs	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £	Basis of allocation
Staff costs	43,752	-	43,752	44,273	-	44,273	
Office expenses	13,624	-	13,624	16,483	-	16,483	Direct
Audit & accountancy	-	8,100	8,100	-	6,760	6,760	Governance
	57,376	8,100	65,476	60,756	6,760	67,516	
Analysed between							
Charitable activities	57,376	8,100	65,476	60,756	6,760	67,516	

Governance costs includes payments to the auditors of £8,100 (2020: £6,760) for audit fees.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Net movement in funds	2021	2020
	£	£
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	50,047	36,421
Profit on disposal of tangible fixed assets	(141,472)	(27,417)
	<u> </u>	<u> </u>

11 Trustees

No emoluments were paid to the trustees during the year. (2020: Nil)

No trustees claimed expenses during the current year (2020: £22 - mileage), however one trustee was for reimbursed for costs incurred on behalf of the charity totalling £74 (2020: £34).

12 Employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Full time staff	8	9
Part time staff	16	22
	<u> </u>	<u> </u>
Total	24	31
	<u> </u>	<u> </u>

Employment costs	2021	2020
	£	£
Wages and salaries	341,736	382,754
Social security costs	18,972	19,363
Other pension costs	4,857	4,672
	<u> </u>	<u> </u>
	365,565	406,789
	<u> </u>	<u> </u>

Key Management Personnel

The total emoluments and benefits (including salary, employers' national insurance, pension and benefits in kind) received by the three key management personnel during the year (2020: 3) were £69,303 (2020: £74,503).

Redundancy and Termination payments

The charity paid £30,149 in redundancy costs during the year.

There were no employees whose annual remuneration was £60,000 or more.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

13 Tangible fixed assets

	Freehold land and buildings	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£	£	£
Cost						
At 1 April 2020	1,383,715	12,907	83,533	18,722	35,400	1,534,277
Additions	178,782	298	146,605	10,454	-	336,139
Disposals	(195,313)	-	(71,867)	-	-	(267,180)
At 31 March 2021	1,367,184	13,205	158,271	29,176	35,400	1,603,236
Depreciation and impairment						
At 1 April 2020	127,676	11,086	66,966	10,871	35,400	251,999
Depreciation charged in the year	26,727	950	15,845	6,525	-	50,047
Eliminated in respect of disposals	(89,026)	-	(64,627)	-	-	(153,653)
At 31 March 2021	65,377	12,036	18,184	17,396	35,400	148,393
Carrying amount						
At 31 March 2021	1,301,807	1,169	140,087	11,780	-	1,454,843
At 31 March 2020	1,256,039	1,821	16,567	7,851	-	1,282,278

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

14 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	9,929	18,576
Other debtors	28,095	13,167
Prepayments and accrued income	-	1,827
	<u>38,024</u>	<u>33,570</u>

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	5,318	4,130
Trade creditors	121	3,959
Other creditors	19,294	28,965
Accruals and deferred income	42,819	18,164
	<u>67,552</u>	<u>55,218</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Restricted funds

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

	Balance at 1 April 2019 £	Movement		Balance at 1 April 2020 £	Movement		Balance at 31 March 2021 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Masonic Grant	15,000	-	-	15,000	-	(1,278)	13,722
Gateway Club	9,750	-	(3,250)	6,500	-	(3,250)	3,250
Tesco	3,410	-	(590)	2,820	-	(1,875)	945
Big Lottery	-	475,000	(9,500)	465,500	25,000	(10,000)	480,500
Wolfson Fund	-	60,000	(1,200)	58,800	-	(1,200)	57,600
Bernard Sunley	-	30,000	(600)	29,400	-	(600)	28,800
Edward Gostling	-	20,000	(400)	19,600	-	(400)	19,200
Bailey Thomas	-	35,000	(700)	34,300	-	(700)	33,600
Garfield Weston	-	40,000	(800)	39,200	-	(800)	38,400
Andrews Trust	-	25,000	(500)	24,500	15,000	(800)	38,700
Clothworkers	-	35,000	(700)	34,300	-	(700)	33,600
Welsh Government	-	-	-	-	150,000	(2,612)	147,388
Gavo - ICF Fund	-	-	-	-	15,745	(1,575)	14,170
Peoples and Places	-	-	-	-	5,200	(520)	4,680
Chepstow Lions	-	-	-	-	850	(85)	765
Tesco - Groundworks	-	-	-	-	500	(50)	450
	28,160	720,000	(18,240)	729,920	212,295	(26,445)	915,770

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

16	Restricted funds	(Continued)
	Masonic Grant The grant funding was provided for the purchase of furniture at the Old School Building, which has been purchased post year end.	
	Gateway Club The grant funding was used to purchase an interactive whiteboard, sensory equipment and iPads. The cost is being depreciated in line with the accounting policy.	
	Tesco Groundworks The grant funding was for the refurbishment of the shop and is being depreciated in line with the accounting policy.	
	Funding All other grant funding has been used to renovate the Board School Building. The grant funding is being depreciated in line with the accounting policy.	

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

17 Designated funds

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

	Movement in funds			
	Incoming resources	Balance at 1 April 2020	Transfers	Balance at 31 March 2021
	£	£	£	£
Critical Costs reserve	-	-	153,000	153,000
Maintenance Cost reserve	-	-	140,000	140,000
Replacement Minibuses reserve	-	-	62,000	62,000
	-	-	355,000	355,000

Critical Cost reserve The trustees have designated funds to cover the charity's statutory obligations and operating costs for six months should an emergency funding situation occur.

Maintenance Cost reserve The trustees have designated funds for the maintenance and general up keep of the property for the next 10 years.

Replacement Minibuses reserve The trustees have designated funds to purchase two minibuses to support the charity's aims and objects.

18 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	539,073	915,770	1,454,843	1,282,278
Current assets/(liabilities)	450,146	-	450,146	254,142
	989,219	915,770	1,904,989	1,536,420

19 Operating lease commitments

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

	2021 £	2020 £
Within one year	561	2,250
Between two and five years	-	2,813
	561	5,063