

HOUNSLOW WEST MENCAP LIMITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024

Registered Charity No. 1045130

Company No. 3007539

Cooper Parry Advisory Ltd  
Sky View  
Argosy Road  
East Midlands Airport  
Castle Donnington  
Derby  
DE74 2SA

**HOUNSLOW WEST MENCAP LIMITED**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

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**HOUNSLOW WEST MENCAP LIMITED**  
**OFFICERS AND PROFESSIONAL ADVISORS**

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<b>Directors/Trustees</b>	D A Taylor (director and trustee) W Coveney (director and trustee) J Howliston (director and trustee) C McKernan-Wink (director and trustee)
<b>Hon. Treasurer</b>	D A Taylor
<b>Registered Office</b>	Cooper Parry New Derwent House 69-73 Theobalds Road London WC1X 8TA
<b>Charity Number</b>	1045130
<b>Company Number</b>	3007539
<b>Accountants and Independent Examiners</b>	Cooper Parry Advisory Ltd Sky View Argosy Road East Midlands Airport Castle Donnington Derby DE74 2SA
<b>Bankers</b>	Caf Bank Limited Kings Hill West Mallings Kent ME19 4JQ

The trustees, some of whom are also the directors of the company for the purposes of the Companies Act, present their annual report and the financial statements for the year ended 31 March 2024.

### **Structure, Governance and Management**

#### ***Status***

The charity's governing instrument is the company's Memorandum & Articles of Association.

The charity is managed by its trustees, who are also company directors, through its Executive Committee. The Executive Committee shall not be more than twelve members. At the end of each annual general meeting all Executive Committee members shall retire from office but they may be re-elected or re-appointed.

The charity is also a company limited by the guarantee of its members, it has no share capital. The liability of each member in the event of winding-up is limited to a maximum £1.

#### ***Risk Management***

The trustees have examined the major risks which the charity faces and seek to control these risks to mitigate any impact that they may have on the charity.

#### **Objectives and Activities**

The principal charity objective is to promote the care, treatment and education of mentally handicapped children and adults in the Hounslow area of Greater London and to secure for mentally handicapped people, provision commensurate with their needs. The Trustees have had regard to the Charities Commission's guidance on public benefit.

During the year the charity was supported by grants and rental subsidy by the London Borough of Hounslow.

#### **Achievements and performance**

The charity has continued to successfully further its charitable objectives during the year. The trustees will continue to strive to maintain the service provided to meet the increasing needs of the service users.

#### **Financial Review**

The trustees consider the financial position at the year-end to be satisfactory subject to ongoing discussions with Hounslow Borough Council regarding increasing the grant which has not been increased since 2010 and inflationary pressures on the costs of the charity have to date been covered out of reserves. The net loss for the year was £22,299 (2023 loss £13,883) the increased loss over last year reflects the impact of inflationary increases over the last several years associated with running the centre which have not been passed on to the grant providers or to those attending the centre. Management is working to resolve this for future years to maintain a small level of annual profitability.

#### **Reserves Policy**

The charity's policy is to hold reserves sufficient to cover six months operational expenditure. The reserves throughout the year and at the year-end fell short of this policy but now the centre is fully re-open the charity is working to rebuild the reserves to the required level.

The reserves include a designated property reserve, of which the charity utilised £4,000 on essential property maintenance leaving balance on the reserve of £21,000 as a provision against further property maintenance costs in the future.

#### **Directors/Trustees' responsibilities statement**

The trustees (who are also directors of Hounslow West Mencap Limited 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 the year. 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the 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.

## HOUNSLOW WEST MENCAP LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

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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.

#### **Small Company Exemptions**

This report has been prepared in accordance with the provisions applicable to charities subject to the companies regime within Part 15 of the Companies Act.

Signed on Behalf of the Trustees

Approved by the trustees on 16 Dec 2024



**D A Taylor**  
**Director and Trustee**

# INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF HOUNSLOW WEST MENCAP LIMITED

YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2024 which are set out on pages 4 to 8.

## Responsibilities and basis of report

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

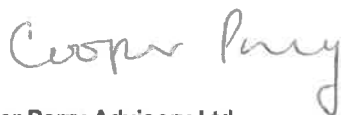
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

## Independent examiner's statement

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

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

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



**Cooper Parry Advisory Ltd**  
Sky View  
Argosy Road  
East Midlands Airport  
Castle Donnington  
Derby  
DE74 2SA

**Date:**

HOUNSLOW WEST MENCAP LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds £	Year to 2024 £	Year to 2023 £
<b>Income:</b>				
Local Authority Grants		116,656	116,656	117,951
Fund Raising		3,766	3,766	414
Other Income		63,368	63,368	55,670
Investment Income		531	531	364
<b>Total income</b>		<u>184,321</u>	<u>184,321</u>	<u>174,399</u>
<b>Expenditure on:</b>				
Charitable activities	6	198,880	206,620	188,281
<b>Total expenditure</b>		<u>198,880</u>	<u>206,620</u>	<u>188,281</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>(14,599)</u>	<u>(22,299)</u>	<u>(13,882)</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward		20,052	48,792	62,674
<b>Total funds carried forward</b>		<u>5,493</u>	<u>26,493</u>	<u>48,792</u>

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 7 to 10 form part of these financial statements.

**HOUNSLOW WEST MENCAP LIMITED**

**BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2024**

	Note	£	2024 £	£	2023 £
<b>Fixed assets:</b>					
Tangible assets	10		-		-
<b>Current assets:</b>					
Debtors	11	28,350		13,213	
Cash at bank and in hand		<u>14,535</u>		<u>40,579</u>	
		42,885		53,791	
<b>Creditors:</b>					
Amounts falling due within one year	12	<u>(16,392)</u>		<u>(4,999)</u>	
<b>Net current assets</b>			<u>26,493</u>		<u>48,792</u>
Total assets less current liabilities			26,493		48,792
<b>Net assets</b>			<u>26,493</u>		<u>48,792</u>
<b>Funds</b>					
Unrestricted funds					
- General	13		5,493		20,051
- Designated	13		21,000		28,741
<b>Total funds carried forward</b>			<u>26,493</u>		<u>48,792</u>

**Trustee statements required by the Companies Act 2006**

In approving these financial statements, the trustees, who are directors for the purposes of company law, hereby confirm:

- that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006;
- that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2024; and
- that we acknowledge our responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements of Hounslow West Mencap Limited were approved and authorised for issue by the trustees on 16 Dec 2024 and signed on its behalf by:



**D A Taylor**  
**Director**

Company Registration Number 03007539



**1. General information**

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The company's registered number and registered office address is New Derwent House, 69-73 Theobalds Road, London, England, WC1X 8TA

**2. Statement of Compliance**

These financial statements have been prepared in compliance with FRS 102 'The Financial Reporting Standard applicable to the UK and Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP) (FRS102) and the Charities Act 2011.

Hounslow West Mencap Limited meets the definition of a public benefit entity under FRS 102.

**3. Accounting policies**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

**Basis of preparing the financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared under the historical cost convention and are prepared on a going concern basis.

Hounslow West Mencap Limited meets the definition of a public benefit entity under FRS 102.

**Judgements and key source of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for a minimum 12 months from the authorisation of these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**Income**

Income represents grants, fees, fund-raising and interest on deposit account. The day unit provides week-day activities and training (which is part funded by London Borough of Hounslow) for borough residents and others for mentally handicapped people.

**Expenditure**

Expenditure is charged to the statement of financial activities on an accruals basis.

**Equipment**

Purchases of equipment are written off in the Statement of Financial Activities in the year of purchase.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Household building improvements	Fully depreciated
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**Financial Instruments**

Financial assets and financial liabilities are recognised in the balance sheet when the company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the charity will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and cash at bank.

Financial liabilities are classified in accordance with the substance of the contractual arrangements entered into and the definition of a financial liability.

## HOUNSLOW WEST MENCAP LIMITED

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

#### Fund structure

The funds held by the Trust comprise:

- *Unrestricted general funds* – the 'free' funds held by the charity to be used in accordance with the charitable objects at the discretion of the trustees (including designated funds).
- *Restricted funds* – funds held to be used only for restricted purposes within the objects of the charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

#### 4. Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to a maximum £1.

#### 5. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 6. Charitable Activities

	Unrestricted Funds £	Year to 2024 £	Year to 2023 £
Salaries & national insurance	137,093	137,093	132,531
Cost of meals	9,270	9,270	3,840
Transport costs	17,083	17,083	4,908
Minibus expenses	-	-	1,739
Cleaning & materials	5,983	5,983	3,693
Outings and projects	162	162	227
Repairs and renewals	56	4,056	12,812
Telephone & internet	1,741	1,741	1,735
Insurance	844	844	1,611
Light and heat	11,287	15,027	7,620
Water rates	744	744	614
Rent	5,000	5,000	10,466
General expenses	6,194	6,194	3,976
Governance costs (note 7)	3,423	3,423	2,509
Depreciation	-	-	-
	198,880	206,620	188,281

#### 7. Governance Costs

	Unrestricted Funds £	Year to 2024 £	Year to 2023 £
Administration fee	-	-	-
Accountancy	1,350	1,440	1,440
Payroll costs	2,073	1,069	1,069
	3,423	3,423	2,509

#### 8. Staff Costs

	Unrestricted Funds £	Year to 2024 £	Year to 2023 £
Salaries and wages	130,697	130,697	127,824
Social security	2,937	2,937	1,784
Pension	3,459	3,459	2,923
	137,093	137,093	132,531

There are no employees who received total employee benefits of more than £60,000 (2023: nil)

**Average Number of employees during the year were as follows:**

	Year to 2024	Year to 2023
Management	2	2
Other	6	6

**9. Trustee remuneration and expenses and key management personnel**

No trustees or persons connected with them received any emoluments from the charity in their role as trustees (2023: nil).

No other trustees have received payment for professional or other services provided to the charity during the year (2023: nil).

No individual expenses were reimbursed to trustees during the year (2023: nil).

**10. Tangible Fixed Assets**

	Household Building Improvements £	Motor Vehicles £	Total £
<b>Cost</b>			
At 1 April 2023	26,926	-	26,926
Addition	-	-	-
At 31 March 2024	26,926	-	26,926
<b>Depreciation</b>			
At 1 April 2023	26,926	-	26,926
Provision	-	-	-
At 31 March 2024	26,926	-	26,926
<b>Net Book Value</b>			
At 31 March 2024	-	-	-
At 31 March 2023	-	-	-

Any repairs to the property in the year have been fully expensed in the year, a minibus is now rented on a daily basis rather than owned and maintained by the charity.

**11. Debtors**

	Year to 2024 £	Year to 2023 £
Debtors & Prepayments	28,350	13,213
	28,350	13,213

**12. Creditors**

	Year to 2024 £	Year to 2023 £
Taxation and social security	8,967	3,349
Creditors and accruals	7,425	1,650
	16,392	4,999

# HOUNSLOW WEST MENCAP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 13. Unrestricted funds

Year ended 31 March 2024	Balance at 01/04/2023 £	Income £	Expenditure £	Transfers £	Balance at 31/03/2024 £
General funds	20,052	184,321	(198,880)	-	5,493
Designated funds:					
- General	3,741	-	(3,741)	-	-
- Property reserve	25,000	-	(4,000)	-	21,000
	28,741	-	(7,741)	-	21,000
Total unrestricted funds	48,793	184,321	(206,620)	-	26,493

#### Designated property reserve

During the year the charity utilised £4,000 on essential property maintenance leaving a balance on the property reserve of £21,000. This is set aside to help towards the possible eventuality of higher future costs, having regard to the age and condition of the building used by the charity, which is held on a lease from the local authority at the subsidised ground rent.

### 14. Analysis of net assets between funds

As at 31 March 2024 and 31 March 2023 the net assets of the charity were entirely attributable to unrestricted funds.

### 15. Trustees and other related parties

Details of trustee emoluments and expenses are disclosed in note 9.

Mrs H Taylor, wife of trustee D A Taylor was employed by the charity as Centre Manager during the year and received gross wages of £20,040 for the year.

There are no other related party transactions to report.

### 16. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2023 £
Not later than one year	10,000	10,000
Later than one and not later than five years	40,000	40,000
Later than five years	6,667	16,667
	56,667	66,667

The total lease payments recognised as an expense is £5,000 (2023: £10,466), the amount is lower in the year due to overpayments in prior years.