NOTTINGHAM MENCAP

England & Wales · Charity number 1046081

Details

Status	Registered
Legal form	Charitable company
Company number	02474506
Registered	1995-04-27
Register	View on the Charity Commission register

Contact

Address	1a-3 Clarence Street Sneinton Nottingham NG3 2ET
Phone	01159209524
Email	info@n-mencap.org.uk
Website	www.nottinghammencap.org.uk

Activities

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

Activities: LIFESTYLE CHOICES EDUCATION PROJECTS. ADULT, VOCATIONAL, INDEPENDENT LIVING SKILLS AND COMPUTER STUDIES SMILE, STOP HATE CRIME AIMS TO TACKLE BULLYING AND HARASSMENT GETTAWAY CLUB VOLUNTEER SUPPORTED, TUESDAY AND WEDNESDAY EVENINGS, PLUS AWAY DAY TRIPSM8's AND GENERAT8 CLUBS OFFERING ACTIVITIES FOR 5-18 YR OLDS.

Downloaded from opencharities.uk/ew/1046081

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Disability, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Nottingham City
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,533,279	£1,310,470	£2,122,957	78
2024-03-31	£1,502,886	£978,205	£1,900,148	69
2023-03-31	£902,216	£725,766	£1,375,467	66
2022-03-31	£747,336	£577,775	£1,199,017	46
2021-03-31	£627,457	£556,005	£1,029,456	42

Trustees

Name	Role	Appointed
Tracey Anderson	Chair	2024-09-23
Andrew Wilkinson		2024-05-08
Gill Markland		2025-03-10
Laura Littlehales		2025-08-11
Lisa Sharples		2015-09-01
Matt Sismey		2013-12-02
Sarah Newsham		2025-08-11
Suzanne Golden		2025-08-11
Tessa Nowicki		2025-03-10

Downloaded from opencharities.uk/ew/1046081

NOTTINGHAM MENCAP

England & Wales - Charity number 1046081

Accounts

Charity registration number 1046081 (England and Wales)

Company registration number 02474506

NOTTINGHAM MENCAP

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

AS AMENDED

NOTTINGHAM MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Lisa Sharples, Chair	
	M Sismey	
	A Wilkinson	(Appointed 20 May 2024)
	T Anderson	(Appointed 10 March 2025)
	G Markland	(Appointed 10 March 2025)
	T Nowicki	(Appointed 10 March 2025)
Charity number (England and Wales)	1046081	
Company number	02474506	
Registered office	1a-3 Clarence Street Nottingham NG3 2ET	
Auditor	Rogers Spencer Newstead House Pelham Road Nottingham NG5 1AP	

NOTTINGHAM MENCAP

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent auditor's report	8 - 10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14 - 23

NOTTINGHAM MENCAP

TRUSTEES' 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 governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" 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)".

Objectives and activities

Nottingham Mencap aims to enhance the quality of life of all those with a learning disability and their carers' within the Greater Nottingham area. The Charity is committed to delivering comprehensive and person-centred support and to improving choice and inclusion into our communities.

We will achieve this by working collaboratively and in partnership with others to provide information and advice, services and support, campaigns, friendship and fun.

In order to meet the objectives we:

- Work strategically, complementarily, and collaboratively or with others rather than independently and alone, in order to best achieve our mission.
- Lever the strengths of Royal Mencap and our local history, utilising their expertise, networks, and opportunities.
- Develop a focused range of high-quality sustainable services that capitalize on our strengths and make a significant impact on the quality of life for individuals with a learning disability and their families.
- Build public awareness about Nottingham Mencap and the services, products, campaigns, and involvement opportunities that we provide and increase peoples' use of all that we offer. Ensure we expand our membership and strengthen our Council of Management.
- Develop and pursue a balanced long-term income and fundraising strategy that supports the sustainable growth and independence of Nottingham Mencap.
- Continue to develop organisational effectiveness, quality, efficiency, culture, capacity and competitiveness, and the skill and capability of its staff and volunteers.
- Retain a flexible approach, with a continuous improvement and learning culture, so that Nottingham Mencap can adapt and respond successfully to a constantly changing external environment and to new opportunities.
- Ensure we run our services from buildings that are fit for purpose and sufficiently adaptable to allow us to meet our future need.

Public benefit

The trustees confirm that they have complied with the requirements of section 7 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Activities

We officially moved into our new building in April 2024. The building and the space is everything we had hoped it would be and we are immensely proud of what we have achieved. This flagship space has supported our commitment to provide the best possible support for people within Nottingham and Nottinghamshire, and services have flourished. Some people who attend our services decided not to move across with us as their journey time had increased, but it has also ensured that our services are accessible to others who were not able to get to Harpenden House. Transport links are excellent, and we have built strong relationships with local businesses and neighbours.

We were able to hold a grand opening of the building in November and hosted many of the funders who supported the project, including the YIF and the Mark Benevolent Fund. Thanks again for all those who supported the project, we could not have done it without you.

Services have remained strong and, in most cases, improved. Income raised from fees have grown from £977,215 in 2023-24 to £1,291,301 this financial year. Our expenditure of £1,310,470 left a net income of £222,809 and tangible assets standing at £1,507,065 and total charity funds being £2,122,957.

Achievements and performance

Significant activities and achievements against objectives

We have now had a year in our new home at Clarence Street! We've made friends with our neighbours, and they've helped us to settle into our building – we've painted walls, created artwork and smartened up our outdoor space too. We now believe that we have flagship facilities for people with learning disabilities and autism in Nottinghamshire.

Our finances are sound. Now that we've been in place for a year, we have a good sense of how much it costs to run the building and the services within it, and this means we are in a strong position to move forward with plans for the future. Our services have continued to grow, and we have a lot more people coming for weekend groups and a good variety of activities.

In June 2024, Mike Caston stepped down as CEO and we successfully recruited Danny Hewis, who was the previous Deputy CEO. This ensured continuity and stability over this transitional period. This year, as well as settling into our new space, we began to develop our strength-based approach and better evidencing the fantastic outcomes and quality the organisation has to offer. We have started the procurement of a new CRM and a quality and compliance system.

As with previous years, we are still seeing an increase in complex support needs being referred, so are developing our training and resources to maximise the support we are able to offer. Unfortunately, with the resources we have, we cannot support everyone so there are cases of people being referred back. This shows the importance of a diverse system and how services may need to develop to remain successful in the future. As finances within local authorities tightens, we face more financial uncertainty, which supports the necessity of diversifying our income, which is one of our objectives for the coming year.

We have successfully taken over a supported living service in Nottingham, supporting 3 individuals within their home. We TUPE'd over 5 staff who have been integrated extremely well into our team, indeed, one staff member has gained promotion as a Coordinator for the service and is doing very well.

Our staff and volunteers continue to do an outstanding job, and we couldn't be prouder of them. A new CEO, new trustees, new senior business administrators, new day service coordinators, new supported living coordinator, new placement students and a host of other dedicated staff and volunteers come together to make Nottingham Mencap what it is – a vibrant, person-centred, supportive community. Thank you all.

Our Council of Management (CoM) remains strong. Whilst remaining a small board we continue to possess an excellent balance of skills, knowledge, and experience across the body of trustees enabling sound oversight of the management of the charity. The CoM and the staff group remain cohesive and mutually supportive. Working together we continue to improve areas of governance. We have started to work on building the numbers of people in our CoM and have recruited 3 new Board members. Skills and experience our new members bring to the team include SEN within schools, Health and strategic development.

Throughout 2024-25 The CoM continued to review the progress with our new premises and its services. We have approved a balanced annual budget for 2025-26 and instigated a Finance Sub-Group chaired by Andrew (Treasurer).

Financial review

Our total income has increase to £1,533,279 from £1,502,886 in 2023-24, which is a great achievement, with fees from direct service delivery increasing by £314,086.

With a combination of an increase in staff and costs associated with new staff we have seen an increase in costs for the year increase from £788,555 to £1,070,752. The Real Living Wage (RLW) increase put more pressure on our staff expenditure. We believe is fair and competitive pay for our staff, so we will always do what we can to ensure we are able to match the RLW rates. We will continue to see increases and with the National Insurance increases coming in April 2025 we are expecting further increases next financial year, which have been reflected in the approved annual budget for 2025-26.

Our financial reserves dropped slightly as they were used to invest in the new premises, but through robust financial management they remain at £591,922. However, with the increase in tangible assets and successful service delivery we have seen total funds of the charity increase from £1,900,148 in 2023-24 to £2,122,957 in 2024-25.

Reserves policy

The trustees have forecast the level of free liquid reserves (excluding designated, restricted funds and assets) the charitable company will require to sustain its operations in the event of curtailment or reduction of income streams. The trustees consider the most appropriate level of free liquid reserves on 31 March 2025 to be 4 months operating costs. The actual free reserves (excluding designated, restricted funds and assets) on 31 March 2025 were £529,446 (£654,095 in 2024) which the trustees regard as satisfactory. However, whilst the current level of liquid reserves may prove sufficient, it is the trustees view that it is prudent to ensure there are sufficient liquid reserves to provide financial flexibility.

To ensure that all reserves accumulated will be used to meet the following objectives:

- To resource the central core functions of the organisation. This includes management, administration and building running costs;
- To assist in piloting new and innovative areas of work that will not attract mainstream funding and support current services that suffer loss or reduced income streams;
- Provision of public benefit.

The Reserves Policy is to be reviewed during the next period to ensure it meets our needs going forward.

Major risks

As members of the Council of Management we have an overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Companies Act 2006. We are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively.
- its assets are safeguarded against unauthorised use or disposition.
- proper records are maintained and financial information-used' within the charity or for publication is reliable.
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- the development of a strategic plan and an annual budget approved by Trustees.
- regular consideration by the Trustees of the financial results, variance from budgets, non-financial performance indicators and benchmarking reviews.
- delegation of authority and segregation of duties.
- identification and management of risks and external scrutiny.

Plans for future periods

Overall, we plan to continue to deliver growth in services across Nottinghamshire that help improve the health, wellbeing, independence, and quality of life for individuals and their families with learning disability/autism. We will pursue the key strategies contained on page 3 of this report to enable us to do this.

With our new Chief Executive embedded in his new role and the integration of new Trustees there will be a focus on strategic development, diversifying income and modernizing systems. Through updating the way we produce and manage policies and procedures we will ensure that we continue to be responsive to change and remain compliant.

Children and Young People's services have grown with additional sessions on the weekend. To continue to develop these services we will be looking to connect with local schools to offer after school provision. And to enhance our support for carers we will be developing sessions to gather views and opinions to give parents and carers a voice and more of a say in what we do. Communication is part of what supports the sense of connection, so we will be seeking to improve our 2-way communication with parents and carers.

We will be developing service quality and operate at an 'outstanding' CQC level. The implementation of a new CRM and quality and compliance system will support the evidence of this. We know our staff are outstanding, now we need to evidence all other aspects.

It was felt that this year would be pivotal in the charity's future because of the unknowns regarding the building and finances within local authorities. However, through leadership, teamwork and fantastic staff we have performed very well. This coming year will see increases in National Insurance contributions and an increased threshold which will increase the financial burden of charities, with Nottingham Mencap not being an exception. Bringing in additional grants and trust funds, as well as developing relationships with partners and local businesses will be important.

We aim to invest further in our staff s training, supervision and support and ensure we have a professional, reliable workforce. We will attempt to remain a 'living wage' employer and provide a safe and supportive work environment, with Nottingham Mencap being a place where skilled and experienced individuals choose to work.

During the next five years we will continue to monitor our financial position and the outlook. We will be proactive and responsive to ensure we remain solvent and able to address emerging threats and opportunities. We aim to secure more diverse sources of income to enable us to support more individuals who are not in receipt of funding.

By the end of 2025 we aim to have incrementally grown our 'day opportunities' and our Short Breaks Service and found sustainable sources of alternative funding for our campaigning work and IT accessibility role. We hope that our new supported living service remains successful and seek to grow that service. We will also remain fully engaged with commissioners to ensure we are aware of other opportunities as they arise.

The implementation of a new CRM system will ensure that care plans are improved, and we will seek to implement a system that allows parents and carers to view sections too, which will improve engagement and quality of care.

We will continue to seek funding to commence new services and trial new ways of working to ensure we continually improve the standard and choice. By continuing to listen to service users, their families, and our staff we try to improve what we do well, change what we do not do so well, and be open and honest about all we do. Everyone connected to the organisation is valued and appreciated. We are proud of what we do, and the people we support. We will continue to work hard to be an organisation that Nottingham and Nottinghamshire can be proud of.

Thank you
Nottingham Mencap is extremely grateful for the vital and welcome support it receives. We would particularly like to thank the following for their major contribution to our work during the year ended 31 March 2025:

- Nottingham Mencap members
- Nottingham Mencap volunteers
- Steve Wright and colleagues at Beech Restoration
- Leigh Gunnell and colleagues at Trent Electrical
- Dulux Decoration Centre
- Nottingham Skills Academy
- Matt and Adam from Fitness Marketplace Safeguard PHME Ltd
- GB Air Conditioning Services Ltd
- Community Accounting Plus
- Rogers Spencer
- J Greenwood
- Rothera Family

This list is in no way exhaustive, and the Society is also extremely grateful for the support of numerous individuals and many other donations and contributions of support received during this period.

Structure, governance and management
The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 27/02/1990 and most recently amended 27/06/2013 . It has no share capital and the liability of each member in the event of winding-up is limited to £1.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Lisa Sharples, Chair	
Kate Ball, Vice-Chair	(Resigned 23 September 2024)
M Sismey	
A Wilkinson	(Appointed 20 May 2024)
C Skevington	(Resigned 10 March 2025)
N Miller	(Resigned 23 September 2024)
T Anderson	(Appointed 10 March 2025)
G Markland	(Appointed 10 March 2025)
T Nowicki	(Appointed 10 March 2025)

Recruitment and appointment of trustees
The Council of Management is appointed by the charity members and serve for no set period and retire in rotation. The Articles provide for a maximum of sixteen members, including Honorary Members. At the end of each Annual General Meeting all the members of the Council of Management whose period of service is due to end during the calendar year in which that Annual General Meeting is to be held, shall retire from office but they may be re-elected or re-appointed.

The chair of the Council of Management is nominated by the Council of Management and elected by the membership.

The Council of Management may delegate any of its powers or the implementation of its resolutions to committees to facilitate effective operations.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction.
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Organisational structure

The Council of Management holds at least four quarterly ordinary meetings each year at which its members agree strategy and areas of activity for the charity including consideration of service delivery, investment, reserves, and risk management policies.

The charity trustees work in partnership with and oversee the work of the Chief Executive Officer (CEO) who is responsible for ensuring that the charity performs as directed by the Trustees. At the beginning of the year, we employed 8 full-time staff and 22 part-time staff equating to 20 full time equivalent (fte) staff. At the end of the year, we employed 7 full-time and 26 part-time staff equating to 28 fte staff in total. In addition, 67 zero-hours contract workers were employed throughout the year working 23,121 hours (20,000 in 2023-24) in the community or in people's homes equating to an additional 13.5 fte workers. We are also an accredited training provider for health and social care students undertaking placements throughout their training. These students contribute greatly to the support we provide whilst gaining experience, knowledge, and supervision throughout their time with us. The charity is grateful for the unstinting efforts of the 24 active volunteers who are involved in all aspects of Nottingham Mencap, adding greatly to the work that the charity does.

Induction and training of trustees

New members of the Council of Management should undergo an induction to brief them on their legal responsibilities under charity and company law, the content of be Memorandum and Articles of Association, the committee and decision-making processes, and recent financial' performance of the charity. During the induction they meet key employees and other members of the Council of Management. Members are encouraged to undertake appropriate training where these will facilitate the undertaking of their role and improve the governance of the Charity.

Auditor

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

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

L Sharples

Lisa Sharples, Chair
Trustee

Date: 15/10/25

NOTTINGHAM MENCAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Nottingham Mencap for the purpose 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these 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 judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

Disclosure of information to auditor
Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

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

NOTTINGHAM MENCAP

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF NOTTINGHAM MENCAP

Opinion

We have audited the financial statements of Nottingham Mencap (the 'charity') for the year ended 31 March 2025 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 2025 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 trustees' 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 requires us to report to you if, in our opinion:

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 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.

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, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Identifying and assessing potential risks related to irregularities

Our approach to identifying and assessing the risk of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our commercial knowledge and experience of the sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the charities act, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting monthly board minutes.
- Identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the charity's remuneration policies

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

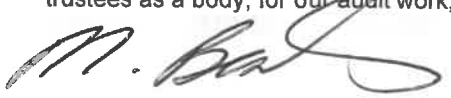
- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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.

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.



Melvin Bailey FCCA DChA (Senior Statutory Auditor)
For and on behalf of Rogers Spencer, Statutory Auditor
Chartered Accountants
Newstead House
Pelham Road
Nottingham
NG5 1AP
Date: 20/10/25

NOTTINGHAM MENCAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:							
Donations and legacies	3	147,064	-	147,064	17,530	-	17,530
Charitable activities	4	1,296,164	74,001	1,370,165	982,310	477,671	1,459,981
Investments	5	16,050	-	16,050	25,375	-	25,375
Total income		1,459,278	74,001	1,533,279	1,025,215	477,671	1,502,886
Expenditure on:							
Charitable activities	6	1,273,932	36,538	1,310,470	901,091	77,114	978,205
Total expenditure		1,273,932	36,538	1,310,470	901,091	77,114	978,205
Net income		185,346	37,463	222,809	124,124	400,557	524,681
Transfers between funds		-	-	-	467,174	(467,174)	-
Net movement in funds	8	185,346	37,463	222,809	591,298	(66,617)	524,681
Reconciliation of funds:							
Fund balances at 1 April 2024		1,851,165	48,983	1,900,148	1,259,867	115,600	1,375,467
Fund balances at 31 March 2025		2,036,511	86,446	2,122,957	1,851,165	48,983	1,900,148

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

NOTTINGHAM MENCAP

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible assets	12		1,507,065		1,197,070
Current assets					
Debtors	13	106,351		89,395	
Cash at bank and in hand		591,922		794,956	
		698,273		884,351	
Creditors: amounts falling due within one year	14	(82,381)		(181,273)	
Net current assets			615,892		703,078
Total assets less current liabilities			2,122,957		1,900,148
The funds of the charity					
Restricted income funds	15		86,446		48,983
Unrestricted funds	16		2,036,511		1,851,165
			2,122,957		1,900,148

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 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 ...15/10/25.

L Sharples

Lisa Sharples, Chair
Trustee

Company registration number 02474506 (England and Wales)

NOTTINGHAM MENCAP

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
Cash flows from operating activities					
Cash generated from operations	19		133,896		558,223
Investing activities					
Purchase of tangible fixed assets		(352,980)		(634,495)	
Investment income received		16,050		25,375	
Net cash used in investing activities			(336,930)		(609,120)
Net cash generated from financing activities			-		-
Net decrease in cash and cash equivalents			(203,034)		(50,897)
Cash and cash equivalents at beginning of year			794,956		845,853
Cash and cash equivalents at end of year			591,922		794,956

1 Accounting policies

Charity information

Nottingham Mencap is a private company limited by guarantee incorporated in England and Wales. The registered office is 1a-3 Clarence Street, Nottingham, NG3 2ET.

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" 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)". 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, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

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
Fixtures and fittings	5 Years Straight Line
Computers	3 Years Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, 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.

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.

1 Accounting policies **(Continued)**

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.

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 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.

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 £	Unrestricted funds 2024 £
Donations and gifts	98,264	2,000
Grants	48,800	3,200
Other	-	12,330
	147,064	17,530

4 Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Charitable Activities						
Fees	1,291,301	-	1,291,301	977,215	-	977,215
Grants & Donations	-	74,001	74,001	-	477,671	477,671
Sundry Income	4,863	-	4,863	5,095	-	5,095
	1,296,164	74,001	1,370,165	982,310	477,671	1,459,981

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	16,050	25,375

6 Expenditure on charitable activities

	Charitable Activities 2025 £	Charitable Activities 2024 £
Direct costs		
Staff costs	1,070,752	788,555
Depreciation and impairment	42,985	35,274
Activities & materials	19,290	16,442
Bank charges	488	434
Catering	3,505	13,739
Cleaning & hygiene	24,435	9,569
Communications	3,618	10,678
Equipment & repairs	38,299	6,089
Insurance	5,827	7,275
Legal & professional fees	10,212	11,875
Sundry expenses	6,524	4,981
Recruitment	2,509	3,636
Rent & rates	21,812	8,750
Staff training	7,228	17,118
Staff travel	966	2,685
Stationery & office supplies	1,883	1,517
Utilities	15,642	20,150
	1,275,975	958,767
Share of support and governance costs (see note 7)		
Governance	34,495	19,438
	1,310,470	978,205
Analysis by fund		
Unrestricted funds	1,273,932	901,091
Restricted funds	36,538	77,114
	1,310,470	978,205

7 Support costs allocated to activities

	2025 £	2024 £
Governance costs	34,495	19,438
Analysed between:		
Charitable Activities	34,495	19,438

7 Support costs allocated to activities (Continued)

Governance costs comprise:	2025 £	2024 £
Staff costs	24,295	9,838
Audit fees	10,200	9,600
	34,495	19,438

8 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	10,200	9,600
Depreciation of owned tangible fixed assets	42,985	35,274

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	78	69

Employment costs	2025 £	2024 £
Wages and salaries	998,218	733,781
Social security costs	57,974	38,692
Other pension costs	38,855	25,920
	1,095,047	798,393

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

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	67,804	99,019

11 Taxation

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

12 Tangible fixed assets

	Freehold land and buildings	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2024	1,263,521	65,361	28,970	1,357,852
Additions	328,899	18,770	5,312	352,981
Disposals	(40,101)	(3,254)	(3,283)	(46,638)
At 31 March 2025	1,552,319	80,877	30,999	1,664,195
Depreciation and impairment				
At 1 April 2024	86,428	53,198	21,157	160,783
Depreciation charged in the year	29,798	8,714	4,473	42,985
Eliminated in respect of disposals	(40,101)	(3,254)	(3,283)	(46,638)
At 31 March 2025	76,125	58,658	22,347	157,130
Carrying amount				
At 31 March 2025	1,476,194	22,219	8,652	1,507,065
At 31 March 2024	1,177,093	12,163	7,814	1,197,070

13 Debtors

Amounts falling due within one year:	2025 £	2024 £
Trade debtors	64,184	67,943
Other debtors	802	600
Prepayments and accrued income	41,365	20,852
	106,351	89,395

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	16,895	12,617
Trade creditors	3,465	117,140
Other creditors	47,585	36,722
Accruals and deferred income	14,436	14,794
	82,381	181,273

15 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.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Digital Inclusion	48,983	60,000	(23,722)	-	85,261
Smile Stop Hate Crime	-	14,001	(12,816)	-	1,185
	48,983	74,001	(36,538)	-	86,446

Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Digital Inclusion	-	74,250	(25,267)	-	48,983
Smile Stop Hate Crime	-	11,727	(11,727)	-	-
Short Breaks	10,000	-	(10,000)	-	-
Building Fund - Clarence House	105,600	361,574	-	(467,174)	-
Freemasons	-	30,120	(30,120)	-	-
	115,600	477,671	(77,114)	(467,174)	48,983

Digital Inclusion promotes the use of IT by our members.

The Smile Stop Hate Crime project is funded by Nottingham City Council and the Police and Crime Commissioner to tackle and raise awareness of Learning Disability Hate Crime. The project works in partnership with Nottinghamshire police and the community to raise awareness of hate crime. The project promotes anti-bullying awareness in schools and day centres. It delivers training, and facilitates groups to take a more proactive role against Hate Crime. (Incorporates Safe Places).

Funds ended in 2024
Short Breaks is funding received for members to take short breaks

Donations specifically for the building fund were added to the restricted Building Fund. On completion, the restricted no longer applies and the asset now forms part of the unrestricted funds.

The Freemasons Grand Lodge restricted fund was a grant provided to Nottingham Mencap for the fully equipped gymnasium and the accessible shower and toilets within the new building.

16 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
	£	£	£	£	£
General funds	1,851,165	1,459,278	(1,273,932)	-	2,036,511

Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Building Fund	144,509	-	-	(144,509)	-
General funds	1,115,358	1,025,215	(901,091)	611,683	1,851,165
	1,259,867	1,025,215	(901,091)	467,174	1,851,165

17 Analysis of net assets between funds

	Unrestricted funds 2025	Restricted funds 2025	Total 2025
	£	£	£
At 31 March 2025:			
Tangible assets	1,507,065	-	1,507,065
Current assets/(liabilities)	529,446	86,446	615,892
	2,036,511	86,446	2,122,957

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 March 2024:			
Tangible assets	1,197,070	-	1,197,070
Current assets/(liabilities)	654,095	48,983	703,078
	1,851,165	48,983	1,900,148

18 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

19	Cash generated from operations	2025 £	2024 £
	Surplus for the year	222,809	524,681
	Adjustments for:		
	Investment income recognised in statement of financial activities	(16,050)	(25,375)
	Depreciation and impairment of tangible fixed assets	42,985	35,274
	Movements in working capital:		
	(Increase) in debtors	(16,956)	(57,216)
	(Decrease)/increase in creditors	(98,892)	80,859
	Cash generated from operations	133,896	558,223

20 Analysis of changes in net funds

The charity had no material debt during the year.

NOTTINGHAM MENCAP

England & Wales - Charity number 1046081

Accounts

Company registration number: 02474506
Charity registration number: 1046081

Nottingham Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Melvin Bailey FCCA DChA
Newstead House
Pelham Road
Nottingham
NG5 1AP

Nottingham Mencap

Reference and Administrative Details

Trustees	Lisa Sharples, Chair Kate Ball, Vice-Chair Matt Sismey Andrew Wilkinson Caitlin Skevington Nicholas Miller
Senior Management Team	Danny Hewis, Chief Executive
Charity Registration Number	1046081
Company Registration Number	02474506
Registered Office	Harpenden House 203 Edwards Lane Edwards Lane Nottingham NG5 3JA
Independent Examiner	Melvin Bailey FCCA DChA Newstead House Pelham Road Nottingham NG5 1AP
Bankers	Lloyds Bank Parliament Street 12-16 Lower Parliament Street Nottingham NG1 3DA

Nottingham Mencap

Trustees' Report

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 27/02/1990 and most recently amended 27/06/2013. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The Council of Management is appointed by the charity members and serve for no set period and retire in rotation. The Articles provide for a maximum of sixteen members, including Honorary Members. At the end of each Annual General Meeting all the members of the Council of Management whose period of service is due to end during the calendar year in which that Annual General Meeting is to be held, shall retire from office but they may be re-elected or re-appointed.
The chair of the Council of Management is nominated by the Council of Management and elected by the membership.

The Council of Management may delegate any of its powers or the implementation of its resolutions to committees to facilitate effective operations.

Induction and training of trustees

New members of the Council of Management should undergo an induction to brief them on their legal responsibilities under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, and recent financial performance of the charity. During the induction they meet key employees and other members of the Council of Management. Members are encouraged to undertake appropriate training where these will facilitate the undertaking of their role and improve the governance of the Charity.

Organisational structure

The Council of Management holds at least four quarterly ordinary meetings each year at which its members agree strategy and areas of activity for the charity including consideration of service delivery, investment, reserves, and risk management policies.

The charity trustees work in partnership with and oversee the work of the Chief Executive Officer (CEO) and the Deputy who are responsible for ensuring that the charity performs as directed by the Trustees. At the beginning of the year, we employed 4 full-time staff and 17 part-time staff equating to 12.5 full time equivalent (fte) staff. At the end of the year, we employed 8 full-time and 22 part-time staff equating to 20 fte staff. In addition, 65 zero-hours contract workers were employed throughout the year working 20,000 hours (17,000 in 2022-3) in the community or in people's homes equating to an additional 12 fte workers. We are also an accredited training provider for health and social care students undertaking placements throughout their training. These students contribute greatly to the support we provide whilst gaining experience, knowledge, and supervision throughout their time with us. The charity is grateful for the unstinting efforts of the 22 active volunteers who are involved in all aspects of Nottingham Mencap, adding greatly to the work that the charity does.

Our Chief Executive for the past 12 years, Mike Caston, announced his intention to retire. He leaves the charity in good health with the successful move to Clarence Street completed, a sound financial position, and a growing number of people accessing our services. We advertised the role nationally and despite strong external competition Danny Hewis, our current Deputy CEO, was appointed by the trustees. Danny is an excellent candidate to replace Mike and is well placed to lead the charity through the next stage of our development. Following a period of handover Mike will retire in July 2024 with Danny formally taking over at that point. The smooth transition and handover period will ensure stability and no loss of organisational memory.

We advertised two 'business support' roles and were able to recruit two very experienced individuals who are making a rapid and positive impact on our ability to get things done in a professional and efficient manner. We now have a full complement of administrative, support staff and a strong management structure. In due course when Danny has settled into his role a decision regarding recruitment to a Deputy post will be made.
This year our day-services provision has expanded. Following a successful tender, we worked closely with Nottinghamshire County who commissioned a new service from us after a previous service failed in Wilford Village. This has proved successful and was much appreciated by the committed group of carers who fought to keep a service based in Rushcliffe. Nottingham Mencap is held in high regard by those who have been affected by the change and by the commissioners who worked alongside us. We have also leased 2 large allotment plots in Wilford Village which is cementing our presence amongst the local community.

We employed a number of high quality support workers from the previous provider to provide continuity of care and have also increased our staffing level at Clarence Street to ensure high levels of support as our numbers increase. Our staff complement has increased by 80% from the previous year. We are mapping what future day and evening services, and group activities will look like as we settle into Clarence Street, a move which has opened up new opportunities.

Our short breaks service and our weekend group provision for children and young people remains vibrant and busy with more individuals accessing the service and utilising more support. Over the past year we have provided 17% more support than the previous year.

We remain the commissioned provider of 'Accessible IT' on behalf of Nottinghamshire County and have supported over 300 individuals to access technology to improve their connection with their local communities and increase their independence.

Our Council of Management (CoM) remains strong. We were fortunate to replace our outgoing Treasurer Paul Thomas with Andrew Wilkinson who has a wealth of Director level experience in the private sector and brings great experience and knowledge to the charity. Whilst remaining a small board we continue to possess an excellent balance of skills, knowledge, and experience across the body of trustees enabling sound oversight of the management of the charity. The CoM and the staff group remain cohesive and mutually supportive. Working together we continue to improve areas of governance.

Throughout 2023-4 The CoM continued to review the progress with our new premises. We have approved a balanced annual budget for 2024-25 and instigated a Finance Sub-Group chaired by Andrew.

Public benefit

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

During the next five years we will continue to monitor our financial position and the outlook. We will be proactive and responsive to ensure we remain solvent and able to address emerging threats and opportunities. We aim to secure more diverse sources of income to enable us to support more individuals who are not in receipt of funding.

By the end of 2025 we aim to have incrementally grown our 'day opportunities' and our Short Breaks Service and found sustainable sources of alternative funding for our campaigning work and IT accessibility role. We hope that our new Wilford service becomes an integrated and successful long-term offer for those who chose to access this venue. We will also remain fully engaged with commissioners to ensure we are aware of other opportunities as they arise.

We will continue to merge our services to create a more holistic offer and move away from the concept of traditional daycare. Our services for young people and children will expand by over 100% by the end of 2025 by the provision of evening and weekday opportunities so that more families can benefit from support and respite.

We will continue to seek funding to commence new services and trial new ways of working to ensure we continually improve the standard and choice. By continuing to listen to service users, their families, and our staff we try to improve what we do well, change what we do badly and learn from our mistakes.

Thank you

Nottingham Mencap is extremely grateful for the vital and welcome support it receives. We would particularly like to thank the following for their major contribution to our work during the year ended 31 March 2024:

Nottingham Mencap members Nottingham Mencap volunteers
Steve Wright and colleagues at Beech Restoration
Leigh Gunnell and colleagues at Trent Electrical
Willowbank Contracts Ltd (Flooring)
Matt and Adam from Fitness Marketplace
Safeguard PHME Ltd
Mike Tuck
Alan Buck at CCE Catering
GB Air Conditioning Services Ltd
Michael Huzzard at MH Roofing Ltd
Community Accounting Plus
J Greenwood
Rothera Family Trust
Youth Investment Fund

This list is in no way exhaustive, and the Society is also extremely grateful for the support of numerous individuals and many other donations and contributions of support received during this period.

Principal risks and uncertainties

Risk management and internal controls

As members of the Council of Management we have an overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Companies Act 2006. We are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. They include:

- the development of a strategic plan and an annual budget approved by Trustees;
- regular consideration by the Trustees of the financial results, variance from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of authority and segregation of duties;
- identification and management of risks and external scrutiny.

Nottingham Mencap

Independent Auditor's Report to the Members of Nottingham Mencap

Opinion

We have audited the financial statements of Nottingham Mencap (the 'charity') for the year ended 31 March 2024, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, 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 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 the provisions available for small entities, in the circumstances set out in note to the financial statements, 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 trustees 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 original financial statements were 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.

Opinion on other matter prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

· Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not far the purpose of expressing an opinion on the effectiveness of the internal control.

· Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

· Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion, Our conclusions are based on the audit evidence obtained up to the data of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.

· Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by

· Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;

· Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and

· Understanding the design of the charity's remuneration policies

To address the risk of fraud through management bias and override of controls, we:

· Performed analytical procedures to identify any unusual or unexpected relationships;

· Tested journal entries to identify unusual transactions;

· Investigated the rationale behind significant or unusual transactions.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nottingham Mencap

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

	Note	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	2	17,530	-	17,530	34,921
Charitable activities	3	982,310	477,671	1,459,981	860,397
Investment income	5	25,375	-	25,375	6,898
Total Income		1,025,215	477,671	1,502,886	902,216
Expenditure on:					
Charitable activities	6	(901,091)	(77,114)	(978,205)	(725,766)
Total Expenditure		(901,091)	(77,114)	(978,205)	(725,766)
Net income		124,124	400,557	524,681	176,450
Transfers between funds		467,174	(467,174)	-	-
Net movement in funds		591,298	(66,617)	524,681	176,450
Reconciliation of funds					
Total funds brought forward		1,259,867	115,600	1,375,467	1,199,017
Total funds carried forward	15	1,851,165	48,983	1,900,148	1,375,467

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

The funds breakdown for the period is shown in note 15.

Nottingham Mencap

(Registration number: 02474506)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	9	1,197,070	597,849
Current assets			
Debtors	10	89,395	32,179
Cash at bank and in hand	11	794,956	845,853
		884,351	878,032
Creditors: Amounts falling due within one year	12	(181,273)	(100,414)
Net current assets		703,078	777,618
Net assets		1,900,148	1,375,467
Funds of the charity:			
Restricted income funds			
Restricted funds	15	48,983	115,600
Unrestricted income funds			
Unrestricted funds		1,851,165	1,259,867
Total funds	15	1,900,148	1,375,467

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

Directors' responsibilities:

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

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

The financial statements on pages 15 to 31 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....

Lisa Sharples
Trustee

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

1 Accounting policies

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

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

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

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

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

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

Donations and legacies

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

Grants receivable

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

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

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

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

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

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

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

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

Pensions and other post retirement obligations
The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Bailey Thomas	-	17,000	17,000
Freemasons Grand Lodge	-	30,120	30,120
The Nottinghamshire Golf Club	2,000	-	2,000
Digital Inclusion	-	74,250	74,250
Notts Police & Crime Commissioner	-	11,727	11,727
Anon	3,200	-	3,200
Youth Investment Fund	-	339,138	339,138
Sundry donations	12,330	5,436	17,766
	17,530	477,671	495,201

5 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	25,375	25,375	6,898

8 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	733,781	540,167
Social security costs	38,692	24,925
Pension costs	25,920	31,356
	798,393	596,448

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

	2024 No	2023 No
Number of employees (including those on zero hours contracts)	69	66

30 (2023 - 23) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £25,920 (2023 - £31,356).

During the year, the charity made redundancy and/or termination payments which totalled £Nil (2023 - £Nil).

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

The total employee benefits of the key management personnel of the charity were £99,019 (2023 - £91,755).

12 Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	117,141	54,127
Other taxation and social security	12,617	8,626
Other creditors	36,722	35,501
Accruals	14,793	2,160
	181,273	100,414

13 Charity status

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

14 Commitments

Capital commitments

At 31 March 2024 the charity had capital commitments of £218,147

The total amount contracted for but not provided in the financial statements was £218,147 (2023 - £Nil).

15 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
General					
General fund	1,115,358	1,025,215	(901,091)	611,683	1,851,165
Designated					
Building fund	144,509	-	-	(144,509)	-
Total unrestricted funds	1,259,867	1,025,215	(901,091)	467,174	1,851,165

Nottingham Mencap

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

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
General					
General fund	931,390	714,616	(637,219)	106,571	1,115,358
Designated					
Gettaway Club	11,547	-	(11,547)	-	-
Building fund	251,080	-	-	(106,571)	144,509
	262,627	-	(11,547)	(106,571)	144,509
Total unrestricted funds	1,194,017	714,616	(648,766)	-	1,259,867
Restricted					
Smile Stop Hate Crime	-	3,951	(3,951)	-	-
Digital inclusion	-	57,300	(57,300)	-	-
Short Breaks	-	10,000	-	-	10,000
Gener8	5,000	750	(5,750)	-	-
M8's	-	9,999	(9,999)	-	-
Building fund R	-	105,600	-	-	105,600
Total restricted funds	5,000	187,600	(77,000)	-	115,600
Total funds	1,199,017	902,216	(725,766)	-	1,375,467

17 Related party transactions

There were no related party transactions in the year.

18 Taxation

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

19 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Isobel Pike
Isobel Pike received remuneration of £Nil (2023: £969) during the year.

NOTTINGHAM MENCAP

England & Wales - Charity number 1046081

Accounts

Company registration number: 02474506

Charity registration number: 1046081

Nottingham Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

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

Nottingham Mencap

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 10
Independent Examiner's Report	11
Statement of Financial Activities	12 to 13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16 to 27

Nottingham Mencap

Reference and Administrative Details

Trustees	Lisa Sharples, Chair Paul Thomas, Treasurer Kate Ball, Vice-Chair Matt Sismey
Secretary	Paul Thomas, Treasurer
Senior Management Team	Mike Caston, Chief Executive Danny Hewis, Deputy Chief Executive
Charity Registration Number	1046081
Company Registration Number	02474506
Registered Office	Harpenden House 203 Edwards Lane Edwards Lane Nottingham NG5 3JA
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL
Bankers	Lloyds Bank Parliament Street 12-16 Lower Parliament Street Nottingham NG1 3DA

Nottingham Mencap

Trustees' Report

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

Message from the Chair

The continued commitment of our fantastic staff and volunteers is the foundation for another successful year at Nottingham Mencap.

We've had some big changes in our group of trustees, with Jenny and John both retiring from the Council of Management after giving their time and energy over many years. I'd like to thank them for their dedication and wise counsel and wish them both the very best for the future. We've also supported the Gettaway club to successfully launch as an independent charity after lots of hard work from our trustees Rebecca and Izzy who have now left us to continue their work with the club under its new governance. We hope that Gettaway continues to flourish and thank the team for all they did as part of Nottingham Mencap. Finally, we're heartbroken to have lost Steve, who served as a trustee of Nottingham Mencap to the end of his life, always with great thought and care. We offer sincere condolences to his loved ones and our enduring thanks for everything he did for our charity.

Our remaining trustees will welcome new members to the council of management for the coming year following a successful period of recruitment and we look forward to working with them to take forward our plans. The executive team have worked extremely hard to fundraise for our new home and to grow our services over the year. Building work is well underway and I was delighted to see that the signage on the new building was designed by our service users. Updates on the project and the successful fundraising are included in the report. Our services continue to evolve at Harpenden House and staff and volunteers have been brilliant throughout the uncertainties of the building schedule as we prepare for the future alongside the challenges and complexities of the present. As ever, our service users bring great joy, energy, and creativity - their shared decoration of Harpenden House is a sight to behold and a fitting demonstration of the affection that we feel for our longtime home.

Trustees and officers

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

Trustees:	Lisa Sharples, Chair
	Paul Thomas, Treasurer
	Kate Ball, Vice-Chair
	Matt Sismey
	Jennifer Shenton (resigned 30 September 2022)
	John Winter (resigned 30 September 2022)
	Steven Waddingham (resigned 31 August 2023)
	Rebecca Dewey (resigned 1 June 2022)
	Isobel Pike (resigned 1 August 2022)

Nottingham Mencap

Trustees' Report

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 27/02/1990 and most recently amended 27/06/2013. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The Council of Management is appointed by the charity members and serve for no set period and retire in rotation. The Articles provide for a maximum of sixteen members, including Honorary Members. At the end of each Annual General Meeting all the members of the Council of Management whose period of service is due to end during the calendar year in which that Annual General Meeting is to be held, shall retire from office but they may be re-elected or re-appointed.
The chair of the Council of Management is nominated by the Council of Management and elected by the membership.

The Council of Management may delegate any of its powers or the implementation of its resolutions to committees to facilitate effective operations.

Induction and training of trustees

New members of the Council of Management should undergo an induction to brief them on their legal responsibilities under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, and recent financial performance of the charity. During the induction they meet key employees and other members of the Council of Management. Members are encouraged to undertake appropriate training where these will facilitate the undertaking of their role and improve the governance of the Charity.

Organisational structure

The Council of Management holds at least four quarterly ordinary meetings each year at which its members agree strategy and areas of activity for the charity including consideration of service delivery, investment, reserves and risk management policies.

The charity trustees work in partnership with and oversee the work of the Chief Executive Officer (CEO) and the Deputy Chief Executive Officer who are responsible for ensuring that the charity performs as directed by the Trustees. At the beginning of the year, we employed 3 full-time staff and 16 part-time staff equating to 11.4 full time equivalent (fte) staff. At the end of the year, we employed 4 full-time and 17 part-time staff equating to 12.5 fte staff. In addition, 59 zero-hours contract workers were employed throughout the year working 17,000 hrs. in the community or in people's homes equating to an additional 10 fte workers. During this year we also had the benefit of LSC tutors paid by Inspire, who do not appear in our staff numbers. We are also an accredited training provider for health and social care students undertaking placements throughout their training. These students contribute greatly to the support we provide whilst gaining experience, knowledge, and supervision throughout their time with us. The charity is grateful for the unstinting efforts of the 20 active volunteers who are involved in all aspects of Nottingham Mencap, adding greatly to the work that the charity does.

Nottingham Mencap

Trustees' Report

Objectives and activities

Objects and aims

Nottingham Mencap aims to enhance the quality of life of all those with a learning disability and their carers' within the Greater Nottingham area. The Charity is committed to delivering comprehensive and person-centred support and to improving choice and inclusion into our communities.
We will achieve this by working collaboratively and in partnership with others to provide information and advice, services and support, campaigns, friendship and fun.

In order to meet the objectives we:
● Work strategically, complementarily, and collaboratively or with others rather than independently and alone, in order to best achieve our mission.
● Lever the strengths of Royal Mencap and our local history, utilising their expertise, networks, and opportunities.
● Develop a focused range of high-quality sustainable services that capitalise on our strengths and make a significant impact on the quality of life for individuals with a learning disability and their families.
● Build public awareness about Nottingham Mencap and the services, products, campaigns, and involvement opportunities that we provide and increase peoples' use of all that we offer. Ensure we expand our membership and strengthen our Council of Management.
● Develop and pursue a balanced long-term income and fundraising strategy that supports the sustainable growth and independence of Nottingham Mencap.
● Continue to develop organisational effectiveness, quality, efficiency, culture, capacity and competitiveness, and the skill and capability of its staff and volunteers.
● Retain a flexible approach, with a continuous improvement and learning culture, so that Nottingham Mencap can adapt and respond successfully to a constantly changing external environment and to new opportunities.
● Ensure we run our services from buildings that are fit for purpose and sufficiently adaptable to allow us to meet our future need.

Nottingham Mencap

Trustees' Report

Activity during the period

Our charity is looking forward to the coming year with optimism, with a move to our new building planned for November 2023.

Building work commenced on our new building in January 2023. Building contractors are working hard to ensure our new property is a fit for purpose, welcoming and accessible building.
Despite the tough economic outlook, we have continued our strong financial performance across all areas of the charity. Of note was a successful capital bid to the Youth Investment Fund (YIF) which resulted in the staged award of nearly £400,000 (across 2023-24) to help towards the extensive building work needed for us to offer enhanced services for children and young people across Nottinghamshire.

As a result of increased activity, significant fundraising success and tight control of expenditure income increased to £906,695 with expenditure of £715,908. This leaves a surplus of £187,525 to be reinvested in the charity for the completion of the work to Clarence Street and additional staff to continue our expansion.

Throughout the year we have seen an increase in new referrals for our day-services. The average age of attendees continues to reduce and those referred are living with more complex physical and communication challenges. As a result, we have employed more tutors and support workers to ensure we provide a high level of support and personalised care.

The uptake for Short Breaks has remained fairly static but is growing slowly. M8's and Gener8 remain popular. The Friday Group (L8's) did not attract the numbers of children and young people we anticipated. The costs of these sessions were held at heavily discounted price thanks to the final year of funding from Children in Need and funding from Royal Mencap.

Nottingham Mencap

Trustees' Report

As the commissioned provider of 'Accessible IT' on behalf of Nottinghamshire County we have supported over 150 individuals to access technology to improve their connection with their local communities and increase their independence. This has resulted in an extension of the contract for a further year. We continue to help those who need our support more than ever, in new, and innovative ways. Covid-19 helped accelerate our thinking around what future day services and group activities will look like as we transition to Clarence Street, a move which will offer new opportunities.

We have strengthened our management structure with Susan Vogel promoted to Service Manager, supporting the Deputy CEO in the day to day running of our services. We have also strengthened our administrative capacity with 2 new part-time administrators with specific skills to enhance our move away from paper records and increase our social media profile. The CEO has spent a greater proportion of his time at our new base, ensuring the complex building works run smoothly and remain affordable. The Deputy CEO and our new Service Manager have taken on the responsibility of services at Harpenden with the Senior Management Team meeting regularly to ensure effective communication.

Our Council of Management (CoM) remains strong. We continue to possess an excellent balance of skills, knowledge, and experience across the body of trustees enabling sound oversight of the management of the charity. The CoM and the staff group remain cohesive and mutually supportive. Working together we continue to improve areas of governance including updating our policies and procedures. As anticipated, it was good to welcome back Kate Ball as Vice Chair, who meets with our Senior Team to review and update our policies. although we were sad to lose Lucy Greaves due to competing work pressures. John Winter and Jennifer Shenton, two of our longest serving trustees, have announced their intention to resign at the coming AGM and we place on record our thanks to them for their many years of support and guidance.

Throughout 2022-23 The CoM continued to review the progress with our new premises, holding an extra-ordinary meeting to consider the implications of the YIF grant. We have approved a balanced annual budget for 2023-24. Throughout the period Ellis Whittam (now 'Worknest'), have been our independent nominated Health and Safety representatives and employment law consultants. RSH Construction Ltd continue to provide support to the CEO on the management, design and building of our new premises.

In July 2022 Gettaway established itself as a separate Charity with the 2 Gettaway Trustees (Isobelle Pike and Rebecca Dewey) resigning from our Council of Management. We look forward to its continued success as it re-establishes itself in a new venue. We would like to record our thanks to them and the whole of the Gettaway Management Committee who made Gettaway such an enduring success.

Public benefit

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

Plans for future periods

Aims and key objectives for future periods

Overall, we plan to continue to deliver growth in services across Nottinghamshire that help improve the health, wellbeing, independence, and quality of life for individuals and their families with a learning disability/autism. We will pursue the key strategies contained on page 3 of this report to enable us to do this.
Securing new premises took much longer than we had hoped, and this has caused many frustrations. The refurbishment of the building has also been more complex and costly than originally planned. However, the work undertaken has improved our plans and will ensure the building will serve us well for the future. A particular focus is ensuring accessibility and opening up the building to utilise its full potential. The work will be completed within the next 6 months, and we will maintain a solid grasp of the financial costs associated with the move to ensure we maintain the future stability of our charity. We will be settled in Clarence Street by the end of 2023 with all the opportunities that this will bring.

We will change the delivery model of many of our services and adapt our approaches to ensure we can continue to provide accessible support. The coming financial year will prove pivotal for the charity as we move across to Clarence Street and finally leave Harpenden House, our home for nearly 70 years. Changes to our services will be made in consultation with our service users/students, their families, and by the and our staff. From September 2023 we will have a Staff Representative in attendance at our Council of Management and new trustees bringing new areas of expertise to the charity to replace our longest standing trustees who have now retired. By the end of 2023 we will have functioning ‘service user forums’ to provide valuable new ideas and feedback to the senior team and trustees.

With a solid financial position, the building work progressing and a stable management structure we have the building blocks for a successful future. The hard work and dedication of our staff during these times of great change enables us to look ahead with optimism. These are uncertain and challenging economic times during which we aim to increase our resilience and deliver better services. We aim to invest in our staff’s training, supervision and support and ensure we have a professional, reliable workforce. We will attempt to remain a ‘living wage’ employer and provide a safe and supportive work environment, with Nottingham Mencap being a place where skilled and experienced individuals choose to work.

During the next five years we will rigorously monitor our financial position and the outlook. We will be proactive and responsive to ensure we remain solvent and able to address emerging threats and opportunities. We aim to secure more diverse sources of income to enable us to support more individuals who are not in receipt of funding. By 2025 we aim to have incrementally grown our ‘day opportunities’ and our Short Breaks Service and found sustainable sources of alternative funding for our campaigning work and IT accessibility role.

We will continue to merge our services to create a more holistic offer and move away from the concept of traditional daycare. Our services for young people and children will expand by over 100% by January 2025 by the provision of evening and weekday opportunities so that more families can benefit from support and respite.

We will seek funding to commence new services and trial new ways of working to ensure we continually improve the standard and choice. By continuing to listen to service users, their families, and our staff we try to improve what we do well, change what we do badly and learn from our mistakes.

Our current Chief Executive plans to leave in the summer of 2024. We will ensure there is a smooth management transition providing continuity and opportunities to strengthen our management team.

Financial review

The trustees have forecast the level of free liquid reserves (excluding designated, restricted funds and assets) the charitable company will require to sustain its operations in the event of curtailment or reduction of income streams. The trustees consider the most appropriate level of free liquid reserves on 31 March 2023 to be 6 months operating costs. The actual free reserves (excluding designated, restricted funds and assets) on 31 March 2023 were £517,509 (£419,034 in 2022) which the trustees regard as satisfactory. However, whilst the current level of liquid reserves may prove sufficient, it is the trustees view that it is prudent to ensure there are sufficient liquid reserves to provide financial flexibility. Funds from the sale of Centre House placed in our 'designated Building Fund' were used to facilitate the purchase of 1a & 3 Clarence Street.

Additional designated funds have been supplemented this year through further fundraising.

The staged grant from the Youth Investment Fund has enabled us to ensure the new building is more accessible and more suited to our longer-term needs, whilst remaining affordable. Given the onerous obligations contained within the contract with the YIF our trustees have concluded it is preferable to maintain a higher level of reserve than previously to mitigate against any possible claw-back of funds in the event of an early sale of Clarence Street.

Policy on reserves

To ensure that all reserves accumulated will be used to meet the following objectives:
• To resource the central core functions of the organisation. This includes management, administration and building running costs;
• To assist in piloting new and innovative areas of work that will not attract main stream funding and support current services that suffer loss or reduced income streams;
• Provision of public benefit.

The Reserves Policy is to be reviewed during the next period to ensure it meets our needs going forward.

Principal risks and uncertainties

Risk management and internal controls

As members of the Council of Management we have an overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Companies Act 2006. We are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. They include:

- the development of a strategic plan and an annual budget approved by Trustees;
- regular consideration by the Trustees of the financial results, variance from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of authority and segregation of duties;
- identification and management of risks and external scrutiny.

Nottingham Mencap

Trustees' Report

Statement of Responsibilities

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

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

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

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

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

Small companies provision statement

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

The annual report was approved by the trustees of the charity on 07/11/2023 and signed on its behalf by:

L Sharples

.....

Lisa Sharples
Trustee

Nottingham Mencap

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

Independent examiner's report to the trustees of Nottingham Mencap ('the Company')
I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023.

Responsibilities and basis of report

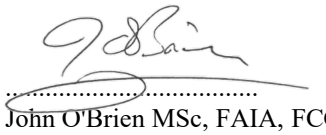
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement
Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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



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

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

Date: 08/11/2023

Nottingham Mencap

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

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	34,921	-	34,921	91,038
Charitable activities	3	672,797	187,600	860,397	653,183
Investment income	5	6,898	-	6,898	3,115
Total Income		714,616	187,600	902,216	747,336
Expenditure on:					
Charitable activities	6	(648,766)	(77,000)	(725,766)	(577,775)
Total Expenditure		(648,766)	(77,000)	(725,766)	(577,775)
Net income		65,850	110,600	176,450	169,561
Net movement in funds		65,850	110,600	176,450	169,561
Reconciliation of funds					
Total funds brought forward		1,194,017	5,000	1,199,017	1,029,456
Total funds carried forward	14	1,259,867	115,600	1,375,467	1,199,017

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

The funds breakdown for the period is shown in note 14.

Nottingham Mencap

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

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

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	2	91,038	-	91,038
Charitable activities	3	562,327	90,856	653,183
Investment income	5	3,115	-	3,115
Total income		656,480	90,856	747,336
Expenditure on:				
Charitable activities	6	(524,317)	(53,458)	(577,775)
Total expenditure		(524,317)	(53,458)	(577,775)
Net income		132,163	37,398	169,561
Transfers between funds		85,560	(85,560)	-
Net movement in funds		217,723	(48,162)	169,561
Reconciliation of funds				
Total funds brought forward		976,294	53,162	1,029,456
Total funds carried forward	14	1,194,017	5,000	1,199,017

Nottingham Mencap

(Registration number: 02474506)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	597,849	512,356
Current assets			
Debtors	10	32,179	33,062
Cash at bank and in hand	11	845,853	682,595
		878,032	715,657
Creditors: Amounts falling due within one year	12	(100,414)	(28,996)
Net current assets		777,618	686,661
Net assets		1,375,467	1,199,017
Funds of the charity:			
Restricted income funds			
Restricted funds	14	115,600	5,000
Unrestricted income funds			
Unrestricted funds		1,259,867	1,194,017
Total funds	14	1,375,467	1,199,017

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

Directors' responsibilities:

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

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

The financial statements on pages 12 to 27 were approved by the trustees, and authorised for issue on 07/11/2023 and signed on their behalf by:

.....
Lisa Sharples
Trustee

Nottingham Mencap

Statement of Cash Flows for the Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash income		176,450	169,561
Fixed assets			
Depreciation		22,856	20,582
Investment income	5	(6,898)	(3,115)
		192,408	187,028
Working capital adjustments			
Decrease/(increase) in debtors	10	883	(13,333)
Increase in creditors	12	71,418	4,223
Net cash flows from operating activities		264,709	177,918
Cash flows from investing activities			
Interest receivable and similar income	5	6,898	3,115
Purchase of tangible fixed assets	9	(108,349)	(524,459)
Net cash flows from investing activities		(101,451)	(521,344)
Net increase/(decrease) in cash and cash equivalents		163,258	(343,426)
Cash and cash equivalents at 1 April		682,595	1,026,021
Cash and cash equivalents at 31 March		845,853	682,595
Reconciliation of net cash flow to movement in net funds			
Increase/(decrease) in cash		163,258	(343,426)
Net funds at 1 April 2022		682,595	1,026,021
Net funds at 31 March 2023		845,853	682,595

All of the cash flows are derived from continuing operations during the above two periods.

1 Accounting policies

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

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

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

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

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

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

Donations and legacies

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

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Grants receivable

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

Gift aid

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Expenditure

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

Charitable activities

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

Government grants

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

Asset class	Depreciation method and rate
Freehold land & buildings	50 years straight line
Leasehold land & buildings	straight line over the life of the lease
Furniture & equipment	20% straight line
Computer equipment	33% straight line

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

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

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

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

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

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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

Pensions and other post retirement obligations
The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations and legacies;			
Legacies	-	-	56,736
Grants, including capital grants;			
Government grants	-	-	30,248
Grants from other charities	25,296	25,296	-
Other income from donations and legacies	9,625	9,625	4,054
	34,921	34,921	91,038

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Fees	671,105	-	671,105	562,325
Grants & donations	-	187,600	187,600	90,856
Sundry income	1,692	-	1,692	2
	672,797	187,600	860,397	653,183

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Bailey Thomas	20,000	-	20,000
BBC Children in Need	500	9,999	10,499
Boots Charitable Trust	-	10,000	10,000
Healthwatch	-	300	300
Mary Potter	3,045	-	3,045
Nottinghamshire County Council	-	57,000	57,000
Notts Police & Crime Commissioner	-	3,951	3,951
Royal Mencap	750	750	1,500
Sunrisers	1,000	-	1,000
Youth Investment Fund	-	105,600	105,600
Sundry donations	9,626	-	9,626
	34,921	187,600	222,521

5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	6,898	6,898	3,115

6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Activities & materials	9,140	5	9,145	9,037
Bank charges	773	-	773	585
Catering	9,555	-	9,555	5,274
Cleaning & hygiene	7,516	-	7,516	3,958
Communications	2,589	9,771	12,360	23,580
Depreciation	22,856	-	22,856	20,582
Equipment	1,235	50	1,285	3,559
Gettaway expenses	-	-	-	100
Insurance	7,121	-	7,121	5,215
Legal & professional fees	7,944	-	7,944	9,114
Sundry expenses	15,907	158	16,065	4,682
Recruitment	60	-	60	-
Repairs & maintenance	2,845	-	2,845	1,003
Staff training	576	-	576	7,240
Staff travel	801	775	1,576	758
Stationery & office supplies	725	-	725	810
Utilities	28,916	-	28,916	15,523
Wages, NIC & pensions	530,207	66,241	596,448	466,755
	648,766	77,000	725,766	577,775

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2023 £	2022 £
Depreciation of fixed assets	22,856	20,582

8 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	540,167	434,239
Social security costs	24,925	17,973
Pension costs	31,356	14,543
	596,448	466,755

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

	2023 No	2022 No
Number of employees (including those on zero hours contracts)	66	46

23 (2022 - 16) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £31,356 (2022 - £14,543).

During the year, the charity made redundancy and/or termination payments which totalled £Nil (2022 - £Nil).

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

The total employee benefits of the key management personnel of the charity were £91,755 (2022 - £80,079).

9 Tangible fixed assets

	Freehold & Leasehold land & buildings £	Furniture and equipment £	Computer equipment £	Total £
Cost				
At 1 April 2022	533,287	65,361	16,361	615,009
Additions	106,571	-	1,778	108,349
At 31 March 2023	639,858	65,361	18,139	723,358
Depreciation				
At 1 April 2022	49,965	40,860	11,828	102,653
Charge for the year	11,995	6,169	4,692	22,856
At 31 March 2023	61,960	47,029	16,520	125,509
Net book value				
At 31 March 2023	577,898	18,332	1,619	597,849
At 31 March 2022	483,322	24,501	4,533	512,356

10 Debtors

	2023 £	2022 £
Trade debtors	26,986	28,579
Prepayments	5,193	4,483
	32,179	33,062

11 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	825	373
Cash at bank	845,028	682,222
	845,853	682,595

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	54,127	2,500
Other taxation and social security	8,626	2,031
Other creditors	37,661	24,465
	100,414	28,996

13 Charity status

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

14 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
General					
General fund	931,390	714,616	(637,219)	106,571	1,115,358
Designated					
Gettaway Club	11,547	-	(11,547)	-	-
Building fund	251,080	-	-	(106,571)	144,509
	262,627	-	(11,547)	(106,571)	144,509
Total unrestricted funds	1,194,017	714,616	(648,766)	-	1,259,867
Restricted funds					
Smile Stop Hate Crime	-	3,951	(3,951)	-	-
Digital inclusion	-	57,300	(57,300)	-	-
Gener8	5,000	750	(5,750)	-	-
M8's	-	9,999	(9,999)	-	-
Building fund R	-	105,600	-	-	105,600
Short Breaks	-	10,000	-	-	10,000
Total restricted funds	5,000	187,600	(77,000)	-	115,600
Total funds	1,199,017	902,216	(725,766)	-	1,375,467

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

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
General					
General fund	303,818	656,480	(524,217)	495,309	931,390
Designated					
Gettaway Club	13,769	-	(100)	(2,122)	11,547
Building fund	658,707	-	-	(407,627)	251,080
	672,476	-	(100)	(409,749)	262,627
Total unrestricted funds	976,294	656,480	(524,317)	85,560	1,194,017
Restricted					
Smile Stop Hate Crime	3,983	10,350	(14,333)	-	-
Digital inclusion	-	16,462	(16,462)	-	-
Gener8	5,000	5,000	(5,000)	-	5,000
M8's	2,900	9,999	(12,899)	-	-
Building fund R	41,279	49,045	(4,764)	(85,560)	-
Total restricted funds	53,162	90,856	(53,458)	(85,560)	5,000
Total funds	1,029,456	747,336	(577,775)	-	1,199,017

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

The Gettaway Club has formally separated from Nottingham Mencap with the funds held transferred to the group.
A designated 'New Building Fund' was created from the sale of 'Centre House' in 2015 to secure and protect the necessary capital to deliver our objective of consolidating our services within a fit for purpose building on a single site. A building was purchased in 2021 and refurbishment works continue.
Donations specifically for the building fund were added to the restricted Building Fund.
The Smile Stop Hate Crime Project is funded by Nottingham City Council and the Police and Crime Commissioner to tackle and raise awareness of Learning Disability Hate Crime. The project works in partnership with Nottinghamshire police and the community to raise awareness of hate crime against people with learning disabilities and promotes the reporting of disability hate crime. The project promotes anti-bullying awareness in schools and day centres. It delivers training, and facilitates groups to take a more proactive role against Hate Crime. (Incorporates Safe Places).
The Gener8 fund supports those transitioning to adulthood to gain the necessary practical and social skills to become more independent in all aspects of their lives.
M8's is a Saturday club for young people.
Digital inclusion promotes the use of IT by our members.
Short Breaks is funding received for members to take short breaks.

15 Analysis of net assets between funds

	Unrestricted			
	General	Designated	Restricted	2023 Total funds
	£	£	£	£
Tangible fixed assets	597,849	-	-	597,849
Current assets	617,923	144,509	115,600	878,032
Current liabilities	(100,414)	-	-	(100,414)
Total net assets	1,115,358	144,509	115,600	1,375,467

	Unrestricted			
	General	Designated	Restricted	2022 Total funds
	£	£	£	£
Tangible fixed assets	512,356	-	-	512,356
Current assets	448,030	262,627	5,000	715,657
Current liabilities	(28,996)	-	-	(28,996)
Total net assets	931,390	262,627	5,000	1,199,017

16 Benefits in kind

The charity owns the premises Harpenden House. The grounds upon which it is sited are subject to a lease from the Nottingham City Hospital NHS Trust at a peppercorn rent.

17 Fees payable to independent examiner

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

	2023	2022
	£	£
Independent examination	1,800	1,700
	1,800	1,700

18 Related party transactions

There were no related party transactions in the year.

19 Taxation

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

20 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Isobel Pike
Isobel Pike received remuneration of £969 (2022: £1,168) during the year.

NOTTINGHAM MENCAP

England & Wales - Charity number 1046081

Accounts

Company registration number: 02474506
Charity registration number: 1046081

Nottingham Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

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

Nottingham Mencap

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 8
Independent Examiner's Report	9
Statement of Financial Activities	10 to 11
Balance Sheet	12 to 13
Statement of Cash Flows	14
Notes to the Financial Statements	15 to 26

Nottingham Mencap

Reference and Administrative Details

Trustees	Lisa Sharples, Chair Paul Thomas, Treasurer Kate Ball, Vice-Chair Matt Sismey Jennifer Shenton John Winter Steven Waddingham John Jackson
Secretary	Paul Thomas
Senior Management Team	Mike Caston, Chief Executive Danny Hewis, Deputy Chief Executive
Charity Registration Number	1046081
Company Registration Number	02474506
Registered Office	Harpenden House 203 Edwards Lane Edwards Lane Nottingham NG5 3JA
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL
Bankers	Lloyds Bank Parliament Street 12-16 Lower Parliament Street Nottingham NG1 3DA

Nottingham Mencap

Trustees' Report

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

Message from the Chair

A huge thanks to all staff and volunteers as we round off another year. This has been my first year as Chair and I'm delighted to have met some of you as I visited Harpenden House. This year has seen a lot of focus on setting the charity up for the future - strengthening our governance and completing the purchase of our new home in Clarence Street. We've now got plans for the new space and have been successful in raising funds for a gym within the building. Working through the pandemic has been challenging for us all and our staff, volunteers and service users have all shown great resilience during difficult times. We've provided innovative new digital support programmes, introduced an evening social group for young people and continue to provide our essential core services. I'm delighted that we'll begin the new financial year in good shape as we invest in our new home. We'll all miss Harpenden House and we've made some great memories there. Let's take those memories with us as we explore the opportunities that the coming year will bring.g year will bring.

Trustees and officers

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

Trustees:	Lisa Sharples, Chair,
	Paul Thomas, Treasurer,
	Kate Ball, Vice-Chair,
	Matt Sismey
	Jennifer Shenton
	John Winter
	Steven Waddingham
	John Jackson
	Pete Boddy, until 1/10/21
	Lucy Greaves, until 1/1/22
	Rebecca Dewey, until 1/6/22
	Isabelle Pike, until 1/8/22

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 27/02/1990 and most recently amended 27/06/2013. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Nottingham Mencap

Trustees' Report

Recruitment and appointment of trustees

The Council of Management is appointed by the charity members and serve for no set period and retire in rotation. The Articles provide for a maximum of sixteen members, including Honorary Members. At the end of each Annual General Meeting all the members of the Council of Management whose period of service is due to end during the calendar year in which that Annual General Meeting is to be held, shall retire from office but they may be re-elected or re-appointed.
The chair of the Council of Management is nominated by the Council of Management and elected by the membership.

The Council of Management may delegate any of its powers or the implementation of its resolutions to committees to facilitate effective operations.

Induction and training of trustees

New members of the Council of Management should undergo an induction to brief them on their legal responsibilities under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, and recent financial performance of the charity. During the induction they meet key employees and other members of the Council of Management. Members are encouraged to undertake appropriate training where these will facilitate the undertaking of their role and improve the governance of the Charity.

Organisational structure

The Council of Management holds at least four quarterly ordinary meetings each year at which its members agree strategy and areas of activity for the charity including consideration of service delivery, investment, reserves and risk management policies.

The charity Trustees work in partnership with and oversee the work of the Chief Executive Officer and the Deputy CEO who are responsible for ensuring that the charity performs as directed by the Trustees. At the beginning of the year, we employed 2 full time staff and 23 part time staff equating to 12 fte. At the end of the year, we employed 3 full time and 16 part time staff equating to 11.4 fte. In addition, 44 Zero-Hours contract workers were employed throughout the year working 14,523 hrs in the community or in people's homes equating to an additional 8.5 fte workers. During this year we had the benefit of LSC tutors paid by Inspire who therefore do not appear in our staff numbers. The charity is grateful for the unstinting efforts of the 21 active volunteers who are involved in all aspects of Nottingham Mencap, adding greatly to the work that the charity can do.

Nottingham Mencap

Trustees' Report

Objectives and activities

Objects and aims

Nottingham Mencap aims to enhance the quality of life of all those with a learning disability and their carers' within the Greater Nottingham area. The Charity is committed to delivering comprehensive and person-centred support and to improving choice and inclusion into our communities.
We will achieve this by working collaboratively and in partnership with others to provide information and advice, services and support, campaigns, friendship and fun.

In order to meet the objectives we:
- Work strategically, complementarily, and collaboratively or with others rather than independently and alone, in order to best achieve our mission.
- Lever the strengths of Royal Mencap and our local history, utilising their expertise, networks, and opportunities.
- Develop a focused range of high-quality sustainable services that capitalise on our strengths and make a significant impact on the quality of life for individuals with a learning disability and their families.
- Build public awareness about Nottingham Mencap and the services, products, campaigns, and involvement opportunities that we provide and increase peoples' use of all that we offer. Ensure we expand our membership and strengthen our Council of Management.
- Develop and pursue a balanced long-term income and fundraising strategy that supports the sustainable growth and independence of Nottingham Mencap.
- Continue to develop organisational effectiveness, quality, efficiency, culture, capacity and competitiveness, and the skill and capability of its staff and volunteers.
- Retain a flexible approach, with a continuous improvement and learning culture, so that Nottingham Mencap can adapt and respond successfully to a constantly changing external environment and to new opportunities.
- Ensure we run our services from buildings that are fit for purpose and sufficiently adaptable to allow us to meet our future need.

Public benefit

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

Nottingham Mencap

Trustees' Report

Achievements and performance

This has been a very satisfying year for the charity. We have finally found and purchased a new building and have begun the process of making it fit for purpose. This ends our 5-year search for a suitable property and enables us to plan ahead with greater certainty.

Financially, we have matched last year's excellent performance, achieving an operating surplus of £169,561 from increased activity, fundraising particularly for the purchase of 1a & 3 Clarence Street and sound financial management. The surplus has continued to boost our reserves and has enabled us to 'designate' sufficient surplus funds for the much-anticipated refurbishment of our new property in the coming year. Although our cash reserves are now much lower due to the purchase of our new home, we have the security of the building as a significant capital asset to help safeguard the future of the charity.

Throughout the year our services have continued to grow with high demand for the support of children and young people through our 'Short Breaks' service. M8's has been particularly popular attracting many new referrals, leading to a waiting list despite an increase in the number of places offered. The cost of these sessions has been held at the discounted price thanks to the final year of funding from Children in Need. We have commenced a heavily discounted Friday evening social group for young people to ease pressure on the weekend groups following feedback from parents, children, and commissioners.

Throughout the year we have seen a number of new referrals for our day services. The average age of attendees has reduced significantly with many new younger referrals and some young people transitioning from our weekend groups. The appointment of our Deputy CEO, has made a large impact on our ability to run and grow our services and has given solid support to our CEO whilst we juggle with running our services as we come out of the pandemic and plan for our future in our new building.

We are seeking to ensure that we can help those who need our support more than ever, in new, and innovative ways. Covid-19 helped accelerate our thinking around what future day services and group activities will look like as we transition to Clarence Street, a move which will open up new opportunities.

Our Council of Management (CoM) remains strong. We continue to possess an excellent balance of skills, knowledge, and experience across the body of trustees enabling sound oversight of the management of the charity. The CoM and the staff group remain cohesive and mutually supportive. Working together we continue to improve areas of governance including updating our financial processes. As anticipated, it was good to welcome back Kate Ball as Vice Chair, although we were sad to lose Lucy Greaves due to competing work pressures. John Winter and Jennifer Shenton, two of our longest serving Trustees have announced their intention to resign at the coming AGM and we place on record our thanks to them for their many years of support and guidance.

In July 2022 Gettaway established itself as a separate Charity with the 2 Gettaway Trustees (Isobelle Pike and Rebecca Dewey) resigning from our Council of Management. We look forward to its continued success as it re-establishes itself in a new venue. We would like to record our thanks to them and the whole of the Gettaway management Committee who have made Gettaway such an enduring success.

Throughout 2021-22 The CoM continued to review the progress in our search for new premises and have developed a coherent structure and rhythm for future meetings. We have approved a balanced annual budget for 2022-23. Ellis Whittam (now 'Worknest') remain our independent nominated Health and Safety representatives and employment law consultants. RSH Construction Ltd continue to provide support on the management, design and build of our new premises.

Plans for future periods

Aims and key objectives for future periods

Overall, we plan to deliver growth in services that help improve the health, wellbeing, independence, and quality of life for individuals with a learning disability/autism along with their families across Nottinghamshire. We will pursue the key strategies contained on page 3 of this report.
Securing new premises took much longer than we had hoped, and this has caused many frustrations. We are now redesigning our new building to ensure it will meet our future needs. A particular focus is ensuring accessibility and opening up the building to utilise its full potential. We need to maintain a solid grasp of the financial costs associated with the move to ensure we maintain the future stability of our charity.
We will change the delivery model of many of our services and adapt our approaches to ensure we can continue to provide accessible support. The coming financial year will prove pivotal for the charity as we move across to Clarence Street and finally leave Harpenden House, our home for nearly 70 years. We hope to be settled in Clarence Street by the end of 2022 with all the opportunities that this will bring.
With a solid financial position, plans well under way for structural changes to our new building and a stable management structure we have the building blocks for a successful future. The hard work and dedication of our staff during these times of great change has enabled us to look ahead with optimism. These are uncertain and challenging economic times during which we aim to increase our resilience and deliver better services.

During the next five years we will rigorously monitor our financial position and the outlook. We will be proactive and responsive to ensure we remain solvent and able to address emerging threats and opportunities. We aim to secure more diverse sources of income to enable us to support more individuals who are not in receipt of funding.

A key objective for the next two years is to find new ways of recruiting a larger workforce for our Short Breaks Service. We have trialed different contracts, improved terms and conditions but are still finding difficulty in recruiting enough new staff to meet increased demand.

Changes to our services will be made in consultation with our service users/students and their families who will also have a large input into our plans and the use of our new building as we evolve. By 2024 we aim to have incrementally grown our 'day opportunities' and our Short Breaks Service and found sustainable sources of alternative funding for our campaigning work and IT accessibility roles.

We will seek funding to commence new services and trial new ways of working to ensure we continually improve the standard and choice. By continuing to listen to service users, their families, and our staff we try to improve what we do well, change what we do badly and learn from our mistakes.

We aim to strengthen our trustee team with some of our longest standing trustees deciding to retire at the end of this period. We aim to embark on a targeted recruitment drive for trustees with specific skills who can help steer the charity through the next exciting phase of our development.

Financial review

The trustees have forecast the level of free liquid reserves (excluding designated, restricted funds and assets) the charitable company will require to sustain its operations in the event of curtailment or reduction of income streams. The trustees consider the most appropriate level of free liquid reserves on 31 March 2022 to be 6 months operating costs. The actual free reserves (excluding designated, restricted funds and assets) on 31 March 2022 were 416,912 (£272,217 in 2021) which the trustees regard as satisfactory. However, whilst the current level of liquid reserves may prove sufficient, it is the trustees view that it is prudent to ensure there are sufficient liquid reserves to provide financial flexibility. Funds from the sale of Centre House placed in our 'designated Building Fund' plus additional designated funds have been supplemented this year through further fundraising. A proportion of these funds were used to facilitate the purchase of 1a & 3 Clarence Street, with the remainder designated for its refurbishment.

Policy on reserves

To ensure that all reserves accumulated will be used to meet the following objectives:
• To resource the central core functions of the organisation. This includes management, administration and building running costs;
• To assist in piloting new and innovative areas of work that will not attract main stream funding and support current services that suffer loss or reduced income streams;
• Provision of public benefit.

The Reserves Policy is to be reviewed during the next period to ensure it meets our needs going forward.

Principal risks and uncertainties

Risk management and internal controls

As members of the Council of Management we have an overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Companies Act 2006. We are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. They include:

- the development of a strategic plan and an annual budget approved by Trustees;
- regular consideration by the Trustees of the financial results, variance from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of authority and segregation of duties;
- identification and management of risks and external scrutiny.

Nottingham Mencap

Trustees' Report

Statement of Trustees' Responsibilities

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

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

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

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

Small companies provision statement

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

The annual report was approved by the trustees of the charity on 19 September 2022 and signed on its behalf by:

.....

Lisa Sharples
Trustee

Nottingham Mencap

Independent Examiner's Report to the trustees of Nottingham Mencap

Independent examiner's report to the trustees of Nottingham Mencap ('the Company')
I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022.

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

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

Independent examiner's statement
Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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

.....

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

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

Date: 6/12/22

Nottingham Mencap

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

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	2	91,038	-	91,038	120,401
Charitable activities	3	562,327	90,856	653,183	500,092
Investment income	5	3,115	-	3,115	6,964
Total Income		656,480	90,856	747,336	627,457
Expenditure on:					
Charitable activities	6	(524,317)	(53,458)	(577,775)	(556,005)
Total Expenditure		(524,317)	(53,458)	(577,775)	(556,005)
Net income		132,163	37,398	169,561	71,452
Transfers between funds		85,560	(85,560)	-	-
Net movement in funds		217,723	(48,162)	169,561	71,452
Reconciliation of funds					
Total funds brought forward		976,294	53,162	1,029,456	958,004
Total funds carried forward	14	1,194,017	5,000	1,199,017	1,029,456

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

The funds breakdown for the period is shown in note 14.

Nottingham Mencap

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

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

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	2	120,401	-	120,401
Charitable activities	3	463,333	36,759	500,092
Investment income	5	6,964	-	6,964
Total income		590,698	36,759	627,457
Expenditure on:				
Charitable activities	6	(522,081)	(33,924)	(556,005)
Total expenditure		(522,081)	(33,924)	(556,005)
Net income		68,617	2,835	71,452
Net movement in funds		68,617	2,835	71,452
Reconciliation of funds				
Total funds brought forward		907,677	50,327	958,004
Total funds carried forward	14	976,294	53,162	1,029,456

The notes on pages 15 to 26 form an integral part of these financial statements.

Nottingham Mencap

(Registration number: 02474506)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	512,356	8,479
Current assets			
Debtors	10	33,062	19,729
Cash at bank and in hand	11	682,595	1,026,021
		715,657	1,045,750
Creditors: Amounts falling due within one year	12	(28,996)	(24,773)
Net current assets		686,661	1,020,977
Net assets		1,199,017	1,029,456
Funds of the charity:			
Restricted income funds			
Restricted funds	14	5,000	53,162
Unrestricted income funds			
Unrestricted funds		1,194,017	976,294
Total funds	14	1,199,017	1,029,456

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

Directors' responsibilities:

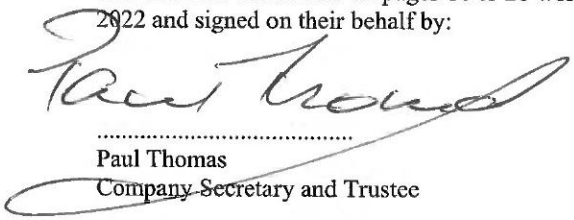
- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Nottingham Mencap

(Registration number: 02474506)
Balance Sheet as at 31 March 2022

The financial statements on pages 10 to 26 were approved by the trustees, and authorised for issue on 19 September 2022 and signed on their behalf by:



.....
Paul Thomas
Company Secretary and Trustee

Nottingham Mencap

Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		169,561	71,452
Fixed assets			
Depreciation		20,582	4,291
Investment income	5	(3,115)	(6,964)
		187,028	68,779
Working capital adjustments			
(Increase)/decrease in debtors	10	(13,333)	9,250
Increase/(decrease) in creditors	12	4,223	(11,872)
Net cash flows from operating activities		177,918	66,157
Cash flows from investing activities			
Interest receivable and similar income	5	3,115	6,964
Purchase of tangible fixed assets	9	(524,459)	(11,869)
Sale of tangible fixed assets		-	8,364
Net cash flows from investing activities		(521,344)	3,459
Net (decrease)/increase in cash and cash equivalents		(343,426)	69,616
Cash and cash equivalents at 1 April		1,026,021	956,405
Cash and cash equivalents at 31 March		682,595	1,026,021
Reconciliation of net cash flow to movement in net funds			
(Decrease)/increase in cash		(343,426)	69,616
Net funds at 1 April 2021		1,026,021	956,405
Net funds at 31 March 2022		682,595	1,026,021

All of the cash flows are derived from continuing operations during the above two periods.

1 Accounting policies

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

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

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

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

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

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

Donations and legacies

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

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Grants receivable

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

Expenditure

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

Charitable activities

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

Government grants

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

Asset class	Depreciation method and rate
Freehold land & buildings	50 years straight line
Leasehold land & buildings	straight line over the life of the lease

Furniture & equipment	20% straight line
Computer equipment	33% straight line

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

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

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

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

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

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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

Pensions and other post retirement obligations
The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Donations and legacies;			
Donations from individuals	4,054	4,054	8,358
Legacies	56,736	56,736	-
Grants, including capital grants;			
Government grants	30,248	30,248	109,343
Grants from other charities	-	-	2,700
	91,038	91,038	120,401

3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £
Fees	562,325	-	562,325
Grants & donations	-	90,856	90,856
Sundry income	2	-	2
	562,327	90,856	653,183

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Fees	462,306	-	462,306
Grants & donations	-	36,759	36,759
Sundry income	1,027	-	1,027
	463,333	36,759	500,092

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
BBC Children in Need	-	58,599	58,599
Notts Police & Crime Commissioner	-	10,350	10,350
Good Things Foundation	-	13,000	13,000
The Jessie Spencer Trust	-	5,000	5,000
Legacy	56,736	-	56,736
Nottingham City Council	30,248	-	30,248
Let's Get Digital	-	2,975	2,975
Sundry donations	4,054	932	4,986
	91,038	90,856	181,894

5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	3,115	3,115	6,964

6 Expenditure on charitable activities

	Unrestricted funds		Restricted funds	Total 2022	Total 2021
	Designated £	General £	£	£	£
Activities & materials	-	9,037	-	9,037	2,617
Bank charges	-	585	-	585	684
Catering	-	5,274	-	5,274	1,466
Cleaning & hygiene	-	3,958	-	3,958	3,029
Communications	-	22,840	740	23,580	5,718
Depreciation	-	20,582	-	20,582	4,291
Equipment	-	1,275	2,284	3,559	1,239
Gettaway expenses	100	-	-	100	761
Insurance	-	2,735	2,480	5,215	4,447
Legal & professional fees	-	9,114	-	9,114	26,120
Sundry expenses	-	4,682	-	4,682	1,378
Printing & copying	-	-	-	-	215
Repairs & maintenance	-	1,003	-	1,003	5,239
Staff training	-	7,240	-	7,240	1,619
Staff travel	-	758	-	758	319
Stationery & office supplies	-	810	-	810	2,342
Subscriptions & licenses	-	-	-	-	658
Utilities	-	15,523	-	15,523	9,808
Wages, NIC & pensions	-	418,801	47,954	466,755	484,055
	100	524,217	53,458	577,775	556,005

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	20,582	4,291

8 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	434,239	441,364
Social security costs	17,973	25,955
Pension costs	14,543	16,736
	466,755	484,055

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

	2022 No	2021 No
Number of employees (including those on zero hours contracts)	46	42

16 (2021 - 16) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £14,543 (2021 - £16,736).

During the year, the charity made redundancy and/or termination payments which totalled £Nil (2021 - £26,087).
During the previous period, as a direct consequence of the Coronovirus outbreak, 7 posts were made redundant.

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

The total employee benefits of the key management personnel of the charity were £80,079 (2021 - £73,560).

9 Tangible fixed assets

	Freehold & Leasehold land & buildings £	Furniture and equipment £	Computer equipment £	Total £
Cost				
At 1 April 2021	40,101	35,388	15,061	90,550
Additions	493,186	29,973	1,300	524,459
At 31 March 2022	533,287	65,361	16,361	615,009
Depreciation				
At 1 April 2021	40,101	34,501	7,469	82,071
Charge for the year	9,864	6,359	4,359	20,582
At 31 March 2022	49,965	40,860	11,828	102,653
Net book value				
At 31 March 2022	483,322	24,501	4,533	512,356
At 31 March 2021	-	887	7,592	8,479

10 Debtors

	2022 £	2021 £
Trade debtors	28,579	17,335
Prepayments	4,483	2,139
Other debtors	-	255
	33,062	19,729

11 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	373	323
Cash at bank	682,222	1,025,698
	682,595	1,026,021

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	2,500	1,239
Other taxation and social security	2,031	6,616
Other creditors	24,465	16,918
	28,996	24,773

13 Charity status

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

14 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
General					
General fund	303,818	656,480	(524,217)	495,309	931,390
Designated					
Gettaway Club	13,769	-	(100)	(2,122)	11,547
Building fund	658,707	-	-	(407,627)	251,080
	672,476	-	(100)	(409,749)	262,627
Total unrestricted funds	976,294	656,480	(524,317)	85,560	1,194,017
Restricted funds					
Smile Stop Hate Crime	3,983	10,350	(14,333)	-	-
Gener8	5,000	5,000	(5,000)	-	5,000
M8's	2,900	9,999	(12,899)	-	-
Building fund R	41,279	49,045	(4,764)	(85,560)	-
Digital inclusion	-	16,462	(16,462)	-	-
Total restricted funds	53,162	90,856	(53,458)	(85,560)	5,000
Total funds	1,029,456	747,336	(577,775)	-	1,199,017

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

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
General					
General fund	322,423	590,698	(521,320)	(87,983)	303,818
Designated					
Gettaway Club	15,808	-	(761)	(1,278)	13,769
Building fund	569,446	-	-	89,261	658,707
	585,254	-	(761)	87,983	672,476
Total unrestricted funds	907,677	590,698	(522,081)	-	976,294
Restricted					
Smile Stop Hate Crime	4,048	18,860	(18,925)	-	3,983
Gener8	5,000	5,000	(5,000)	-	5,000
M8's	-	12,899	(9,999)	-	2,900
Building fund R	41,279	-	-	-	41,279
Total restricted funds	50,327	36,759	(33,924)	-	53,162
Total funds	958,004	627,457	(556,005)	-	1,029,456

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

The Gettaway Club Fund. Gettaway's funds are raised through member subscriptions and donations to enable the Volunteer led club to offer leisure opportunities for individuals with a learning disability.
A designated 'New Building Fund' was created from the sale of 'Centre House' in 2015 to secure and protect the necessary capital to deliver our objective of consolidating our services within a fit for purpose building on a single site. A building was purchased in 2021 and refurbishment works continue.
Donations specifically for the building fund were added to the restricted Building Fund.
The Smile Stop Hate Crime Project is funded by Nottingham City Council and the Police and Crime Commissioner to tackle and raise awareness of Learning Disability Hate Crime. The project works in partnership with Nottinghamshire police and the community to raise awareness of hate crime against people with learning disabilities and promotes the reporting of disability hate crime. The project promotes anti-bullying awareness in schools and day centres. It delivers training, and facilitates groups to take a more proactive role against Hate Crime. (Incorporates Safe Places).
The Gener8 fund supports those transitioning to adulthood to gain the necessary practical and social skills to become more independent in all aspects of their lives.
M8's is a Saturday club for young people. The balance at 31/3/22 is to fund a summer trip in July 2022.
Digital inclusion promotes the use of IT by our members.

The transfer from the Building funds to the General fund represents the net book value of fixed assets, the use of which is not subject to any restriction.
The transfer to the General fund from the Gettaway fund is to bring the fund into line with the bank balance held in the Gettaway account.
The transfers to the designated Building fund represent funds no longer restricted, but designated for the refurbishment of the new building.

15 Analysis of net assets between funds

	Unrestricted			
	General	Designated	Restricted	2022 Total funds
	£	£	£	£
Tangible fixed assets	512,356	-	-	512,356
Current assets	448,030	262,627	5,000	715,657
Current liabilities	(28,996)	-	-	(28,996)
Total net assets	931,390	262,627	5,000	1,199,017

	Unrestricted			
	General	Designated	Restricted	2021 Total funds
	£	£	£	£
Tangible fixed assets	8,479	-	-	8,479
Current assets	320,112	672,476	53,162	1,045,750
Current liabilities	(24,773)	-	-	(24,773)
Total net assets	303,818	672,476	53,162	1,029,456

16 Benefits in kind

The charity owns the premises Harpenden House. The grounds upon which it is sited are subject to a lease from the Nottingham City Hospital NHS Trust at a peppercorn rent.

17 Fees payable to independent examiner

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

	2022	2021
	£	£
Independent examination	1,700	1,650
Other financial services	-	156
	1,700	1,806

18 Related party transactions

There were no related party transactions in the year.

19 Taxation

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

20 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Isobel Pike

Isobel Pike received remuneration of £1,168 (2021: £984) during the year.

NOTTINGHAM MENCAP

England & Wales - Charity number 1046081

Accounts

Company registration number: 02474506

Charity registration number: 1046081

Nottingham Mencap

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

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

Nottingham Mencap

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 10
Independent Examiner's Report	11
Statement of Financial Activities	12 to 13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16 to 26

Nottingham Mencap

Reference and Administrative Details

Trustees	Matt Sismey, Chair Paul Thomas, Treasurer Jennifer Shenton Lisa Sharples John Winter Rebecca Dewey Steven Waddingham Isobel Pike Pete Boddy John Jackson Kate Ball Lucy Greaves
Secretary	Paul Thomas
Senior Management Team	Mike Caston, Chief Executive Danny Hewis, Deputy Chief Executive Sophie Leach, Finance Officer
Principal Office	Harpenden House 203 Edwards Lane Edwards Lane Nottingham NG5 3JA
Company Registration Number	02474506
Charity Registration Number	1046081
Bankers	Lloyds Bank Parliament Street 12-16 Lower Parliament Street Nottingham NG1 3DA
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Nottingham Mencap

Trustees' Report

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

Trustees

Matt Sismey, Chair

Paul Thomas, Treasurer

Jennifer Shenton

Lisa Sharples

John Winter

Rebecca Dewey

Steven Waddingham

Isobel Pike

Pete Boddy

John Jackson

Kate Ball (appointed 25 January 2021)

Lucy Greaves (appointed 25 January 2021)

Message from the Chair

At the very start of this financial year, we entered a very uncertain time with the beginning of Covid-19 and the resulting lockdown. This has had a huge impact on the organisation and our service users. I want to take this opportunity to thank all our employees and volunteers who have worked so hard to keep Nottingham Mencap going during these difficult times. I also want to pay tribute to those staff who left us during the inevitable restructuring due to the temporary closure of our day services and our reduced activity across the year. I also want to thank our service users and their families for their support and understanding during such difficult times. Both our City and County commissioners have worked collaboratively with us to ensure the Charity could remain open and financially viable throughout the year. Their support has been invaluable.

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 27/02/1990 and most recently amended 27/06/2013. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

The Council of Management is appointed by the charity members and serve for no set period and retire in rotation. The Articles provide for a maximum of sixteen members, including Honorary Members. At the end of each Annual General Meeting all the members of the Council of Management whose period of service is due to end during the calendar year in which that Annual General Meeting is to be held, shall retire from office but they may be re-elected or re-appointed.
The chair of the Council of Management is nominated by the Council of Management and elected by the membership.

The Council of Management may delegate any of its powers or the implementation of its resolutions to committees to facilitate effective operations.

Induction and training of trustees

New members of the Council of Management should undergo an induction to brief them on their legal responsibilities under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, and recent financial performance of the charity. During the induction they meet key employees and other members of the Council of Management. Members are encouraged to undertake appropriate training where these will facilitate the undertaking of their role and improve the governance of the Charity.

Organisational structure

The Council of Management holds at least four quarterly ordinary meetings each year at which its members agree strategy and areas of activity for the charity including consideration of service delivery, investment, reserves and risk management policies.

The charity Trustees work in partnership with and oversee the work of the Chief Executive and his Deputy who are responsible for ensuring that the charity performs as directed by the Trustees. The special circumstances brought about by Covid-19 meant that our meetings this year were held via Zoom and were restricted to 3 during the period.

At the beginning of the year, we employed 2 full time and 23 part time staff. At the end of the year, we employed 2 full time and 13 part time staff working a total of 373 hrs. per week (10 wte). In addition, 24 Zero-Hours contract workers were employed throughout the year working 8197 hours (5.5wte), compared to13,500 hrs.in 2019-20. During this year we had the benefit of LSC tutors paid by Inspire who therefore do not appear in our staff numbers. The charity remains grateful for the unstinting efforts of the 25 active volunteers who are involved in all aspects of Nottingham Mencap, adding greatly to the work that the charity can do

Nottingham Mencap

Trustees' Report

Objectives and activities

Objects and aims

Nottingham Mencap aims to enhance the quality of life of all those with a learning disability and their carers' within the Greater Nottingham area. The Charity is committed to delivering comprehensive and person-centred support and to improving choice and inclusion into our communities.
We will achieve this by working collaboratively and in partnership with others to provide information and advice, services and support, campaigns, friendship and fun.

In order to meet the objectives wel:
- Work strategically, complimentarily and collaboratively with others rather than independently and alone, in order to best achieve our mission;
- Lever the strengths of Royal Mencap and our local history, utilising the expertise, networks and opportunities;
- Develop a focused range of high quality sustainable services that capitalise on our strengths and make a significant impact on the quality of life for individuals with a Learning Disability and their families;
- Build public awareness about Nottingham Mencap and the services, products, campaigns and involvement opportunities that we provide and increase peoples' use of all that we offer. Ensure we expand our membership and strengthen our Council of Management;
- Develop and pursue a balanced long term income and fundraising strategy that supports the sustainable growth and independence of Nottingham Mencap;
- Continue to develop the organisation's effectiveness, quality, efficiency, culture, capacity and competitiveness, and the skill and capability of its staff and volunteers;
- Retain a flexible approach, with a continuous improvement and learning culture, so that Nottingham Mencap can adapt and respond successfully to a constantly changing external environment and to new opportunities;
- Endeavour to run our services from buildings that are fit for current purpose and adaptable to allow us to meet future need.

Activity during the period

The backdrop of Covid19 pandemic continues to greatly influence this report. Until the impact of Covid-19 we were planning to continue our gradual expansion and push forward plans to move to Edwards Lane Community Centre. Having built up reserves to fulfill these plans we were very fortunate that our healthy reserves position ensured we can continue to invest in a new property and weather the uncertainty of this financial year and beyond.

As a result of the pandemic, our plans for expansion were thwarted by the closure of services and the legal limitations placed on us in relation to engagement with both group and individual support.
Our day opportunities, children's groups and Gettaway all closed in the last week of March 2020 in line with our obligations to reduce the spread of the Covid-19. Much of our community-based support was also curtailed leaving us supporting several of the most vulnerable individuals and picking up emergency referrals of individuals impacted by Covid-19. We entered this reporting year therefore with most of our services closed and a very uncertain future.

Trustees' Report

As planned in last year's report, due to the potentially long-lasting effects of the pandemic, we reduced management, tutor, and support roles. This was achieved through not replacing those who left, voluntary and statutory redundancy processes. In all, 10 staff left their posts, 7 through voluntary or statutory redundancy. Many of these staff had been with us for very long periods of time and we would like to express our thanks to them for all they have contributed to our Charity and for their professionalism during what was a difficult process, in very challenging times.

The negotiations in relation to Edwards Lane continued during the period, but in Septemebr 2021 the decision was made not to proceed with this development.

We were the first organisation across Nottinghamshire (and the whole of the Royal Mencap network) to re-open our buildings-based day services in June, albeit with reduced capacity. We shared our groundwork and risk assessments with all Commissioners to ensure they were supportive of our approach. This provided much needed support to a smaller number of individuals and their carers' at a time when they needed it the most. We regularly evaluated our risk assessments in line with changing guidance and legal stipulations. Our staff were fully vaccinated at the earliest opportunity and tested on a weekly basis and received supplies of PPE to ensure we kept staff and service users as safe as possible. This was a stressful time for our staff, and they displayed great resilience and dedication in keeping our services running.

This has meant we have ended the year with all services open and beginning to build up capacity, expanding activities where we are able to in line with Covid restrictions.

Our Council of Management remains strong. We continue to possess an excellent balance of skills, knowledge, and experience across the body of trustees enabling sound oversight of the management of the charity. The CoM and the Staff group remain cohesive and mutually supportive. Working together, we continue to improve areas of governance including updating our financial processes.

Throughout 2020-21 The Council of Management have continued to support the management team, including the negotiations for the acquisition of a new building plus a range of strategic issues. We have approved a balanced annual budget for 2021-22. Ellis Whittam remain our nominated Health and Safety Representatives and employment law consultants who continue to provide external scrutiny and support with our health and safety and employment practices.

Public benefit

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

Principal risks and uncertainties

Risk management and internal controls

As members of the Council of Management we have an overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Companies Act 2006. We are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. They include:

- the development of a strategic plan and an annual budget approved by Trustees;
- regular consideration by the Trustees of the financial results, variance from budgets, non-financial performance indicators and benchmarking reviews;
- delegation of authority and segregation of duties;
- identification and management of risks and external scrutiny.

Financial review

The early decision to reduce staffing levels ensured our financial position has remained stable and our staffing/service user ratio remains viable and flexible to meet our required needs. For different services and areas of the Charity we negotiated different support packages, either from local commissioners or central government. Income received from HMRC via the Job Retention Scheme was carefully scrutinised and is categorised in our accounts as unrestricted grant income in line with recognised accounting practice. We also declined the offer of all local covid related support grants in relation to additional expenses incurred due to covid-19 throughout the period.

As a result of the above measures and sound financial management we ended the year with a surplus of £90,057. This was despite a loss in the running of our charitable services due to the pandemic and was a result of the sensitive management of creditors and debtors plus investment in IT. As we no longer receive any external support in relation to covid this will strengthen our financial position as we gradually open services to full capacity over the coming months. The Board have decided not to proceed with the purchase and refurbishment of the Edwards Lane site and the search for more suitable premises continues.

Policy on reserves

To ensure that all reserves accumulated will be used to meet the following objectives:

- To resource the central core functions of the organisation. This includes management, administration and building running costs;
- To assist in piloting new and innovative areas of work that will not attract main stream funding and support current services that suffer loss or reduced income streams;
- Provision of public benefit.

The Reserves Policy is to be reviewed during the next period to ensure it meets our needs going forward.

Plans for future periods

Aims and key objectives for future periods

Overall, we plan to deliver growth in services that help improve the health, wellbeing, independence, and quality of life for individuals with a Learning Disability/Autism along with their families across Nottinghamshire. We will pursue the key strategies contained on page 3 of this report.

We will do this in the light of the impending Covid-19 pandemic which will impact significantly upon our ability to grow our services. We will change the delivery model of many of our services and adapt our approaches to ensure we can continue to provide accessible support.

This and the next 2 years, will be one of the most challenging periods the charity has faced. A combination of Covid-19 restrictions, emerging new commissioning intentions and a move to new premises requires strong and forward-thinking leadership and management. With a solid financial position, negotiations well under way for a new building and a new management structure we have the building blocks for a successful future. We believe all the hard work and dedication by our staff during this time of change enables us to face the uncertain economic and financial future more resilient and able to deliver better services.

Securing new premises has taken much longer than we had hoped, and this has caused many frustrations. The challenge of securing the new premises, ensuring it is fit for a post Covid19 future and transferring our students to the new building will need great care and attention to detail. We need to maintain a solid grasp of the financial costs associated with the move to ensure we maintain the future stability of our charity

We aim to re-open our services to maximum capacity as quickly as possible, develop new ways of working and secure new income streams to replace the inevitable loss of income due to Covid-19. Securing the new base is our top priority this coming year to enable us to plan the next 5 years with certainty. We will ensure that the plans for the new building incorporate our learning from the Covid-19 pandemic.

During 2021-22 we are excited to be Nottinghamshire County Council's chosen provider of digital support to those with a disability who are most excluded across Nottinghamshire. We will be also run 2 similar projects which combined will support a minimum of 270 individuals with disabilities. Through these projects we will supply free digital technology, support, and training to help improve their lives and connectivity within their communities.

During the next five years we will rigorously monitor our financial position and the outlook. We will be proactive and responsive to ensure we remain solvent and able to address emerging threats and opportunities. In response to Covid-19 we require a smaller and more flexible workforce supported by a strong but small management team. By the end of 2021 we anticipate a gradual upturn in activity as the effects of the pandemic recede.

We look forward with optimism to emerging from the Covid-19 restrictions and securing Edwards Lane Community Centre. We cannot underestimate the huge challenge that Covid-19 has placed on all social care providers, the implications of which will become clearer as we move forward. We are confident that Nottingham Mencap will rise to the challenge by proactively enabling our services to be delivered in different ways. Strong signals from commissioners regarding reduced commissioning intentions will be offset by seeking and securing new funding streams.

Changes to our services will be made in consultation with our service users/students and their families who will also have a large input into our plans and the use of our building as we evolve. By 2022 we aim to have incrementally grown our 'day opportunities' and our short breaks service and found sustainable sources of alternative funding for a number of other projects. We plan to explore the provision of new services for children across the County where there are gaps in provision. We will seek funding to commence new services and trial new ways of working to ensure we continually improve the standard and choice. By continuing to listen to service users, their families, and our staff we try to improve what we do well, change what we do badly and learn from our mistakes.

The pandemic has delayed our intentions to formalise our relationship with the Gettaway Management Team. This fabulous group of unpaid volunteers ensured, until the closure due to the Covid-19, that Tuesday and Wednesday nights remain a social highlight in so many people's diaries.

We look forward to the re-opening of Gettaway alongside a strengthened relationship between the Gettaway management team and that of Nottingham Mencap.

Nottingham Mencap

Trustees' Report

Thankyou

Nottingham Mencap is extremely grateful for the vital and welcome support it receives. We would like to pay special tribute to Peter Ball who sadly passed away on the 13th May 2020. Apart from being a lovely chap, Peter and his wife Kate raised a significant amount of money towards our plans to renovate our new building for which we are most grateful.
In addition, we would like to thank the following for their contributions to our work during the year ended 31 March 2021:

Nottingham Mencap members Nottingham Mencap students Nottingham Mencap volunteers
Royal Mencap
Mike Tuck
Adam Youatt (Gateley PLC)
Rayner Davies Architects
Jessie Spencer Trust
Nottingham City Council Nottinghamshire County Council
Paddy Tipping - Police and Crime Commissioner Community Accounting Plus
J Greenwood
G Brown
Helen Nowell
M Hemsley
H Stanley
A Lambley
H Stanley
K. Birch
Brenda Smith (deceased)
Rothera Family Trust
Children in Need

This list is in no way exhaustive, and the Society is also extremely grateful for the support of numerous individuals during this period.

Nottingham Mencap

Trustees' Report

Statement of Trustees' Responsibilities

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

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

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

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

Small companies provision statement

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

The annual report was approved by the trustees of the charity on 28/9/21 and signed on its behalf by:

.....
Matt Sismey
Trustee

Nottingham Mencap

Independent Examiner's Report to the trustees of Nottingham Mencap

Independent examiner's report to the trustees of Nottingham Mencap ('the Company')
I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021.

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

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

Independent examiner's statement
Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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

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

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

Date: 30/9/21

Nottingham Mencap

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

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	2	120,401	-	120,401	16,654
Charitable activities	3	463,333	36,759	500,092	601,353
Investment income	5	6,964	-	6,964	9,306
Total Income		590,698	36,759	627,457	627,313
Expenditure on:					
Charitable activities	6	(522,081)	(33,924)	(556,005)	(559,095)
Total Expenditure		(522,081)	(33,924)	(556,005)	(559,095)
Net income		68,617	2,835	71,452	68,218
Net movement in funds		68,617	2,835	71,452	68,218
Reconciliation of funds					
Total funds brought forward		907,677	50,327	958,004	889,786
Total funds carried forward	17	976,294	53,162	1,029,456	958,004

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

The funds breakdown for the period is shown in note 17.

Nottingham Mencap

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

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

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	16,654	-	16,654
Charitable activities	3	518,115	83,238	601,353
Investment income	5	9,306	-	9,306
Total income		544,075	83,238	627,313
Expenditure on:				
Charitable activities	6	(521,184)	(37,911)	(559,095)
Total expenditure		(521,184)	(37,911)	(559,095)
Net income		22,891	45,327	68,218
Net movement in funds		22,891	45,327	68,218
Reconciliation of funds				
Total funds brought forward		884,786	5,000	889,786
Total funds carried forward	17	907,677	50,327	958,004

Nottingham Mencap

(Registration number: 02474506)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	27,084	9,265
Current assets			
Debtors	13	19,729	28,979
Cash at bank and in hand	14	1,026,021	956,405
		1,045,750	985,384
Creditors: Amounts falling due within one year	15	(24,773)	(36,645)
Net current assets		1,020,977	948,739
Net assets		1,048,061	958,004
Funds of the charity:			
Restricted income funds			
Restricted funds	17	53,162	50,327
Unrestricted income funds			
Unrestricted funds		994,899	907,677
Total funds	17	1,048,061	958,004

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

Directors' responsibilities:

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

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

The financial statements on pages 12 to 27 were approved by the trustees, and authorised for issue on 28/9/21. and signed on their behalf by:

Paul Thomas
Company Secretary and Trustee

Nottingham Mencap

Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash income		71,452	68,218
Fixed assets			
Depreciation		4,291	2,005
Investment income	5	(6,964)	(9,306)
		68,779	60,917
Working capital adjustments			
Decrease in debtors	13	9,250	15,499
(Decrease)/increase in creditors	15	(11,872)	7,854
Net cash flows from operating activities		66,157	84,270
Cash flows from investing activities			
Interest receivable and similar income	5	6,964	9,306
Purchase of tangible fixed assets	12	(11,869)	(9,143)
Sale of tangible fixed assets		8,364	-
Net cash flows from investing activities		3,459	163
Net increase in cash and cash equivalents		69,616	84,433
Cash and cash equivalents at 1 April		956,405	871,972
Cash and cash equivalents at 31 March		1,026,021	956,405
Reconciliation of net cash flow to movement in net funds			
Increase in cash		69,616	84,433
Net funds at 1 April 2020		956,405	871,972
Net funds at 31 March 2021		1,026,021	956,405

All of the cash flows are derived from continuing operations during the above two periods.

1 Accounting policies

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

Statement of compliance
The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

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

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

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

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

Donations and legacies

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

Grants receivable

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

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

Charitable activities

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

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

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

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

The Charity is negotiating the pruchase and development of new premises. Associated expenditure on professional fees has been capitalised and will be depreciated once the building is purchased.

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

Asset class	Depreciation method and rate
Leasehold land & buildings	straight line over the life of the lease
Furniture & equipment	20% straight line
Computer equipment	33% straight line

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

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

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

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

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

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

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

Pensions and other post retirement obligations
The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

2 Income from donations and legacies

	Unrestricted funds	Total	Total
	General	2021	2020
	£	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	8,358	8,358	13,904
Grants, including capital grants;			
Government grants	109,343	109,343	-
Grants from other charities	2,700	2,700	2,750
	120,401	120,401	16,654

3 Income from charitable activities

	Unrestricted funds		Total	Total
	General	Restricted funds	2021	2020
	£	£	£	£
Fees	462,306	-	462,306	500,395
Grants	-	36,759	36,759	38,999
Subscriptions	-	-	-	15,953
Sundry income	1,027	-	1,027	1,767
Donations	-	-	-	44,239
	463,333	36,759	500,092	601,353

4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
BBC Children in Need	-	9,999	9,999
Notts Police & Crime Commissioner	-	6,860	6,860
Nottinghamshire County Council	-	12,000	12,000
The Jesse Spencer Trust	-	5,000	5,000
HMRC (JRS)	109,343	-	109,343
Royal Mencap	2,000	-	2,000
Anon	-	2,900	2,900
Sundry donations	5,608	-	5,608
The Fifty Fund	2,750	-	2,750
Let's Go Digital	700	-	700
	120,401	36,759	157,160

HMRC (JRS) represents grants claimed under the Government's Job Retention Scheme.

5 Investment income

	Unrestricted funds		
	General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	6,964	6,964	9,306

6 Expenditure on charitable activities

	Unrestricted funds				
	Designated £	General £	Restricted funds £	Total 2021 £	Total 2020 £
Activities & materials	-	1,843	774	2,617	7,892
Bank charges	-	684	-	684	633
Catering	-	930	536	1,466	6,852
Cleaning & hygiene	-	3,029	-	3,029	3,334
Communications	-	5,718	-	5,718	12,364
Depreciation	-	4,291	-	4,291	2,005
Equipment	-	1,239	-	1,239	2,610
Gettaway expenses	761	-	-	761	13,642
Insurance	-	4,447	-	4,447	3,074
Legal & professional fees	-	26,120	-	26,120	9,556
Sundry expenses	-	1,326	52	1,378	2,575
Printing & copying	-	215	-	215	659
Repairs & maintenance	-	5,239	-	5,239	3,626
Staff training	-	1,619	-	1,619	1,914
Staff travel	-	319	-	319	1,604
Stationery & office supplies	-	2,342	-	2,342	2,202
Subscriptions & licenses	-	658	-	658	1,286
Utilities	-	9,808	-	9,808	9,898
Volunteer expenses	-	-	-	-	193
Wages, NIC & pensions	-	451,493	32,562	484,055	473,176
	761	521,320	33,924	556,005	559,095

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	4,291	2,005

8 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Isobel Pike
Isobel Pike received remuneration of £984 (2020: £2,695) during the year.

9 Fees payable to independent examiner

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

	2021 £	2020 £
Independent examination	1,650	1,650
Other financial services	156	230
	1,806	1,880

10 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	441,364	439,680
Social security costs	25,955	17,598
Pension costs	16,736	15,898
	484,055	473,176

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

	2021 No	2020 No
Number of employees (including those on zero hours contracts)	42	48

16 (2020 - 20) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £16,737 (2020 - £15,898).

During the year, the charity made redundancy and/or termination payments which totalled £26,087 (2020 - £Nil).

During the period, as a direct consequence of the Coronovirus outbreak, 7 posts were made redundant.

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

The total employee benefits of the key management personnel of the charity were £97,121 (2020 - £87,903).

11 Taxation

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

12 Tangible fixed assets

	Leasehold land & buildings £	Furniture and equipment £	Computer equipment £	Total £
Cost				
At 1 April 2020	48,465	34,518	4,062	87,045
Additions	-	870	10,999	11,869
Disposals	(8,364)	-	-	(8,364)
At 31 March 2021	40,101	35,388	15,061	90,550
Depreciation				
At 1 April 2020	40,101	34,137	3,542	77,780
Charge for the year	-	364	3,927	4,291
At 31 March 2021	40,101	34,501	7,469	82,071
Net book value				
At 31 March 2021	-	887	7,592	8,479
At 31 March 2020	8,364	381	520	9,265

During the last accounting period the charity incurred £8,364 in professional fees relating to the development of new premises to be acquired in 2021. No depreciation was charged. In September 2021 the decision was taken not to proceed with this development. The expenditure has been written off to professional fees in this period.

13 Debtors

	2021 £	2020 £
Trade debtors	17,335	27,529
Prepayments	2,139	1,450
Other debtors	255	-
	19,729	28,979

14 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	323	328
Cash at bank	1,025,698	956,077
	1,026,021	956,405

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,239	4,653
Other taxation and social security	6,616	6,964
Other creditors	16,918	25,028
	24,773	36,645

16 Charity status

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

17 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
General					
General fund	322,423	590,698	(521,320)	(87,983)	303,818
Designated					
Gettaway Club	15,808	-	(761)	(1,278)	13,769
Building fund	569,446	-	-	89,261	658,707
	585,254	-	(761)	87,983	672,476
Total Unrestricted funds	907,677	590,698	(522,081)	-	976,294
Restricted funds					
Smile Stop Hate Crime	4,048	18,860	(18,925)	-	3,983
Gener8	5,000	5,000	(5,000)	-	5,000
M8's	-	12,899	(9,999)	-	2,900
Building fund R	41,279	-	-	-	41,279
Total restricted funds	50,327	36,759	(33,924)	-	53,162
Total funds	958,004	627,457	(556,005)	-	1,029,456

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

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
Unrestricted funds				
General				
General fund	308,350	516,030	(501,957)	322,423
Designated				
Gettaway Club	16,663	12,821	(13,676)	15,808
Building fund	559,773	15,224	(5,551)	569,446
	576,436	28,045	(19,227)	585,254
Total unrestricted funds	884,786	544,075	(521,184)	907,677
Restricted funds				
Smile Stop Hate Crime	-	24,000	(19,952)	4,048
Gener8	5,000	5,000	(5,000)	5,000
M8's	-	12,959	(12,959)	-
Building fund R	-	41,279	-	41,279
Total restricted funds	5,000	83,238	(37,911)	50,327
Total funds	889,786	627,313	(559,095)	958,004

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

The Gettaway Club Fund. Gettaway's funds are raised through member subscriptions and donations to enable the Volunteer led club to offer leisure opportunities for individuals with a learning disability.
The Smile Stop Hate Crime Project is funded by Nottingham City Council and the Police and Crime Commissioner to tackle and raise awareness of Learning Disability Hate Crime. The project works in partnership with Nottinghamshire police and the community to raise awareness of hate crime against people with learning disabilities and promotes the reporting of disability hate crime. The project promotes anti-bullying awareness in schools and day centres. It delivers training, and facilitates groups to take a more proactive role against Hate Crime. (Incorporates Safe Places).
A designated 'New Building Fund' has been created to secure and protect the necessary capital to deliver our objective of consolidating our services within a fit for purpose building on a single site. It has been created from the sale of 'Centre House' in 2015.
Donations specifically for the building fund are added to the restricted Building Fund R.
The Gener8 fund supports those transitioning to adulthood to gain the necessary practical and social skills to become more independent in all aspects of their lives.
M8's is a Saturday club for young people. The balance at 31/3/21 is to fund a summer trip in July 2021.

The transfer from the Gettaway Club fund to the General fund represents 50% of the Gettaway income in the previous period.
The surplus on the unrestricted fund for the year of £89,261 is transferred to the designated Building Fund.

18 Analysis of net assets between funds

	Unrestricted funds			
	General £	Designated £	Restricted funds £	2021 Total funds £
Tangible fixed assets	8,479	-	-	8,479
Current assets	320,112	672,476	53,162	1,045,750
Current liabilities	(24,773)	-	-	(24,773)
Total net assets	303,818	672,476	53,162	1,029,456

	Unrestricted funds			
	General £	Designated £	Restricted funds £	2020 Total funds £
Tangible fixed assets	9,265	-	-	9,265
Current assets	349,803	585,254	50,327	985,384
Current liabilities	(36,645)	-	-	(36,645)
Total net assets	322,423	585,254	50,327	958,004

19 Benefits in kind

The charity owns the premises Harpenden House. The grounds upon which it is sited are subject to a lease from the Nottingham City Hospital NHS Trust at a peppercorn rent.

20 Related party transactions

There were no related party transactions in the year.