

# WEST BERKSHIRE MENCAP

England & Wales · Charity number 1076658

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [03790942](#)

**Registered** 1999-07-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Website** [www.wbmencap.org](http://www.wbmencap.org)

## Activities

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**Objects:** The relief of people who are in need by reason of their disability, (with an emphasis, priority and focus on the relief of people with a learning disability, their families, dependants and carers), by the provision of services, support and information, leading to independent living opportunities and / or improved life chances, and also by challenging discrimination through campaigning, lobbying and promoting user representation.

**Activities:** To relieve, advance the education of, and support those people who have a learning disability and their families/carers.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE BERKSHIRE
- West Berkshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£3,852,087	£3,744,005	£960,711	64
2024-06-30	£3,409,202	£3,528,817	£852,630	56
2023-06-30	£2,716,801	£2,964,487	£972,245	54
2022-06-30	£2,548,572	£2,789,583	£1,219,931	54
2021-06-30	£2,549,671	£2,590,664	£1,460,942	54

## Trustees

Name	Role	Appointed
Alastair James Chapman		2022-05-12
DARREN ANDERSON		2013-01-04
GILLIAN CLAIRE LEECH		2014-10-22
Jean Laurie		2024-12-05
Luc Ethan Poyda		2025-11-11
MR TOM ROSSITER		
PAUL CHRISTOPHER POINTER		
STUART ROBERT DURRANT		2012-02-16
Stephen Luff Smith		2016-07-14

**WEST BERKSHIRE MENCAP**

England & Wales - Charity number 1076658

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# Accounts

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**West  
Berkshire  
Mencap**

**Transforming Lives**



## Annual Report and Financial Statements 2024 - 2025

Providing information, support and services for adults  
and children with a learning disability, their families  
and carers in West Berkshire

Visit [www.wbmencap.org](http://www.wbmencap.org) or email [info@wbmencap.org](mailto:info@wbmencap.org)

## Contents

Introduction	3
A Message from our Chair	5
A Message from our CEO	7
Our Vision, Mission and Values	8
The Year in Numbers	9
The Context and ambitions of our work and services	10
Our Strategic Priorities	11
Services Provided in 2024 - 2025	14
Income Generation Report 2024 - 2025	20
Our Environmental Impact	22
Status and Administrative Information	23
Statement of director's responsibilities	32
Independent auditor's report	34
Statement of financial activities	38
Balance sheet	39
Cash flow statement	40
Notes to financial statements	41

This report was produced in house.  
We are grateful to all the people who supplied photographs.

## We help hundreds of people in West Berkshire with learning disabilities to live their lives the way they want

A learning disability is a reduced intellectual ability, usually identified soon after birth or in the early years, and will last a person's whole life.

Many people with a learning disability may find everyday activities challenging – for example household tasks, socialising or managing money. Other people, with a learning disability, need to be fully supported in all areas of their life, including communicating, personal care, and staying safe.

They are likely to take longer to learn and need support to develop new skills, understand information or interact with other people.

People with a learning disability may also have a learning difficulty (such as *dyslexia*) or be *neurodivergent* (such as having ADHD or being autistic).

Although a learning disability is permanent, many people can develop new skills throughout their lives. And of course, societies and communities can change to be more inclusive. With the right support and an inclusive community, people with a learning disability can thrive.

The level of support someone needs depends on the individual.

For example, someone with a mild learning disability may only need support with things like getting a job. However, someone with a severe or profound learning disability may need full-time care and support with every aspect of their life – they may also have physical disabilities.

There are different types of learning disability, which can be mild, moderate, severe or profound. In all cases a learning disability is lifelong.

It can be difficult to diagnose a mild learning disability as the individual will often mix well with others and will be able to cope with most everyday tasks. However, they may need support in other areas of their life such as filling out forms.

People with a severe learning disability or profound and multiple learning disability (PMLD), will need more care and support with areas such as mobility, personal care and communication. People with a moderate learning disability may also need support in these areas, but not definitely.

Every person is an individual with their own needs, but with the right support people with a learning disability can lead fulfilling lives in the way they choose.

A learning disability occurs when the brain is still developing (before, during or soon after birth). Several things can cause a learning disability.

Before birth things can happen to the central nervous system (the brain and spinal cord) that can cause a learning disability.

# West Berkshire Mencap

(A Company Limited by Guarantee)

A child can be born with a learning disability if the mother has an accident or illness while she is pregnant, or if the unborn baby develops certain genes.

A person can be born with a learning disability if he or she does not get enough oxygen during childbirth, has trauma to the head, or is born too early.

After birth, a learning disability can be caused by early childhood illnesses, accidents and seizure amongst other things.

Learning disability is not the same as mental health issues, although some people with a learning disability do also have mental health issues.



Our Children's Dance Club provides fun, socialisation and exercise on a weekly basis

## Message from our Chairman

As I write my Chairman's report, I think about the challenges that face West Berkshire Mencap, from financial to operational and all the work that goes on behind the scenes to ensure that we can continue to evolve and offer excellence to our service users both now and hopefully long into the future.



Our, Supported Living Homes, Adult Day Services, Family Advisor Service (FAS), Children's Services and The Mulberry Garden Therapeutic Horticultural Project, are all vital services in our local community. While we remain in challenging economic times, we have navigated an agreeable financial path regarding the funding that we receive with both the local authorities and we hope also the NHS for these services to remain sustainable going forward. While lead by our CEO, Sara Vaughan, and her leadership team, the services we provide would just not be possible without the support of a much wider team of fantastic staff and volunteers. This results in providing high quality care for a large number of adults and children with a wide range of learning disabilities. I am very grateful to everyone involved, you all play a vital role in the services we provide. I would also like to express my continued thanks to our clients who use our services and also their families for all the positive support that they provide.

As I said last year, we have had to tighten our belts and look toward alternative income streams and develop others, but with considered and astute stewarding from CEO Sara and her leadership team, we have been doing just that, the flagship of which is our hopefully soon to be delivered Shepherd's Hut which we are all excited about. You may recall that funds were raised for this project after being awarded the Greenham Trust accelerator funding. Several of us have been to visit Arbor Shepherd Huts in Wargrave during its construction and we were very impressed, and when delivered will provide much needed respite care.

Thank you to my fellow Trustees for your expertise and for the time that you have given over the last year which, in a number of instances, has been considerable. I am very grateful to you for all of your support.

We are now toward the end of our Platinum Jubilee Year 2024-25. The Organisation is 70 years old. We are responsible to ensure that it is fit and set to run for the next 70 years and we do not take that responsibility lightly! We are all ready for the challenge and to that end we are soon to complete our Jubilee Fundraising Campaign. We are currently close to raising our target of £70,000 in this special year. Fundraising activities have included the Supported Living Support Workers, who bravely completed a sky dive and the annual Race Day supported by over 250 local business people. There has also been a Golf Day and an Ascot Race Day at the Mencap Centre supported by the Mayor. Henry Axtell ran the Paris Marathon and raised over £3,500 for us and many more activities have taken place. I would also like to give a special mention to our Mulberry Garden Horticultural Project who had a very successful spring plant sale and raised over £5,000. Congratulations and a huge thank you to all involved!

# West Berkshire Mencap

(A Company Limited by Guarantee)

We have ambitious plans beyond this year and the difficult financial climate will mean that fundraising and income generation from within, will be an important ingredient in our success and growth going forward. How could you support our fundraising efforts? With your time, contacts and expertise? What local businesses do you know that have a corporate social responsibility and would like to be teamed with West Berkshire Mencap, a successful, local charity that provides vital services for people with a learning disability and their parents and carers in the local community? We are all about building strong, trusting relationships in the local community that work for everyone.

**Graeme Leech**  
Chair of Trustees



## Message from our CEO

The last year has been challenging. We have faced huge financial difficulties due to the funding available from the local authority and the NHS falling below what we needed to cover the cost of the huge increases in National minimum wage and Employers National Insurance Contributions.

The cuts we made last year to HR and cleaning continue to impact the daily work of our staff who have absorbed these tasks into their existing roles.

I do not underestimate just how hard that has been for them and I would like to take this opportunity to thank them for their dedication to the organisation and the clients.

This year we have concentrated on our 70<sup>th</sup> anniversary fundraising campaign which has been very successful. We continue to grow our programme of events and our PR activities.

We had our most successful Race Day ever raising over £25,000 profit.

We were delighted and proud to see the Friendship Skills Volunteering group win the Volunteering Award at the Greenham Volunteer Awards in November 2024.

People with a learning disability and their families in West Berkshire continue to rely on us for support and we cannot let them down. If we do not get paid enough to run our services, we cannot pay people what they deserve. And if we cannot employ enough good people, this will impact on the quality of the care we provide. This means we must concentrate on recruitment and the wellbeing of our staff and colleagues as well as our clients. It also means that raising income is key to us continuing to provide the important life changing services that people in our area with learning disabilities so badly need.

In closing, I would like to thank all the Staff, Trustees and Volunteers that make West Berkshire Mencap one of the largest and most successful charities in West Berkshire. I am proud to be the CEO of such a great organisation.

**Sara Vaughan**  
Chief Executive Officer



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Our priorities

#### Vision

Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

#### Mission

Our mission is to transform society's attitudes to learning disabilities and improve the quality of life of people with a learning disability and their families.

We will:

- listen to people with a learning disability
- raise awareness and change attitudes
- support all people living with a learning disability to lead fulfilling lives
- give up to date information and advice
- promote and support friendships and relationships
- promote and support healthy lifestyles

#### Values



## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

### **The Year in Numbers**

- ◇ 6 Tenants at Stella Maris House
- ◇ 7 Tenants at Heffernan House
- ◇ 6 Tenants in Jacobs Well House
- ◇ 2,500 Hours of care a week in Heffernan House, Stella Maris House and Jacobs Well which includes 86 hours of Outreach
- ◇ Leisure Plus delivered 656 sessions of activity per week which included cookery and drama
- ◇ 1837 Sessions attended at The Mulberry Garden during the year
- ◇ 6723 hours of care were delivered to Children
- ◇ 36 Gateway Club members
- ◇ 4881 Sessions attended at Link Up

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### The context and ambitions of our work and services

It has not been an easy year as funding is hard to come by and all charities are struggling to meet the funding challenges facing them.

It is a huge challenge to meet the cost of the yearly increases in National Minimum wage. We provide over 120,000 hours of care each year this means we need to find an extra £100k year on year to meet our salary costs. In 2024 the additional cost of the increases in Employers National Insurance added another £85k to our costs. This challenge cannot be underestimated.

These funding issues have had the effect of slowing our development plans because we have had to focus our attention primarily to the challenges of running a large voluntary organisation in these difficult times.

We have had regular Trustee Away Days to develop our strategic planning.

Our ambitions are to continue to modernise and update our approach, with a view to making West Berkshire Mencap relevant to today's young parents and families, whilst at the same time responding to the changing needs of older parents and clients. We want to transform the Mencap Centre into a hub where families and children with Learning Disabilities will feel welcome, safe and supported by a range of service offers provided directly by ourselves and also through trusted partnership working. We aim to have fully established our therapeutic horticultural services at the Enborne Gate site by June 2025 and to have begun redevelopment of the Mencap Centre. We aim to have developed our own 'glamping' Children's Respite Service to have our Shepherds Hut on site by the end of 2025. We have also begun to update and expand our Adult Day Services commercial offer in 2024-5.

By December 2026 we intend to have our Mulberry Café up and running and new and exciting services on offer at the Mencap Centre.

Our main priorities for the year 2024-5 were:

- to complete the Mulberry Project relocation – this has been held up due to Building regulation sign off.
- to embed and grow our programme of Fundraising Events – this has been achieved
- to continue to source funding for our Children's Glampervan Respite Project – this is ongoing and we are currently seeking funding for a wheelchair lift
- to find a supplier to build the Shepherds Hut – we did this and the Hut has been built
- to achieve our recruitment targets we exceeded our targets to reduce our reliance on Agency Staff
- to develop our business model at our Link Up project – pilot products are being tested

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

### **Our Strategic Priorities 2024-2025**

#### **Ensuring our support is right**

We continue to review our service delivery throughout the year. We surveyed staff, clients and families to ensure we were providing the very best services that we were able to do.

We reviewed our safeguarding practice and embedded our new safeguarding management system to check on our performance and we monitored changes we had made to our practices throughout the year.

#### **Making Mencap a better place to work**

By looking after our team of staff and volunteers we are able to provide great caring support to our clients. The main focus of the senior team for 2024-5 was to continue to focus on recruitment. We are pleased to report that we have reduced our reliance on Agency staff significantly although there is still some way to go. We will need to recruit care staff continually throughout the next 12 months to achieve our ambitious targets. We continue to be committed to meeting the legal requirement to pay the national minimum wage.

As a result of our experiences during Covid we have continued to offer flexible working to our staff teams with a mix of home/office working however we are moving back towards the majority of our staff being office based.

The new training system gives all staff access to a comprehensive programme of both compulsory and optional professional development training. The system allows us to monitor staff training levels and to ensure everyone has the appropriate level of training to do their job. We also provided additional levels of Care Management training to our staff.

#### **Piloting excellence in service Development**

We have embedded the Mulberry Garden into its new site and grown the team of volunteers working with the clients. This year saw our most successful plant sale ever and the project goes from strength to strength.

Our Family Advice Service has grown hugely over the year doubling the amount of service offered to clients. We are very proud of the work we are doing with young mums with Learning Disabilities who are going through the Courts System.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Our Strategic Priorities 2024-2025 cont.

#### Piloting excellence in service Development cont.

This year our Supported Living team sadly lost a client with a terminal illness. The team worked very hard to honour Wendy's wish to remain in her own home. We were all proud of how they supported the client and family at this very difficult time.



#### Wendy Morris 2022 – 2025

Although you are no longer with us,  
we will always remember the good times and the joy,  
laughter and good times we shared.

Forever in our hearts.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

### **Our Strategic Priorities 2024-2025 cont.**

#### **Making Mencap West Berkshire fit for the future**

Our plans to modernise the Mencap Centre are in place and we have begun work to raise the money to put these plans into action.

Our Glampervan Shepherd's Hut overnight respite project is nearing completion and we hope to have the service up and running by the end of 2025.

In order to secure the future of our services we have an ambitious programme of fundraising, events and grants and trust work.

We have established our Client user group to involve our service users in our plans and governance. They will meet for the first time in November 2025.



Photo showing what the Shepherd Hut will look like – arriving soon at our Mencap Centre!

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Services Provided in 2024-2025

**Link Up** started in 1995 as a small project, and has grown in size, to the point where we have up to 150 service users per week being able to take part in the project.

People with Learning Disabilities, learn all about real work in a supported environment, allowing individuals to access work skills, who wouldn't normally have the opportunity. Work can consist of light assembly, picking, packing and mail shots for companies who value the work that the Link Up team complete to very high standards and produced in a very timely manner.

Link Up provides education alongside the work opportunities, including courses on literacy, numeracy, monetary skills, CV writing, keeping safe in the community and keeping safe online, as examples.

The team works together, with staff and volunteers to reach individual goals, to learn to maximise their skills and to have fun, in a structure and supported environment.

Link Up offers work experience to a range of local schools and in addition offers University in Health and Social Care student placements – these opportunities help to widen individuals' knowledge of Learning Disabilities, both in education and in the local community.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Services Provided in 2024-2025 cont.

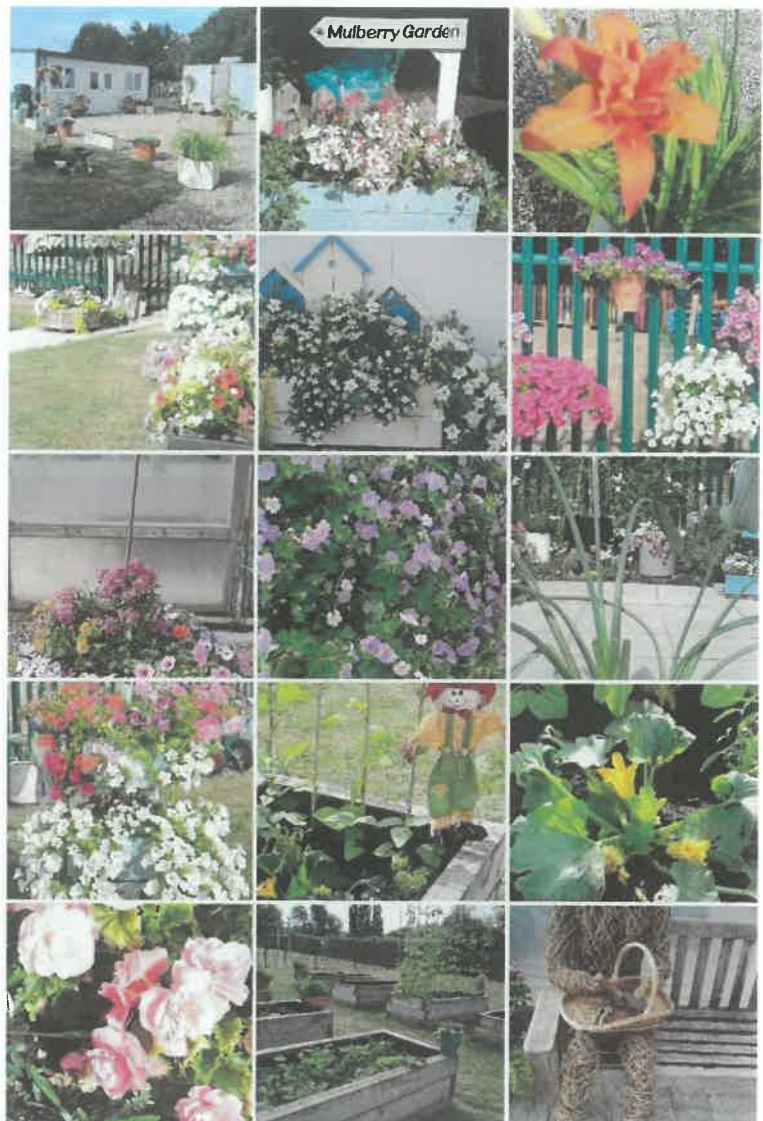
**Leisure Plus** provides people with learning disabilities over the age of 18 with the opportunity to develop their life skills. The group enjoy a varied programme of activities including cooking and craft activities.

**Mulberry Garden** is a Therapeutic Gardening Project where trainees are kept busy all day learning new skills. As they make plants grow, they also grow in confidence and self-esteem. The work is therapeutic: sensory, social, interactive, providing a sense of responsibility, as well as an opportunity to learn new skills and the opportunity do real work and learn work skills.

We have expanded in numbers this year without losing our small group ethos.

Each trainee had an individual learning programme of practical gardening and greenhouse-based activities, as well as the day-to-day responsibility of keeping the building tidy and workplace running smoothly. They were assessed for all practical activities, including making the morning and afternoon drinks, cleaning and tidying, and develop a portfolio of evidence as a record of all their achievements.

The project also produces wood products made from recycled pallets and other discarded wood.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Services Provided in 2024-2025 cont.

**Friendship Skills** delivered a development programme last year making a positive difference to the lives of people with a learning disability in a fun inclusive environment. We equipped people with social and life skills promoting social inclusion, equality and understanding between those with a learning disability and the public. The group supported by a fantastic team of volunteers enjoyed a varied programme of activities including outings, cooking and leisure activities.

They also have an active drama group and this year they produced and performed in a Snow White Production aimed to support the My Wills and Wishes Project.

Through the delivery of a range of purpose-built training and awareness programs supported by highly trained staff and guest speakers who are expert in their field, we achieved our aim to help people with learning disabilities become as independent as possible, connect with their local communities and develop a social network.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Services Provided in 2023-2024 cont.

**Gateway Club** is a weekly social club for adults with a learning disability to enable them to meet up with their peers, socialize and join in a wide range of activities in a safe and welcoming environment. This year we added a Karaoke machine to the activities on offer. Staff from our YCS service raised the money for this by doing a sponsored Skydive.



**Supported Living Service**, throughout the year we have provided high-quality care to people with learning disabilities in our supported living houses. Our clients all have very complex needs and many have severe physical disabilities as well as Learning Disabilities. We supported 18 clients, 1 flat remains vacant. Our service ran 24/7 365 days of the year. Each house is staffed 24 hours a day and all our staff are fully trained to meet the complex needs of our clients who all receive a bespoke care package.

Each of our clients has their personal individual care plan, to ensure all their needs are met. Whether it's help with the shopping, or taking medication, going on an activity or having a bath, our staff are there to help them make the most of their life and feel safe and protected whilst doing the things they choose to do enabling them to enjoy life to the full. We involve families in the service and have had family events throughout the year, including summer BBQ's, Halloween and Christmas Parties. This year the annual holiday to Butlins was a great success and a fun time was had by staff and clients.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Services Provided in 2024-2025 cont.

**Children's Services** continued to run an Outreach service during 2024-20245 as well as an After-School Service and this proved very successful. We continued to recruit to the team. As always, we had a number of teen volunteers who are usually hoping to study medicine or related subjects who learn valuable life skills themselves and develop a deeper understanding of Learning Disability in their time with us.

The service continued to provide Children's Outreach Short Breaks Services and additionally provide individually commissioned bespoke packages for families. We provided the following services:

1. Ran playschemes throughout the all the school holidays of 2024-5
2. Ran self-funding group activities for Children including a Dance group, personal care and grooming, boy's activity sessions etc.
3. Continued to provide a Bursary scheme to support families
4. Expanded our gardening and external messy play facilities for Children
5. Grew Parent support Services
6. established Parent coffee mornings each week
7. Continued to develop our Volunteer Support teams



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Services Provided in 2024-2025 cont.

**Family Advice Support Services** continued to be in high demand. Families received support from our team with benefit claims, child protection issues, deputyships, and much more. We supported people with Learning Disabilities going through the court system and through their interactions with Safeguarding and other stressful life events. We began to develop a Deputyship Service as part of this department. Additionally, we:

1. Expanded our Family Advice Services
2. Developed our court support services
3. Developed our parent and baby services
4. Continued to implement Partnership working across West Berkshire area



## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

### **Income Generation Report 2024-2025**

West Berkshire Mencap's funding is mainly provided by the delivery of services paid for by local authorities, the NHS and individuals with personal budgets.

We also raise funds by applying to Trusts and Foundations to support specific services or projects. These are all monitored carefully to ensure that we comply with the terms of the grant.

The Grants and Trust Fundraising responsibility lies specifically with the CEO and we concentrated our efforts on developing our income generation work throughout the year. Suzie Empson our Events and Fundraising Manager lead on the Development of our new yearly Events Programme building on the success of our 2 long established events, the Race day and The Dew Pond dinners. This work extended and consolidated our unrestricted income stream.

Our PR Events and Fundraising Manager, has made a great start developing this work. Building on our yearly Race Day and Dew Pond Dinners, we also launched our new Golf Day which was a great success.

Other fundraising events this year included:

- Mulberry Garden Open days
- Operation Lawn Mower
- Wreath Making Events
- Championship Golf Day
- Craft Fair
- Christmas Carol Service



We were also fortunate to receive donations from individuals, particularly from people who either use or have used our services and wish to show their appreciation.

We are extremely grateful to Newbury Rotary Club who continue to support our work with fundraising and volunteering.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Income Generation Report 2024-2025 cont.

Additionally, we:

1. Continued to work to make sure we had funds to complete the Mulberry Project
2. Worked with the Fundraising Manager to Develop an Events and Fundraising plan for 2025-26 onwards
3. Delivered our Quarterly Newsletter
4. Sourced funding for our development plans
5. Revamped our Website
6. Implemented a new social media strategy

West Berkshire Mencap are grateful to the following as well as all the anonymous amounts for grants and donations for our Glampervan Project from:

- Rookwood
- Graeme & Gill Leech for doing the Ridgeway Walk to raise funds
- Paul Pointer through JustGiving
- WSP Foundation
- Spirit of the Vale

West Berkshire Mencap are grateful to the following for Grants received:

- Funds received through The Good Exchange with specific match funding from Greenham Trust
- Berkshire Community Foundation
- Skills for Care

West Berkshire Mencap are grateful to the following for Donations received from individuals and various platforms:

- Henry's Marathon via GoFundMe
- Mason Farm
- Much Loved Donations in memory of
- Shalini's Motorcycle Ride via JustGiving
- BNI
- Bungee Jump via JustGiving
- JustGiving
- Easy Fundraising
- CAF
- West Berkshire Lottery
- Amazon Smile
- EasyFundraising
- And all those who we have not mentioned individually – thank you



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Our Environmental Impact

Our vision is for West Berkshire to be the best place in the world for people with a Learning disability to grow up, live, work and have fun.

We continue to face our environmental challenges and respond by working with people and organisations at a community and society level.

More flexible working has reduced energy costs in our offices. We have moved our working practices on-line reducing our paper, ink and photocopying consumption in all areas of our work.

Our new Supported living unit, Jacobs Well was developed with The Greenham Trust incorporating the latest energy efficient technology including an air sourced heating system.

We developed our new Mulberry Garden with recycling in the forefront of our minds. We received a grant from The Greenham Trust and West Berkshire council to install a full water recycling system which has reduced our water consumption.

The Mulberry Garden wood working project uses entirely re-cycled wood pallets in order to make all of their products.

Additionally clients are growing and cooking their own fruits and vegetables.

We have also developed an extensive composting scheme which reduces our reliance on purchased compost.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Status and Administration

West Berkshire Mencap is a company limited by guarantee (number 3790942) incorporated on 17 June 1999 and is a registered charity (Charity No: 1076658). Its revised Memorandum governs the charity and Articles of Association adopted 17<sup>th</sup> November 2016.

Members appoint all directors at the Annual General Meeting and each appointment is for a year. There is a 5-year restriction on the length of tenure of the Chair.

Decisions are made by line managers and, ultimately, by the Chief Executive. The Board of Directors makes policy decisions. Strategic decisions are formed at Board level using information from staff and users to help in the decision-making process.

Directors (Trustees) who have served during the year are as follows:

Graeme Leech - Chair  
Paul Pointer - Treasurer  
Darren Anderson  
Stuart Durrant  
Gill Leech  
Steve Luff-Smith  
Tom Rossiter  
Alastair Chapman  
Jean Laurie (appointed 5 December 2024)

Sara Vaughan - Chief Executive  
Tony Ferguson – Company Secretary

The Key Management Personnel are the Trustees as above, Sara Vaughan as Chief Executive, Tony Ferguson and Jane Hall as Deputy CEO's, Michelle Greenfield as Head of YCS, Caroline Austin as Head of Children's and Family Support and Advice Services, Kerry Fourie as Finance Manager, Paul Harris as Head of Adult Day Services and Suzie Empson as PR, Events and Fundraising Manager

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Structure, Governance and Management

Trustees are sought from a wide range of backgrounds and disciplines in order to ensure that the charity is governed effectively. A skills audit has shown that we have a good range of Trustees with backgrounds in finance, legal, management and politics whilst also maintaining soft skills such as team work, problem solving, facilitation and decision making. Trustees are asked to sign to show that they understand the role of the Trustee and to ensure that they have declared an interest in everything they need to. They are given an induction pack to give them information about the charity. They are also offered an induction tour of our services as we are based on several sites in the district. It is important to have a diverse range of Trustees to reflect our diverse society. Trustees are offered regular training.

### Compliance with the Code of Good Governance

West Berkshire Mencap's board continued to demonstrate its strong commitment to the Code of Good Governance.

### Principal Objects of the Charity

The objects of West Berkshire Mencap are:

*The relief of people who are in need by reason of their disability, (with an emphasis, priority and focus on the relief of people with a learning disability, their families, dependants and carers), by the provision of services, support and information, leading to independent living opportunities and/or improved life chances, and also by challenging discrimination through campaigning, lobbying and promoting user representation.*

It does this by carrying out activities in the following areas:

1. Promotes the care, treatment and education of people with learning disabilities and their families/carers and secure provision commensurate with their needs.
2. To increase public knowledge of the problems faced by people with learning disabilities and their families/carers.
3. To become acquainted with all people with a learning disability and their families/carers within the local area, to listen to them and develop services that take their views into consideration.
4. To foster mutual help, co-operation and friendships between parents, guardians, relatives and all entrusted with the care of those with a learning disability.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Structure, Governance and Management Cont.

5. To provide support and a signposting service to other organisations and work in partnership to ensure that people with a learning disability and their families/carers have the rights and opportunities that they are entitled to.
6. To provide respite for families.

### Ensuring that our work deliver our aims

The activities, which West Berkshire Mencap undertake, are defined by the organisation's strategic plan, which takes the form of a rolling 3-year plan (2024 -2027) at this point. This report outlines our activities over the past twelve months and how those activities brought benefits to people with learning disabilities and their families and carers.

In monitoring the progress of our development plan, and in the consideration of future plans, the board is ever mindful of how West Berkshire Mencap's public benefit, as defined in our objects, is delivered. The Board has reviewed and has had regard to the Charity Commission's general guidance on public benefit.

### Criteria used to assess success

Our Development Plan Tracker monitors our performance and is assessed at every Trustee Board Meeting.

We have a Senior Management Team (SMT) that meet every month to monitor our progress against our objectives.

We work hard to foster service user involvement in our services. We have representatives from our families and service users on our Trustee Board. We have regular family get togethers at social events and Friendship skills has a committee as well as meetings to determine the group ethos and plan their monthly calendar. User feedback is essential to the integrity of our service development.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Financial Results and Reserves Policy

Funding for the charity continued to primarily come from the provision of direct service delivery from sessional fees, domiciliary care fees and local authority grants for services. Despite financial pressures on the health and social care system, in the year to 30 June 2025, incoming resources increased to £3,852,087. The supported living units were well occupied, and the third house was open for the entire year resulting in an increase in care sessional fees income to £2,784,627 this year (2023/24 = £2,396,754). Further analysis of our income is given in note 4 of the accounts.

We have again considered the impact and the increased costs, in particular the Employers National Insurance increase and minimum wage increase in conjunction with income awards not matching these extra costs, on future income streams and reserves, via cashflow modelling, and despite the ongoing uncertainty in the Charity Sector, are satisfied that our reserves should remain sufficient in the short to medium term to meet our ongoing needs to fulfil our services.

Staff recruitment, in the care sector continues to be the biggest challenge we have. The rise in Employers National Insurance and the minimum wage has led to a huge increase in salary costs moving forward however, the success of recruiting permanent staff has resulted in less reliance on Agency Staff. This is still being addressed and recruiting more of our own staff is still a priority. This year expenditure has risen to £3,744,005 (2023/24 = £3,528,817). Our largest cost continues to be staffing which is 80% (2023/2024 was 79%) of this total. Further analysis of our expenditure is given in notes 5- 7 of the accounts.

This has resulted in a surplus this year of £108,082 as opposed to a loss last year of £119,615.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

We recognise the importance of maintaining a reserves policy. Restricted funds are very important for providing a degree of security for many of our existing projects and services and enabling us to develop and expand services in response to the needs of service users. However, restricted funds are just that – funds restricted to specific purposes that cannot be spent on other things, for example, if they are donated for a specified purpose or are earned in fees or other service specific income.

This security is however only short term and we aspire towards having free reserves to meet our support cost working capital obligations for three months' support salaries and other smaller costs. This total is £90,132, and at the year-end free reserves were negative to the tune of £48,084, as shown below. In order to bridge the gap of free reserves in future a greater element of costs may be met by other services, with additional unrestricted grant funding being sought.

In defining its reserves policy, West Berkshire Mencap has considered what level of free reserves it is appropriate for the charity to hold in order to demonstrate appropriate financial management and financial sustainability. For West Berkshire Mencap free reserves, for which a policy is needed, represent unrestricted general funds of the charity and exclude the restricted funds held.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Financial Results and Reserves Policy cont.

The determination of an appropriate reserves level is a key part of the strategic planning process. This is linked into a risk assessment of key areas of income and expenditure, along with the following:

- Working capital
- Financial risk management
- Future strategic development

The Trustees review the reserves level on an annual basis, along with the risk assessment of key areas of income, as this provides the information on an adequate level of reserves to be maintained in order to ensure security of existing services in the short term.

	<b>2025</b>	<i>2024</i>
	<b>£</b>	<i>£</i>
Total charity funds per balance sheet:	<b>960,711</b>	<i>852,630</i>
<b>Deduct</b>		
Endowment funds	<b>206,963</b>	<i>214,616</i>
Restricted funds	<b>572,789</b>	<i>440,540</i>
Designated funds	<b>72,817</b>	<i>66,807</i>
Fixed assets held in general funds	<b><u>156,226</u></b>	<i><u>161,713</u></i>
Free reserves	<b><u>(48,084)</u></b>	<i><u>(31,046)</u></i>

See also note 13 for the analysis of net assets by fund.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Investment Policy

The Trustees adopt a low risk approach to investments. They are considered at Trustee meetings and any surplus over and above immediate working capital requirements is invested in a number of short-term bonds at various institutions to get the best rate of return and mitigate the risk of financial loss. All other free cash is invested in deposit accounts.

### Risk Management

A formal review of the charity's risk management processes is undertaken on an annual basis.

The key controls used by the charity include:

- Formal agendas for all Board and committee activity
- Comprehensive strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels.
- Review and sign off of expenditure and journals at trustee meetings

The identified risks are prioritised in terms of the likelihood of occurrence and potential impact. The Board reviews actions taken to mitigate the risks and assesses the residual risk remaining after implementing those actions. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Key risks have been identified as follows:

- Ensuring financial sustainability and income streams against a background of ongoing cuts to services from local authority
- Quality or process issues in services leading to problems with regulators or commissioners
- Staffing and the need to recruit, train and retain sufficient staff to ensure all service are delivered safely by competent staff

The Trustees have reviewed the adequacy of West Berkshire Mencap's internal controls, which are articulated in a controls and procedures manual. Procedures have been established for reporting failings to the appropriate levels of management and the Board of Trustees. As a result, Trustees can conclude that all major risks have been identified and the appropriate steps to mitigate these risks have been put in place.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

### **Quality of Services**

At least once a year we ask for feedback about all our services from everyone who has anything to do with us whether they be users, parents, carers, social workers, home staff etc. The responses to these surveys feed into the decisions taken about changing the services to fit with the funding we receive. The results were very positive; our services are considered essential to parents and carers and of a consistently high quality. We continue our monitoring informally by talking to the people we support, their carers and other stakeholders so that we can act quickly to spread improvement or prevent the negatives.

### **Public Benefit**

The trustees have had regard to the public benefit guidance issued by the Charity Commission in determining their activities for the period.

One of the issues raised by our surveys is that our organisations mission is not always fully understood by the general public. People sometimes think that we are a mental health charity or that we are a branch of Royal Mencap and get our funding from them.

We are extremely good at using social media like Facebook, Twitter etc and have a core number of staff, who ensure that our profile is active. We have also been able to communicate very successfully to volunteers and supporters about our activities and events.

Some of the events we hold are not purely to raise funds, they are also to raise our profile and enable us to be known to more people who may need our services or who may want to help us.

We also re-tweet other organisations that have a similar client group or match our ethos or objectives. For example, we have a relationship with other local Mencap's which have been established through social media. We will continue to develop our presence on social media and provide ongoing training to those who need it.

West Berkshire Mencap provides many volunteering opportunities and does very well at recruiting, and retaining, young volunteers. One of the unique features of the play schemes is that we try to offer a one to one volunteer for each child that attends. These volunteers are recruited from local schools and colleges and give up their free time to volunteer at West Berkshire Mencap. All of these volunteers are offered a wide range of training which includes disability awareness training, first aid, communication skills and many others.

Many of these young volunteers go on to choose a career based on their experiences as a volunteer, they go on to look at jobs as Teachers, Doctors, Physiotherapists, and many return while they are at university, to continue volunteering. They also take up volunteering with other organisations in other areas.

Older volunteers work as job coaches, accompanying clients on job taster sessions, some drive or assist on different projects. We have volunteers from all sections of the community including people with learning disabilities.

West Berkshire Mencap also employs adults with learning disabilities.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

West Berkshire Mencap provides many services that are not being provided by anyone else in this area. We provide respite, work experience, training and leisure opportunities. These benefit not only the users, but also their families and professionals. Families get valuable respite and the clients learn or play and widen their experiences and ability. Our aim is that people with learning disabilities get access to the same life experiences that everyone else has, hopefully positive but sometimes negative. We continue to be an organisation that takes the most challenging people who cannot be supported by any other organisation.

### **Related Parties**

West Berkshire Mencap cooperates with a number of other local organisations in the delivery of its services as mentioned above. These include Newbury College, Get Berkshire Active, Greenham Trust and West Berkshire District Council.

### **Policy for setting remuneration**

West Berkshire Mencap is committed to ensuring that we pay our staff fairly and in a way that ensures that we attract and retain the right skills to enable the organisation to survive and thrive. Senior Management meet to discuss any proposed annual increase for staff as part of the annual budget setting process and in the context of the funding for the organisation. The decision on an annual award, (if any) is taken by the Board of Trustees. The salary of the Chief Executive is set directly by the Board of Trustees. Individual roles which arise during the year, or where roles are changed, are benchmarked against the external market by Senior Management before setting an appropriate rate.

# West Berkshire Mencap

(A Company Limited by Guarantee)

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Patrons

Richard Benyon  
Ricky Groves  
David Smith MRICS  
Daniel Galmiche

Lorraine Chase  
Paul Shinar  
Josh Dugdale

### Trustees

Graeme Leech - Chair  
Paul Pointer - Treasurer  
Darren Anderson  
Stuart Durrant  
Gill Leech  
Steve Luff-Smith  
Tom Rossiter  
Alastair Chapman  
Jean Laurie (appointed 5 December 2024)

### Chief Executive

Sara Vaughan [and Company Secretary] (appointed 1 August 2025)

### Deputy Chief Executives

Tony Ferguson [and Company Secretary] (resigned 1 August 2025)  
Jane Hall

### Registered Office

The Mencap Centre  
Enborne Gate  
Enborne Road  
Newbury  
Berkshire  
RG14 6AT

### Auditors

UHY Ross Brooke  
Statutory Auditor  
Suite 1, Windrush Court  
Abingdon Business Park  
Oxfordshire  
OX14 1SY

### Bank

National Westminster Bank plc  
Newbury Market Place  
30 Market Place  
Newbury  
Berkshire  
RG14 5AJ

### Solicitors

Gardner Leader  
White Hart House  
Market Place  
Newbury  
Berkshire  
RG14 5BA

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025**

### **Statement of director's responsibilities**

The Trustees (who are also directors of West Berkshire Mencap for the purposes of company law) are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards.)

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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions, 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 and the provisions of the charity's constitution. 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.

So far as the directors are aware, there is no relevant audit information of which the charity's auditors are unaware. The directors have each taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The Board of Directors, who are the charity Trustees for the purposes of the Charities Act 2011, present their Annual Report for the year ended 30 June 2025 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for the year. The Board confirms that the latter comply with the requirements of the Charities Act 2011, the Companies Act 2006, the Company's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 June 2025

### Auditors

A resolution reappointing UHY Ross Brooke as auditors to the company will be put to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board:



P Pointer

Director

Date: 26 November 2025

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WEST BERKSHIRE MENCAP

### Opinion

We have audited the financial statements of West Berkshire Mencap (the 'charitable company') for the year ended 30<sup>th</sup> June 2025 which comprise Statement of Financial Activities, Balance Sheet and Cash Flow Statement 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 30 June 2025, 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's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 charitable company'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 Trustees 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, except to the extent otherwise explicitly stated in our report, 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.

#### Opinions on other matters 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 (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit ; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 32, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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

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.

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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

We have considered:

- the nature of the charity and sector, control environment and operating performance;
- the charity's own assessment, including assessments made by key management, of the risks that irregularities may occur either as a result of fraud or error;
- any matters we identified having reviewed the charity's policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed amongst the audit engagement team.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the areas in which management is required to exercise significant judgement, such as recognition of income. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context were the Companies Act and tax legislation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

# West Berkshire Mencap

(A Company Limited by Guarantee)

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Caroline Webster FCA (Senior Statutory Auditor)  
For and on behalf of UHY Ross Brooke  
Statutory Auditor  
Suite 1  
Windrush Court  
Abingdon Business Park  
OXFORDSHIRE  
OX14 1SY  
Date: 05.12.2025

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 June 2025

(Incorporating an income and expenditure account)

	Note	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2025 £	Total 2024 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations & legacies		9,142	382	-	9,524	8,448
Charitable activities	4	5,665	3,607,567	-	3,613,232	3,189,707
Other trading		99,378	58,318	-	157,696	139,633
Investments		8,925	-	-	8,925	9,407
Other Income	3	<u>8,089</u>	<u>54,621</u>	-	<u>62,710</u>	<u>62,007</u>
<b>Total income</b>		<b><u>131,199</u></b>	<b><u>3,720,888</u></b>	-	<b><u>3,852,087</u></b>	<b><u>3,409,202</u></b>
<b>EXPENDITURE ON:</b>						
Raising funds		7,835	-	-	7,835	23,946
Charitable activities	5	<u>139,879</u>	<u>3,588,638</u>	<u>7,653</u>	<u>3,736,170</u>	<u>3,504,871</u>
<b>Total resources</b>	7	<b><u>147,714</u></b>	<b><u>3,588,638</u></b>	<b><u>7,653</u></b>	<b><u>3,744,005</u></b>	<b><u>3,528,817</u></b>
<b>Net income/(expenditure)</b>		<b><u>(16,515)</u></b>	<b><u>132,250</u></b>	<b><u>(7,653)</u></b>	<b><u>108,082</u></b>	<b><u>(119,615)</u></b>
Transfers between Funds	12	-	-	-	-	-
<b>Net movement in Funds</b>		<b><u>(16,515)</u></b>	<b><u>132,250</u></b>	<b><u>(7,653)</u></b>	<b><u>108,082</u></b>	<b><u>(119,615)</u></b>
<i>Funds at 1 July 2024</i>		<u>197,474</u>	<u>440,540</u>	<u>214,616</u>	<u>852,630</u>	
<b>Funds at 30 June 2025</b>		<b><u>180,959</u></b>	<b><u>572,790</u></b>	<b><u>206,963</u></b>	<b><u>960,712</u></b>	

The notes on pages 41 to 56 form part of these accounts

# BALANCE SHEET FOR THE YEAR ENDED 30 June 2025

Company Number: 3790942

	Notes	2025		2024
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	8		<b>476,391</b>	534,048
<b>CURRENT ASSETS</b>				
Debtors	9	<b>583,636</b>		361,302
Cash at bank and in hand		<b>269,216</b>		<u>313,296</u>
		<b>852,852</b>		674,598
<b>CREDITORS:</b> Amounts falling due within one year	10		<b>368,532</b>	<u>356,016</u>
<b>NET CURRENT ASSETS</b>			<b>484,320</b>	<u>318,582</u>
<b>NET ASSETS</b>			<b>960,711</b>	<u>852,630</u>
<b>FUNDS</b>				
Unrestricted	General	12	<b>108,142</b>	130,667
	Designated	12	<b>72,817</b>	66,807
Restricted		11	<b>572,789</b>	440,540
Endowment		11	<b>206,963</b>	<u>214,616</u>
		13	<b>960,711</b>	<u>852,630</u>

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

The financial statements were approved and authorised for issue by the board and were signed on its behalf on: 26 November 2025

Graeme Leech  
Chairman

*Graeme R. Leech*  
GRAEME R. LEECH, AS CHAIR OF TRUSTEE  
FOR AND BEHALF OF W.B. MENCAP

Paul Pointer  
Treasurer

The notes on pages 41-56 form part of these accounts

**West Berkshire Mencap**  
(A Company Limited by Guarantee)

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 June 2025

	2025 £	2024 £
<b>Cash flows from operating activities</b>		
Net cash (used in) provided by operating activities	<u>(43,518)</u>	<u>(7,472)</u>
<b>Cash flows from investing activities</b>		
Proceeds from sale of asset	(562)	-
Proceeds from sale of property, plant and equipment	-	-
Purchase of property, plant and equipment	(0)	(0)
Net cash used in investing activities	<u>(562)</u>	<u>(50,365)</u>
Change in cash and cash equivalents in reporting period	<b>(44,080)</b>	<i>(57,837)</i>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<b><u>313,296</u></b>	<i><u>371,133</u></i>
Cash and cash equivalents at the end of the reporting period	<b><u>269,216</u></b>	<i><u>313,296</u></i>

**Reconciliation of net income/expenditure to net cash flow from operating activities**

	2025 £	2024 £
Net income/(expenditure)	<b>108,082</b>	<i>(119,615)</i>
<b>Adjustments for</b>		
Depreciation charges	<b>56,520</b>	<i>62,936</i>
Loss/(profit) on the sale of fixed assets	<b>1,698</b>	<i>-</i>
(Increase)/decrease in debtors	<b>(222,334)</b>	<i>(32,162)</i>
(Decrease)/increase in creditors	<b><u>12,516</u></b>	<i><u>81,369</u></i>
	<b><u>(43,518)</u></b>	<i><u>(7,472)</u></i>

**Analysis of cash equivalents**

	2025 £	2024 £
Cash in hand	<b>150,330</b>	<i>223,446</i>
Notice deposits	<b><u>118,886</u></b>	<i><u>89,850</u></i>
Total cash and cash equivalents	<b><u>269,216</u></b>	<i><u>313,296</u></i>

## Notes to financial statements for the year ended 30 June 2025

### 1. COMPANY INFORMATION

The principal activity of the charity is the provision of services for people with a learning disability and their parents, carers and professionals. The charity (registered number 3790942 and charity number 1076658) is incorporated and domiciled in the UK. The address of the registered office is The Mencap Centre, Enborne Gate, Enborne Road, Newbury, Berkshire, RG14 6AT.

### 2. ACCOUNTING POLICIES

#### Basis of preparation

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

West Berkshire 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 note.

The Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the next financial year with no requirement for external funding. The impact of a difficult financial funding outlook has meant that the senior team and trustees have updated and continue to closely manage budgets and forecasts based on current estimates. This is to ensure that the charity has sufficient facilities in place to meet operating cash requirements going forward. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

#### Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described in note 2, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

## Notes to financial statements for the year ended 30 June 2025 cont.

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

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

### Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from donations & fundraising is recorded on a receipt basis.
- Incoming resources from charitable trading activity are accounted for when earned.

Where grants receivable relates directly to the provision of services, they are accounted for as grants and contract work. Other grants are accounted for as donations and legacies.

### Resources expended

Expenditure is recognized on an accrual basis as each liability is incurred.

Costs of generating funds comprise the costs associated with fundraising 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 central costs of an indirect nature necessary to support them. Central costs, not covered by other incoming resources, are recharged to the individual funds on an estimate of the staff time and space used by the activity.

## Notes to financial statements for the year ended 30 June 2025 cont.

Charitable expenditure is reported under three sub headings:

- Staff costs relating to the provision of services.
- Other activity expenditure.
- Support costs comprising support staff, premises costs, IT costs and general office costs. In previous years, Governance costs (costs associated with meeting the constitutional and statutory requirements of the charity, the audit fees and costs in respect of the strategic management of the charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within support costs. Termination payments to staff are accounted for when the payment is agreed.

### Fund Accounting

Unrestricted funds held by the charity are those which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are where specific conditions are imposed by the donor which restricts the use of unspent funds. The income is taken directly to the relevant restricted funds.

### Restricted funds

Where specific conditions imposed by the donor would restrict the use of unspent funds, the income is taken directly to the relevant restricted funds. Restricted income also arises from the income generated by each activity, which the Trustees then consider to be restricted to continuing and improving that service as that would be the expectation of the users and their carers. Deficits on funds are met from unrestricted fund.

### Designated Funds

The Directors have set up a 'sinking fund' in respect of future maintenance costs on the respite bungalow and on Heffernan House.

### Endowed Funds

These are funds provided to the charity for ongoing use as a Respite Centre.

### Depreciation and capitalisation of fixed assets

Fixed assets are depreciated over their expected useful economic lives as follows:

Freehold Property	2% straight line
Leasehold Property	10% straight line
Motor Vehicles	25% reducing balance
Equipment with a value between £1000 and £4999	25% straight Line
Equipment with a value over £5000	25% reducing balance

Contributions towards the cost of fixed assets are included as income whilst the gross cost of fixed assets are capitalised. Items under £1,000 are not capitalised.

## Notes to financial statements for the year ended 30 June 2025 cont.

### Operating leases

Rentals payable under operating leases are taken to the Statement of Financial Activities as they fall due.

### Pension costs

The company contributes to an Occupational Master Trust Pension Scheme for all eligible employees and follows the allocation of staff costs.

### Donated assets

Donated assets intended for continuing use by the charity are included as donations in the year of the gift. The value placed on these items is the approximate value that it would have cost the charity to purchase those items based on published price lists for similar items offered for sale.

### Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

### Creditors and provisions

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value

### Company limited by guarantee

The company is a Company limited by guarantee, and is a registered Charity. Each members' liability would be limited to an amount not exceeding £1 in the event of the company winding up. There are eight (8) members for these purposes at the year-end.

## Notes to financial statements for the year ended 30 June 2025 cont.

### 3. NET INCOMING RESOURCES

Are stated after charging the following:	<b>2025</b>	<i>2024</i>
	<b>£</b>	<i>£</i>
Depreciation of tangible assets	<b>56,520</b>	<i>62,936</i>
Auditors fees - audit (excl VAT)	<b>11,400</b>	<i>12,480</i>
- other	-	-
Other operating leases	<b>109,860</b>	<i>110,560</i>
Loss on disposal of assets	<b>(1,698)</b>	-

### 4. CHARITABLE ACTIVITIES

	<b>Sessional Fees</b>	<b>Residential Income</b>	<b>Respite Centre Rent</b>	<b>Sheltered Workshop</b>	<b>Grants and Contract Work</b>	<b>Total 2025</b>	<i>Total 2024</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<i>£</i>
Children's Services	<b>86,425</b>	-	-	-	<b>30,000</b>	<b>116,425</b>	<i>112,603</i>
Grant Income for all Services	-	-	-	-	<b>5,665</b>	<b>5,665</b>	<i>4,832</i>
Adult Day Services	<b>111,160</b>	-	-	<b>48,985</b>	<b>501,222</b>	<b>661,367</b>	<i>635,725</i>
Care and Housing	-	<b>2,751,061</b>	<b>33,566</b>	-	-	<b>2,784,627</b>	<i>2,396,754</i>
Advice and Advocacy	<b>31,286</b>	-	-	-	<b>13,862</b>	<b>45,148</b>	<i>39,793</i>
	<b>228,871</b>	<b>2,751,061</b>	<b>33,566</b>	<b>48,985</b>	<b>550,749</b>	<b>3,613,232</b>	<i>3,189,707</i>
<i>2024</i>	<i>305,057</i>	<i>2,278,588</i>	<i>32,052</i>	<i>49,450</i>	<i>524,560</i>	<i>3,189,707</i>	

### 5a. CHARITABLE EXPENDITURE

	<b>Staff Costs</b>	<b>Depreciation</b>	<b>Other Operating Expenses (Note 5b)</b>	<b>Support Costs (Note 6)</b>	<b>Total 2025</b>	<i>Total 2024</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<i>£</i>
Children's Services	<b>110,323</b>	<b>2,274</b>	<b>1,372</b>	<b>27,582</b>	<b>141,551</b>	<i>125,493</i>
Adult Day Services	<b>314,810</b>	<b>27,147</b>	<b>45,886</b>	<b>298,315</b>	<b>686,158</b>	<i>638,908</i>
Care and Housing	<b>2,183,877</b>	<b>10,583</b>	<b>23,694</b>	<b>510,830</b>	<b>2,728,984</b>	<i>2,578,487</i>
Advice and Advocacy	<b>24,438</b>	-	<b>4</b>	<b>15,156</b>	<b>39,598</b>	<i>34,868</i>
General	-	-	<b>71,166</b>	<b>68,713</b>	<b>139,879</b>	<i>127,115</i>
	<b>2,633,448</b>	<b>40,004</b>	<b>142,122</b>	<b>920,596</b>	<b>3,736,170</b>	<i>3,504,871</i>
<i>2024</i>	<i>2,370,163</i>	<i>38,699</i>	<i>139,592</i>	<i>956,417</i>	<i>3,504,871</i>	

# West Berkshire Mencap

(A Company Limited by Guarantee)

## Notes to financial statements for the year ended 30 June 2025 cont.

### 5b. OTHER OPERATING EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2025 £	Total 2024 £
Activities cost	-	1,740	-	1,740	2,015
Project expenditure	-	4,685	-	4,685	3,481
Events	50,370	9,986	-	60,356	54,325
Training subsistence	-	23,146	-	23,146	22,621
Sheltered workshop materials	-	-	-	-	5,949
Motor expenses	-	12,703	-	12,703	12,317
Insurance	20,352	13,023	-	33,375	31,228
Sundry expenses	444	5,673	-	6,117	7,656
	<b>71,166</b>	<b>70,956</b>	-	<b>142,122</b>	<b>139,592</b>
<i>2024</i>	<i>80,822</i>	<i>58,770</i>	-	<i>139,592</i>	

### 6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2025 £	Total 2024 £
Staff costs	303,081	-	-	303,081	412,169
DBS fees	94	2,529	-	2,623	3,245
Staff uniforms	-	830	-	830	23
Computer software	18,540	8,619	-	27,159	25,598
IT support	11,685	0	-	11,685	10,459
Telephone	12,058	3,105	-	15,163	14,612
IT hardware	1,041	5,205	-	6,246	2,088
PPS	2,942	8,553	-	11,495	12,624
Advertising & publicity	5,683	-	-	5,683	2,097
Motor expenses	(193)	4,113	-	3,920	5,187
Travel expenses	341	3,328	-	3,669	2,377
Repairs and Renewals	654	12,933	-	13,587	-
Rent & rates	-	266,717	-	266,717	203,508
Light & heat	15,167	57,796	-	72,963	95,453
Cleaning	4,502	17,491	-	21,993	35,649
Other premises costs	3,667	47,174	-	50,841	43,168
Equipment	12,124	16,454	-	28,578	19,313
Affiliation/subscriptions	2,572	2,471	-	5,043	5,758
Training	3,542	9,094	-	12,636	12,281
Depreciation	16,516	-	-	16,516	16,583
Loss on sale of assets	(2,535)	837	-	(1,698)	-
Audit fees	11,400	-	-	11,400	12,480
Professional fees	14,390	13,146	-	27,536	19,072
Bank charges	2,795	135	-	2,930	2,673
Reallocation of office/ premises costs to Activity groups	(371,353)	371,353	-	-	-
	<b>68,713</b>	<b>851,883</b>	-	<b>920,596</b>	<b>956,417</b>
<i>2024</i>	<i>46,293</i>	<i>910,124</i>	-	<i>956,417</i>	

## Notes to financial statements for the year ended 30 June 2025 cont.

Total governance costs included in support costs are £11,400 (2024: £12,480)

### 7a. TOTAL RESOURCES EXPENDED

	Staff £	Depreciation £	Other £	Total 2025 £	Total 2024 £
Charitable activities	2,944,075	56,520	735,575	3,736,170	3,504,871
Costs of generating funds	-	-	7,835	7,835	23,946
	<u>2,944,075</u>	<u>56,520</u>	<u>743,410</u>	<u>3,744,005</u>	<u>3,528,817</u>
2024	<u>2,782,333</u>	<u>63,936</u>	<u>683,548</u>	<u>3,528,817</u>	

### 7b. STAFF COSTS

	Total 2025 £	Total 2024 £
Wages and salaries	1,941,136	1,693,629
Termination payment – PILON	-	5,506
Termination payment – Redundancy	-	5,833
Agency staffing	797,493	920,535
Social security costs	166,421	135,540
Pension costs	39,025	32,629
	<u>2,944,075</u>	<u>2,793,672</u>

	2025 No.	2024 No.
Average number of employees during year		
Full time	45	39
Part time	27	40
Average FTE employees	64.8	56.24

Volunteers play an invaluable role in delivering services. Without their volunteered time and knowledge, we would not be able to offer the support we do.

None of the directors of the company received a salary in the current or preceding year. No director received any reimbursed expenses during the year (2024: £nil).

Two employees in earnings band £60,000 to £70,000 (2024: two)

One employee in earnings bank £70,000 to £80,000) (2024: one)

Key management personnel received aggregate remuneration of £387,225 (2024: £382,517).

## Notes to financial statements for the year ended 30 June 2025 cont.

### 8. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property £	Equipment £	Total £
<b>COST</b>				
At 1 July 2024	511,776	283,171	479,655	1,274,602
Additions	-	-	-	-
Disposals	-	-	29,632	29,632
At 30 June 2025	<u>511,776</u>	<u>283,171</u>	<u>450,023</u>	<u>1,244,970</u>
<b>DEPRECIATION</b>				
At 1 July 2024	224,943	126,208	389,403	740,554
Charge for the year	10,236	10,142	36,142	56,520
Adjustment on Disposals	-	-	28,495	28,495
At 30 June 2025	<u>235,179</u>	<u>136,350</u>	<u>397,050</u>	<u>768,579</u>
<b>NET BOOK VALUES</b>				
<b>At 30 June 2025</b>	<u><b>276,597</b></u>	<u><b>146,821</b></u>	<u><b>52,973</b></u>	<u><b>476,391</b></u>
<i>At 30 June 2024</i>	<u>286,833</u>	<u>156,963</u>	<u>90,252</u>	<u>534,048</u>

The charity enjoys the benefit of a 999-year lease, with 971 years remaining, in respect of its premises at Enborne Gate at a peppercorn rent.

All fixed assets are used for activities in furtherance of the charity's objects or in support thereof.

Freehold property is the Respite Centre (Baily Thomas House) at Haysoms Drive, Newbury.

### 9. DEBTORS

	2025 £	2024 £
Trade Debtors	<b>277,832</b>	251,740
Prepayments	<b>139,921</b>	52,866
Accrued Income	<b>165,233</b>	56,117
Staff Loans and Advances Recoverable	<b>650</b>	579
	<u><b>583,636</b></u>	<u>361,302</u>

## Notes to financial statements for the year ended 30 June 2025 cont.

### 10. CREDITORS: Amounts falling due within one year

	<b>2025</b>	<i>2024</i>
	<b>£</b>	<b>£</b>
Other taxes and Social Security	<b>48,430</b>	<i>42,258</i>
Other creditors	<b>158,484</b>	<i>177,041</i>
Accruals	<b>96,801</b>	<i>56,649</i>
Deferred Income	<b>53,059</b>	<i>71,089</i>
Tenants Funds	<b>11,758</b>	<i>8,979</i>
	<b><u>368,532</u></b>	<i><u>356,016</u></i>

The Majority of deferred income at 1 July 2024 has been released during the year to incoming resources. This income relates to income received in advance for specific events or projects which may take place after the year end and any grant income for a period spanning the year end.

### 11. ENDOWED AND RESTRICTED FUNDS

	Movement in Funds				<b>30 June 2025</b>
	<i>1 July 2024</i>	Incoming resources	Resources Expended	Transfers	
<b>Restricted Funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Respite Centre	<i>163,483</i>	34,388	(20,103)	-	<b>177,768</b>
Supported Living	-	2,791,122	(2,701,228)	-	<b>89,894</b>
Leisure Plus	<i>29,049</i>	18,249	(15,977)	-	<b>31,321</b>
Gateway Club	<i>33,359</i>	14,317	(6,578)	-	<b>41,098</b>
Friendship Skills	<i>58,922</i>	14,799	(9,101)	-	<b>64,620</b>
FAS	<i>13,928</i>	49,645	(39,598)	-	<b>23,975</b>
Adult Day Services	<i>141,799</i>	617,565	(654,503)	-	<b>104,861</b>
Children's Activities	-	180,803	(141,551)	-	<b>39,252</b>
	<i><u>440,540</u></i>	<u>3,720,888</u>	<u>(3,588,639)</u>	-	<b><u>572,789</u></b>
<b>Endowed Funds</b>					
Respite Centre	<i>214,616</i>	-	(7,653)	-	<b>206,963</b>
	<i><u>655,156</u></i>	<u>3,720,888</u>	<u>(3,596,292)</u>	-	<b><u>779,752</u></b>

## Notes to financial statements for the year ended 30 June 2025 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### COMPARATIVE ENDOWED AND RESTRICTED FUNDS

	1 July 2023	Movement in Funds			30 June 2024
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
<b>Restricted Funds</b>					
Respite Centre	135,320	32,827	(4,664)	-	<b>163,483</b>
Your Choice Services	-	2,408,875	(2,566,170)	157,295	-
Leisure Plus	28,704	25,078	(24,733)	-	<b>29,049</b>
Gateway Club	26,274	13,487	(6,402)	-	<b>33,359</b>
Friendship Skills	60,834	11,393	(13,305)	-	<b>58,922</b>
FAS	6,983	41,813	(34,868)	-	<b>13,928</b>
Adult Day Services	261,353	640,419	(594,486)	(165,506)	<b>141,799</b>
Children's Activities	-	117,282	(125,493)	8,211	-
	<u>519,469</u>	<u>3,291,174</u>	<u>(3,370,103)</u>	-	<u><b>440,540</b></u>
<b>Endowed Funds</b>					
Respite Centre	222,269	-	(7,653)	-	<b>214,616</b>
	<u>741,738</u>	<u>3,291,174</u>	<u>(3,377,756)</u>	-	<u><b>655,156</b></u>

#### The Respite Centre

The Respite Centre arises as part of a development gain agreed with the district council whereby the developer agreed to provide a five-bed roomed bungalow for respite care. The district council required a six-bed roomed facility and therefore West Berkshire Mencap agreed to find the funding for the additional bedroom. These additional costs were covered by a third-party grant that restricted the use of the building for 20 years. The restriction imposed by this grant has now expired.

#### Supported Living Services (formerly Your Choice Services)

Supported Living Services is the name given to the Care Agency which provides a wide range of care options to people with learning disabilities. This includes seven supported living flats at Heffernan House, five at Stella Maris House and six at Jacobs Well.

#### Leisure Plus

Leisure Plus provides cookery skills and leisure activities for adults with learning disabilities. The scheme encourages links with other associations and similar projects to widen and improve leisure pursuits in the community.

## Notes to financial statements for the year ended 30 June 2025 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### Family Advisor Service

Family Advisor Service provides support, advice and information to people with a learning disability, their families and professionals working with them. It offers a variety of support services for parents and carers as well as providing individual support.

#### Link Up

Link Up is a sheltered work skills project for Adults with Learning Disabilities, teaching real work skills in a supported and supportive training environment. Work includes light assembly and there is an educational element to Link Up in the study room of literacy/numeracy, keeping safe and healthy eating.

#### Children's Activities

Children's Activities cover a number of projects and schemes. Our After-School Respite operates throughout the year during term time. We have focused group activities like Little Mulberries and a Dance club. Throughout the holidays we provide fun activities with a curriculum theme so the children can learn through play. The holiday play scheme is a group activity day that operates during school holidays for children and young adults aged 5-24 with a learning disability. We also offer a 1-2-1 bespoke outreach service across the whole of West Berkshire to support families throughout the year.

#### Gateway Club

Gateway is the provision of the Gateway Club, which opens doors into the community for adults with a learning disability.

#### Friendship Skills

Friendship Skills supports Adults with a learning disability to learn more about appropriate friendships, keeping safe and helps them to become as independent as possible and to connect with their local community. The small group meets weekly and concentrates on developing a social supportive network with their peer group, whilst having fun.

## Notes to financial statements for the year ended 30 June 2025 cont.

### 12. UNRESTRICTED FUNDS

	<i>1 July 2024</i>	<i>Movement in Funds</i>		<i>Transfers</i>	<b>30 June 2025</b>
		<i>Incoming resources</i>	<i>Resources Expended</i>		
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Designated property fund	66,807	6,010	(-)	-	<b>72,817</b>
General Fund	<u>130,667</u>	<u>125,189</u>	<u>(147,714)</u>	<u>-</u>	<b>108,142</b>
	<u>197,474</u>	<u>131,199</u>	<u>(147,714)</u>	<u>-</u>	<b>180,959</b>

### COMPARATIVE UNRESTRICTED FUNDS

	<i>1 July 2023</i>	<i>Movement in Funds</i>		<i>Transfers</i>	<b>30 June 2024</b>
		<i>Incoming resources</i>	<i>Resources Expended</i>		
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Designated property fund	55,797	11,010	(-)	-	<b>66,807</b>
General Fund	<u>174,710</u>	<u>107,018</u>	<u>(151,061)</u>	<u>-</u>	<b>130,667</b>
	<u>230,507</u>	<u>118,028</u>	<u>(151,061)</u>	<u>-</u>	<b>197,474</b>

The designated fund represents a sinking fund. It is designed to cover major repairs of all owned and leased buildings. Following a review of the property fund, the directors determined that the fund should remain at £80,000 for the 24/25 financial year with £5,000 as an accrual to cover future maintenance costs.

## Notes to financial statements for the year ended 30 June 2025 cont.

### 13. ANALYSIS OF NET ASSETS as at 30 June 2025

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	206,963	-	-	<b>206,963</b>
<b>Restricted Funds</b>				
Supported Living	-	283,589	(193,695)	<b>89,894</b>
Leisure Plus	-	31,321	-	<b>31,321</b>
Gateway Club	-	41,098	-	<b>41,098</b>
Friendship Skills	-	64,620	-	<b>64,620</b>
FAS	-	25,782	(1,807)	<b>23,975</b>
Adult Day Services	71,165	81,465	(47,769)	<b>104,861</b>
Children's activities Respite Centre	9,168 77,387	43,597 100,381	(13,513) -	<b>39,252</b> <b>177,768</b>
	<u>157,720</u>	<u>671,853</u>	<u>(256,784)</u>	<u><b>572,789</b></u>
<b>Unrestricted Funds</b>				
Designated Property Fund	-	72,817	-	<b>72,817</b>
General Funds	156,226	63,664	(111,748)	<b>108,142</b>
	<u>520,909</u>	<u>808,334</u>	<u>(368,532)</u>	<u><b>960,711</b></u>

### 13a. COMPARATIVE ANALYSIS OF NET ASSETS as at 30 JUNE 2024

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	214,616	-	-	<b>214,616</b>
<b>Restricted Funds</b>				
Your Choice	-	211,767	(211,767)	-
Leisure Plus	-	29,203	(154)	<b>29,049</b>
Gateway Club	-	33,359	-	<b>33,359</b>
Friendship Skills	-	58,922	-	<b>58,922</b>
FAS	-	14,077	(149)	<b>13,928</b>
Adult Day Services	71,165	90,745	(20,111)	<b>141,799</b>
Children's activities Respite Centre	9,168 77,387	63,896 86,096	(73,064) -	<b>-</b> <b>163,483</b>
	<u>157,720</u>	<u>588,065</u>	<u>(305,245)</u>	<u><b>440,540</b></u>
<b>Unrestricted Funds</b>				
Designated Property Fund	-	66,807	-	<b>66,807</b>
General Funds	161,713	19,725	(50,771)	<b>130,667</b>
	<u>534,049</u>	<u>674,597</u>	<u>(356,016)</u>	<u><b>852,630</b></u>

## Notes to financial statements for the year ended 30 June 2025 cont.

### 14. OPERATING LEASE COMMITMENTS

At 30 June 2025 the company had commitments under non-cancellable operating leases expiring as follows:

	Land & Buildings		Other	
	2025 £	2024 £	2025 £	2024 £
Less than 1 year	<b>102,160</b>	102,160	<b>7,700</b>	8,400
Between 2-5 years	<b>408,640</b>	408,640	<b>32,074</b>	14,287
More than 5 years	<b>971,935</b>	1,074,095	-	-
	<b>1,482,735</b>	1,584,895	<b>39,774</b>	22,687

### 15. CONTINGENT LIABILITIES

There are no Contingent Liabilities.

### 16. RELATED PARTIES

Stuart Durrant, Trustee of West Berkshire Mencap and Equity Partner in Gardner Leader Law Firm. During this financial year £1,613 was paid to Gardner Leader for Professional Legal Fees with £0 due at the year end.

Alistair Chapman, Trustee of WBM and Director of Aegis Properties Ltd and employee of A Plan Holdings/Howden Insurance. During the financial year £19,104 was paid to A Plan/Howden for Fleet and Combined insurance with £7,609 due at the year end.

## Notes to financial statements for the year ended 30 June 2025 cont.

### 17. FINANCIAL INSTRUMENTS

	<b>2025</b>	<i>2024</i>
	<b>£</b>	<i>£</i>
Financial assets measured at amortised cost	<b>689,969</b>	<i>617,901</i>
Financial liabilities measured at amortised cost	<b>315,473</b>	<i>284,927</i>

The company's income, expense, gains and losses in respect of financial instruments are summarised below

	<b>2025</b>	<i>2024</i>
	<b>£</b>	<i>£</i>
<b>Interest income and expense:</b>		
Interest income	<b>8,925</b>	<i>9,407</i>
Interest expense	-	-

Financial assets measured at amortised cost comprise trade debtors, other debtors and cash equivalents.

Financial liabilities measured at amortised cost comprise other creditors and accruals excluding deferred income.

## Notes to financial statements for the year ended 30 June 2025 cont.

### 18. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	<i>Note</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Endowed Funds</i>	<i>Total 2024</i>	<i>Total 2023</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>INCOME AND ENDOWMENTS</b>						
<i>Donations &amp; legacies</i>		<i>7,661</i>	<i>787</i>	-	<i>8,448</i>	<i>31,797</i>
<i>Charitable activities</i>	4	<i>4,832</i>	<i>3,184,875</i>	-	<i>3,189,707</i>	<i>2,559,010</i>
<i>Other trading</i>		<i>86,138</i>	<i>53,495</i>	-	<i>139,633</i>	<i>86,351</i>
<i>Investments</i>		<i>9,407</i>	0	-	<i>9,407</i>	<i>6,502</i>
<i>Other Income</i>	3	<i>9,990</i>	<i>52,017</i>	-	<i>62,007</i>	<i>33,141</i>
<b>Total income</b>		<b><u>118,028</u></b>	<b><u>3,291,174</u></b>	<b>-</b>	<b><u>3,409,202</u></b>	<b><u>2,716,801</u></b>
<b>EXPENDITURE ON:</b>						
<i>Raising funds</i>		<i>23,946</i>	-	-	<i>23,946</i>	<i>2,700</i>
<i>Charitable activities</i>	5	<i>127,115</i>	<i>3,370,103</i>	<i>7,653</i>	<i>3,504,871</i>	<i>2,961,787</i>
<b>Total resources</b>	7	<b><u>151,061</u></b>	<b><u>3,370,103</u></b>	<b><u>7,653</u></b>	<b><u>3,528,817</u></b>	<b><u>2,964,487</u></b>
<b>Net income/(expenditure)</b>		<b><u>(33,033)</u></b>	<b><u>(78,929)</u></b>	<b><u>(7,653)</u></b>	<b><u>(119,615)</u></b>	<b><u>(247,686)</u></b>
<i>Transfers between Funds</i>	12	-	-	-	-	-
<b>Net movement in Funds</b>		<b><u>(33,033)</u></b>	<b><u>(78,929)</u></b>	<b><u>(7,653)</u></b>	<b><u>(119,615)</u></b>	<b><u>(247,686)</u></b>
<i>Funds brought forward</i>		<i>230,507</i>	<i>519,469</i>	<i>222,269</i>	<i>972,245</i>	
<b>Funds carried forward</b>		<b><u>197,474</u></b>	<b><u>440,540</u></b>	<b><u>214,616</u></b>	<b><u>852,630</u></b>	

West Berkshire Mencap  
(A Company Limited by Guarantee)



**The Queen's Award  
for Voluntary Service**

<https://www.wbmencap.org/>

<https://www.facebook.com/Westberkshiremencap?fref=ts>

<https://www.instagram.com/westberkshiremencap/>

<https://x.com/WestBerksMencap>

<https://www.linkedin.com/company/west-berkshire-mencap/>



West Berkshire Mencap is a company limited by guarantee  
(number 3790942) incorporated on 17 June 1999  
and is a registered charity (Charity No: 1076658).  
Registered office: Enborne Gate, Enborne Road, Newbury, RG14 6AT  
Affiliated to but not funded by the Royal Mencap Society



**WEST BERKSHIRE MENCAP**

England & Wales - Charity number 1076658

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# Accounts

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# Transforming Lives



## Annual Report and Financial Statements 2022 - 2023

Providing information, support and services for adults and children with a learning disability, their families and carers in West Berkshire

West Berkshire Mencap

Visit [www.wbmencap.org](http://www.wbmencap.org) or email [info@wbmencap.org](mailto:info@wbmencap.org)

## Contents

Introduction	3
A Message from our Chair	4
A Message from our President	5
A Message from our CEO	6
Our Vision, Mission and Values	7
Our Priorities	8
The Year in Numbers	10
Services Provided 2022 - 2023	11
Fundraising Report	14
Our 3-Year Strategic Plan 2023-2026	16
Status and Administrative Information	22
Statement of director's responsibilities	31
Independent auditor's report	33
Statement of financial activities	37
Balance sheet	38
Cash flow statement	39
Notes to financial statements	40

This report was produced in house.  
We are grateful to all the people who supplied photographs.

## **We help hundreds of people in West Berkshire with learning disabilities to live their lives the way they want**

There are approximately 1.5 million people with a learning disability in the UK.

A learning disability is a reduced intellectual ability (IQ of under 70) and difficulty with everyday activities, for example household tasks, socialising or managing money, which affects someone for their whole life.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complex information, and interact with other people. The level of support someone needs depends on individual factors, including the severity of their learning disability.

Learning disability is NOT a mental illness. The term "learning difficulty" is often incorrectly used interchangeably with learning disability.

This report outlines West Berkshire Mencap's activities from 1 July 2022 to 30 June 2023 and the benefit for people with learning disabilities, their families and carers.



## Message from our Chairman

Sometimes looking back at performance over the last year it makes you aware of how much uncertainty and challenge seems to now be normal. From pandemics we have gone into a cost-of-living crisis and rising inflation on our costs at a time when fees and raising funds seems to be harder and harder for all charities in the country.

Despite these issues, the services and support we provide has become more important than ever, offering help, guidance and respite to families often affected disproportionately by the cost-of-living crisis.



Demand for our services has continued to increase and we continue to work closely with our clients, their families, carers and our community partners, with the aim of ensuring that our services reach and help all those affected by learning disabilities in West Berkshire.

The uncertainties and challenges over the last few years has only served to enhance our team spirit and sense of pride in what we do which allows us to continue to provide high quality care and support that children and adults with complex disabilities need.

West Berkshire Mencap continues to be blessed with a fantastic leadership team, staff and volunteers who have continued, despite ongoing adversities to provide first-class services, support and opportunities for families using our services and facilities.

The Charities' ability to respond to this changing environment, whilst continuing to provide first class services, never ceases to amaze me and I would like to give particular appreciation to our CEO Sara Vaughan and her deputy CEO's Tony Ferguson and Jane Hall, who have worked tirelessly in very trying times but have kept the Charity on track with their unflinching efforts.

Thanks also goes to my fellow Trustees work over the past year, for the time and support they have given.

So here is to the next year and beyond, continuing to make a difference to people's lives who really deserve it, driven by the dedicated staff, volunteers and supporters of West Berkshire Mencap.

**Paul Pointer**

Chair of Trustees

## Message from our President

I have enjoyed this year more than any other, as under the leadership of Sara and her amazing team, we have been able to see the development and launch of even more services and activities. This has been a joy to see.

The development of the Mulberry Project at the Mencap Centre has also recently been moving forward at a pace following the sad demise of the appointed contractor at the beginning of this year.

Sara and the team have worked tirelessly to secure the necessary funding to enable completion of the project and I am sure that a formal opening date is now just around the corner. In the meantime, our Manager at the Mulberry Garden, Eli Harris, must be congratulated along with our clients for all the hard work that they have put into the project this year, which just serves to show the tremendous potential that it has going forward. When finally completed the new facilities will be a wonderful addition to the Centre.



We have been successful in a bid to the Greenham Trust to win what is termed an 'Escalator'. If we all apply ourselves this will enable us to undertake a Children's Glamping Respite Project which is an innovative project benefitting many families. We now have the HUGE task ahead of us to raise £13,200 over 5 days in October and when we achieve this the Greenham Trust will give us a further £50,000 towards the project. This means that over 5 days, at the end of October, we have the potential to bring in an extra £63,200 in total!

I continue to be excited to see the progression West Berkshire Mencap, our services and fundraising activities. With our family and friends, let's all get involved and support the events that we traditionally run each year such as our Race Day and the Dew Pond dinner plus the exciting new events including the Golf Day masterminded by Suzie, our new Fundraising Manager. I for one, am looking forward to the next Dew Pond Dinner on 16<sup>th</sup> November arranged by Becky (a volunteer) and Gill (one of our Trustees). It is already looking like it will be oversubscribed.

A big thank you to all clients, staff, volunteers and supporters without whom it wouldn't be possible.

**Graeme Leech**  
President

## Message from our CEO

It has been lovely to have been the CEO of West Berkshire Mencap, in a year where we have very much experienced business as usual, for the first time since the pandemic began.

The last year has seen us open all our services, as this had not been possible since 2019. As a result, clients have been able to attend all of our services and activities without restrictions. They have very much enjoyed being able to meet to their friends and get out and about on trips and outings, making the most of the new-found freedoms. I had a lovely evening out with the Adult Day services group who enjoyed a lovely meal at the Toby carvery. They were very pleased to see things getting back to normal.



We have seen a lot of progress on our capital projects with our new sheltered accommodation unit coming on stream in June 2023.

It is great fun to help clients move into their new accommodations, helping them and their families furnish and equip their new flats.

This year has seen us implement a new fundraising strategy and we are pleased to see a new program of fundraising events taking shape. During the year we have established a new annual Christmas concert which was very rewarding. We have run the first Newbury stitch fair in the centre which was also very fruitful. We are repeating this in November 2023.

Building on our annual race day, we have established a very successful annual golf day and we have more events planned throughout the next year.

Our children services are growing and developing steadily, and we are pleased to see so many children in the centre during the school holidays and after school. A new dance club is proving very popular and I am excited to see what new developments happen in the coming year.

Finally, I would like to thank staff, trustees and volunteers that make West Berkshire Mencap, one of the largest and most successful charities in West Berkshire. I am proud to be the CEO of such a great organisation.

**Sara Vaughan**

Chief Executive Officer

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Our priorities

#### Vision

Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

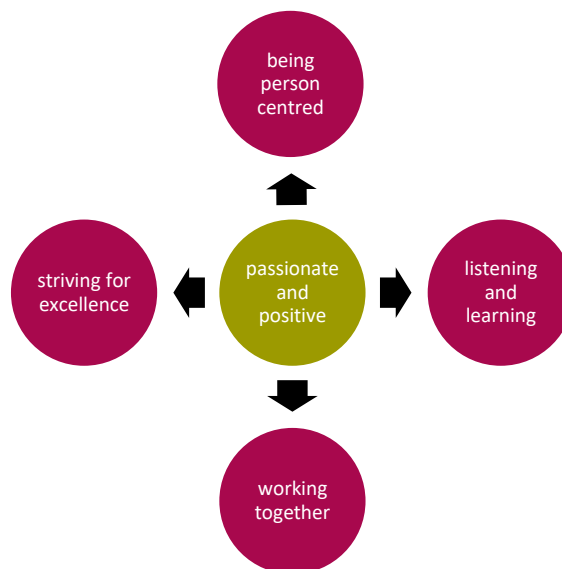
#### Mission

Our mission is to transform society's attitudes to learning disabilities and improve the quality of life of people with a learning disability and their families.

We will:

- listen to people with a learning disability
- raise awareness and change attitudes
- support all people living with a learning disability to lead fulfilling lives
- give up to date information and advice
- promote and support friendships and relationships
- promote and support healthy lifestyles

#### Values



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Priorities for the year

The Charity's activities are defined by our 3-year plan. The priorities were created following wide discussion with members and external stakeholders.



- Priority 1: Provide high quality services that improve the lives of people with learning disabilities and their families. People with learning disabilities say that they want meaningful day activities, friends and a home. For over 60 years, West Berkshire Mencap has supported people with a learning disability, their families and carers by offering high quality services. We listen to the people we support and tailor our activities to meet their wants and needs.
- Priority 2: Help people with a learning disability, their families and carers, make choices and have a voice. West Berkshire Mencap supports people through many different situations and life opportunities. Our qualified staff give individual support to parents, carers and people with learning disabilities. We help with a variety of issues including employment, leisure, housing, transition,

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Priorities for the year cont.

benefits advice, behaviour management and many other enquiries that come our way. We provide advocacy through Child Protection, and can also be an Appropriate Adult at the local Police station or at the Job Centre.

- Priority 3: Raise awareness and change attitudes towards learning disability across West Berkshire. Every day, more than 1.5 million people with a learning disability and their families face issues like poor healthcare, hate crime and social isolation. These issues are rarely debated and most people do not understand how these things impact lives. West Berkshire Mencap seeks to highlight these issues and raise awareness in partnership with people with a learning disability, their families and carers.
- Priority 4: Generate the income to sustain and grow our services.
- Priority 5: Develop new ideas to benefit people with learning disabilities and their families.

We continue to look at opportunities to develop our portfolio of services that we can offer in West Berkshire. We continue to consider any service suggestions from users, parents and carers, or other professionals that will benefit people with learning disabilities and their families.

We also listen closely to our staff and volunteers who work closely with each other and the people that we support getting a good view of their needs and routes for progression.

The Board of Directors, who are the charity Trustees for the purposes of the Charities Act 2011, present their Annual Report for the year ended 30 June 2022 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for the year. The Board confirms that the latter comply with the requirements of the Charities Act 2011, the Companies Act 2006, the Company's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### The Year in Numbers

- ◇ 5 Tenants at Stella Maris House
- ◇ 7 Tenants at Heffernan House
- ◇ 2 Tenants in Jacobs Well House
- ◇ 2,281 Hours of domiciliary care a week in Heffernan House, Stella Maris House and Jacobs Well which includes 17.5 hours of Outreach
- ◇ Leisure Plus delivered 13.5 hours of activity per week which included cookery, fun club and drama
- ◇ 1572 Sessions attended at Growing4All/The Mulberry Garden during the year
- ◇ 1327 Sessions were delivered for Children which equates to 4215 hours of care
- ◇ Gateway Club members now total 30 after the Covid restrictions were lifted
- ◇ 3876 Sessions attended at Link Up

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Services Provided in 2022-23

**Link Up** continued to produce real work for real customers. For our trainees this translates into real satisfaction. We keep them busy all day learning, picking up new skills and gaining independence.

**Leisure Plus** provides people with learning disabilities over the age of 18 with the opportunity to participate in life skills like cooking and leisure activities like drama with their peers.



**Mulberry Garden (formerly Growing4All)** Our trainees are kept busy all day learning new things every day, as they make things grow, so do they. The work they do is therapeutic in so many ways: sensory, social, interactive, a sense of self, of responsibility, as well as learning new skills and doing real work.

This is a small project. Although we are expanding in numbers, we intend to keep the small group ethos.

Each trainee has an individual learning programme of practical gardening and greenhouse-based activities, as well as the day-to-day responsibility of keeping the building tidy and workplace running smoothly. They are assessed for all practical activities, including making the morning and afternoon drinks, cleaning and tidying, and develop a portfolio of evidence as a record of all their achievements.



**Friendship Skills** deliver a development programme making a positive difference to the lives of people with a learning disability in a fun inclusive environment. We equip people with social and life skills promoting social inclusion, equality and understanding between those with a learning disability and the public.

# West Berkshire Mencap

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Through the delivery of a range of purpose-built training and awareness programs supported by highly trained staff and guest speakers who are expert in their field, our aim is that people with learning disabilities are as independent as possible, connect with their local communities and develop a social network.

**Newbury Gateway** A social club for adults with a leaning disability to enable them to meet up with their peers, have a chat and join in a wide range of activities in a safe and welcoming environment.



**Your Choice Services**, our domiciliary care agency, provides high-quality care a week to people with learning disabilities. At year end we supported 13 clients, whilst post year end we are supporting 16 with 2 spaces remaining in three houses conveniently located in Newbury. Each house is staffed 24 hours a day and all our staff are fully trained.

Each of our clients has their personal individual care plan, to ensure all their needs are met. Whether it's help with the shopping, or taking medication, going on an activity or having a bath, our staff are there to help them make the most of their life and feel safe and protected whilst doing the things they want and enjoy.



# West Berkshire Mencap

(A Company Limited by Guarantee)

**Children's Services** has run an Outreach service during 2022-2023 as well as our After school Services and this has proved very successful. We continue to recruit to the team. As always, we had a number of teenage volunteers giving up their own time to help.



Requests for help from the **Family Advisor Service** continue to be high. Families received support from our team with benefit claims, child protection issues, deputyships, and much more.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Fundraising Report 2022-2023

The COVID-19 Pandemic has obviously affected our fundraising, but despite this, we have managed to hold a number of successful events to raise money for West Berkshire Mencap. Wherever possible, our members and staff are involved in fundraising.

West Berkshire Mencap's funding is mainly provided by the delivery of services paid for by local authorities, the NHS and individuals with personal budgets.

We also raise funds by applying to Trusts and Foundations to support specific services or projects. These are all monitored carefully to ensure that we comply with the terms of the grant.

We were also fortunate to receive donations from individuals, particularly from people who either use or have used our services and wish to show their appreciation.

We are extremely grateful to Newbury Rotary Club who continue to support our work with fundraising and volunteering.

Our fundraising events this year included:

- Growing4All Open days
- Operation Tea Pot Tea Parties
- Coronation Quiz
- Newbury Stitch Fair
- Dew Pond Dinners
- A Race Day at Newbury Race Course

Our Mulberry Fundraising Campaign has raised funds for our development projects and the first phase of the campaign is to move the Growing4All project to the site at Enborne Gate. West Berkshire Mencap are grateful to the following as well as all the anonymous amounts for grants and donations for this project from:

- Verogen
- Kym Seymour
- Sue Thorn
- David Hoare
- The Geoff and Fiona Squire Trust
- Newbury Phoenix Rotary Club
- Mr & Mrs Chidley
- Doublebase.org
- Opus Acc Ltd
- The D Oyly Carte Trust
- Tim Renouf
- Gardening for the Disabled
- V Perry
- Amco Charitable Trust
- BNI

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Fundraising Report 2022-2023 cont.

- Cumber Charitable Trust
- The Oliver Ford Foundation
- The Gerald Palmer Trust
- Paul Bowers
- Sue Hope
- Martin Lambourne

West Berkshire Mencap are grateful to the following for Grants received:

- Funds received through The Good Exchange with specific match funding from Green Trust
- Berkshire Community Foundation
- Skills for Care

West Berkshire Mencap are grateful to the following for Donations received:

- The Rotary Club in Newbury
- Community Donations
- Downer & Co Newbury

And donations received through the following platforms:

- JustGiving
- Easy Fundraising
- CAF
- West Berkshire Lottery
- Amazon Smile



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### West Berkshire Mencap's 3-Year Strategic plan 2023-2026

#### Introduction

This is the third year that we are using our rolling Strategic Planning approach which has served us well during throughout the Covid Pandemic and the resulting economic uncertainty. Added to that the effect of Brexit on the UK economy has made for an extremely difficult funding climate. This has had the effect of slowing our development plans as we have had to turn our attention to the challenges running a large voluntary organisation in these challenging times. Our Strategic Planning approach and its partner Business Development Tracker has served us well in terms of keeping us focused on our goals and helping us map unplanned work essential to keep the organisation in good shape.

We will continue to provide a detailed Business Development Plan and Business Plan Tracker for the oncoming year based on the strategic approach outlined in the plan. On approval of this plan we will provide Trustees with a detailed Business Plan Tracker for 2023-24.

We will continue to update the Strategic Plan each year and in each new financial year we will add a further year into the plan. This approach has created a living document that continually provides us with a 3 year forward Development plan that does not get left on a shelf unused and irrelevant to the needs of the business. This approach has worked well and together with the Business Plan Development Tracker keeps us focused on our strategic goals whilst at the same time allowing us to adjust our plans in the light of unexpected challenges that arise throughout the year. It gives us a truly agile approach to managing the business and allows the Trustee Board to assess our performance at every Board Meeting.

#### Where do we want to be in June 2026?

Our ambitions are to continue to modernise and update our approach, with a view to making West Berkshire Mencap relevant to today's young parents and families, whilst at the same time responding to the changing needs of older parents and clients. We want to transform the Mencap Centre into a hub where families and children with Learning Disabilities will feel welcome, safe and supported by a range of service offers provided directly by ourselves and also by trusted partnership working. We want to change the notion of competition in our field of operation which does nothing to further the needs of our clients and instead promote positive relationships across service providers to enable choice for service users and clients but also aim for less duplication to enable a wider range of service offers. To have established our therapeutic horticultural services at the Enborne Gate site. By June 2025 we aim to have begun redevelopment of the Mencap Centre, and to have developed our own 'glamping' Children's respite Service and to have begun to update and expand our Adult Day Services offer.

By June 2026 we intend to have our Mulberry Café up and running and new and exciting services on offer at the Mencap Centre. We would also want to have completed our rebranding work.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### West Berkshire Mencap's 3-Year Strategic plan 2023-2024 cont.

Over the next 3 years, in addition to continuing to run all of our current services we will implement the following plans:

#### Year One 2023-2024 Continued Consolidation

Our main priorities for the year 2023-4 will be to complete the Jacobs Well Project and the Mulberry Project. To establish our programme of Fundraising Events and to source so extra core funding for the organisation and to achieve our recruitment targets.

#### Central Services

##### Work on new branding , vision and mission

1. Meeting with Trustees at August 2023 Away Day
2. Discuss light touch approach starting with Mulberry Garden re-branding
3. Specifically consider relationship with Royal Mencap in the light of their future plans
4. Explore relationships with other national Charities

##### Income Generation, Profile Raising and Fundraising

1. Continue to work to make sure we have funds to complete the Mulberry Project
2. Work with the Fundraising Manager to Develop an Events and Fundraising plan for 2023-24 onwards
3. Source funding for our development plans
4. Launch monthly newsletter in August 2023
5. Look at plans for revamp of website in 2024-5
6. Develop a new social media strategy
7. Develop a monthly Lecture Programme at the Mencap Centre
8. Review our website and source funding for this work

#### HR

1. Continue to prioritise recruitment of YCS care staff
2. Continue to 'bed in' the use of Peninsula Services
3. Develop all second-tier management staff in the organisation
4. Review all job descriptions
5. Establish new HR process documents
6. Review HR policies

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### West Berkshire Mencap's 3-Year Strategic plan 2023-2024 cont.

#### Strategic Issues

**HR and Staffing** - We have re-structured the Senior Team to enable us to fulfil the ambitions set out in this plan. However, the main focus of the senior team for 2023-4 will need to continue to be recruitment. It is the major problem we face and is key to our success financially in the coming year. With this in mind we propose to concentrate on recruiting the staff we need for YCS concentrating on reducing our reliance on Agency care staff. The ratio of West Berkshire Mencap care staff to Agency staff is key to financial success going forwards and the biggest part of that is recruitment. Acknowledging that we are committed to meeting the legal requirement to pay the national minimum wage. We will continue to need to recruit care staff continually throughout the next 18 months to achieve our ambitious targets. The HR function will continue to report into the CEO.

As a result of our experiences during Covid we will continue to offer flexible working to our staff teams with a mix of home/office working as long as business needs are met. This will enable us to maximise some previously designated office space for client services.

**Income Generation** – This function will be managed by the CEO. The Grants and Trust Fundraising responsibility will lie specifically with the CEO and we will be concentrating our efforts on developing our income generation work throughout the year. Suzie Empson our new Events and Fundraising Manager will lead on the Development of our new yearly Events Programme building on the success of our 2 long established events, The Raceday and The Dew pond Dinners. This work will extend and consolidate our unrestricted income stream.

**Project Management** – Tony Ferguson will continue to manage the delivery of all of our Projects as well as the management of all of our Resource Functions including IT. The Project management work is reflected in the plan as it is integrated into each management area. This will be co-ordinated by Tony.

**Adult Day Services** – Jane Hall will continue to manage ADS, The Mulberry Garden and YCS. Jane will also take the lead on safeguarding. Jane will lead on modernising and developing our Day services offer with a view to making changes in 2023-25.

**Children's, Family Support, Mencap Centre Redevelopment and Services** - Caz Austin will be managing these services going forwards, working closely alongside ADS and The Mulberry Garden to develop outdoor gardening activities for children on the Enborne site. Caz will be leading on the development of our services for Children and Families including the overnight Glamper Van respite project. Caz will work closely with Sara and Tony to develop the lottery bid to extend and change our services at the Mencap Centre.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Training

Implement the following training packages:

1. PBS Training
2. Restraint training where needed
3. Continue with Grey Matter Training
4. Audit Safeguarding training log
5. Play worker Training

### Develop and modernise Mencap Centre

1. Consult with Trustees on Architect plans for Mencap Centre (see Appendix B)
2. Continue fundraising for phase 1 of the Mulberry Project to finish off the Mulberry Garden
3. Develop the soft play area and the new sensory room and the revamped soft play facilities
4. Continue to offer pop up cafes until we have the permanent café in the building
5. Secure funding to develop the Children's Glamping Respite Project overnight camping respite offer. (Bids already submitted for this)
6. Funding applications for services for support for Aging Parents
7. Develop Volunteer Support teams across all services
8. Employ a Volunteering Manager (Bids already submitted for this post.)

### YCS

#### Jacobs Well

We opened our new 6 bedroom supported living unit next door to Stella Maris in June 2023. We now need to:

Recruit new staff for Jacobs Well

1. Work with LA to fill flats
2. Work with new families and clients to fit out our flats
3. Move YCS registered office to Jacobs Well
4. Develop the staff team

#### Pass System

Continue to roll out the new digital Care Management system across YCS.

1. Implement new system across all client records
2. Get care plans onto the system
3. Continue to train staff – including senior team
4. Train parents and families to use the system

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### ADS

#### Re-organise accommodation at Unit E

1. Create and equip a downstairs large meeting/training room
2. Consider accommodation needs in the light of any Link UP developments

#### Develop ADS

1. Identify and develop plans for our own income stream for Link up similar to the work we currently do for Art House.
2. Explore updating our work offer using IT offers and prepare a plan for Trustees to consider.

#### Mulberry Garden

1. Secure funding to finish Mulberry Garden
2. Settle team into new site
3. Develop Volunteer team for Mulberry Garden
4. Organise opening celebration event with Fundraising and Events Manager
5. Produce Project Plan to manage the completion of the site.
6. Consider retail outlet for Mulberry products offer and prepare a plan for Trustees to consider.

### Children's Services and Family Support

#### Develop our Family Support offer

Steadily expand our services to families as follows:

1. Expand our Family Advice Services
2. Recruit more FAS workers
3. Run a conference for Families in 2024
4. Continue to implement Partnership working across West Berkshire area
5. Develop our offer to older children expanding the definition of children to 25 years old
6. Develop our offer to young adults

#### Children's Services

Continue to provide Children's Outreach Short Breaks Services as outlined in the application to WB council Children's Services and additionally provide individually commissioned bespoke packages for families.

1. Provide Playschemes throughout the summer of 2023-4
2. Continue to run self-funding group activities for Children including a Dance group, personal care and grooming, boys activity sessions etc.
3. Develop our own Scouts group
4. Continue our work with DoE schemes in local schools
5. Continue to replace and refresh equipment as needed
6. Implement planned maintenance for playground and repair and paint equipment

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

7. Continue to provide a Bursary scheme to support families
8. Explore Parent and Baby services
9. Expand gardening and external messy play facilities for Children
10. Grow Parent support Services
11. Establish Parent coffee mornings each week starting in Sept 2023
12. Continue to develop Volunteer Support teams
13. Implement play worker training

### Project Management, Finance and Central Services

Manage the overall delivery of the Mulberry Project but for specific delivery in 2023 as follows:

**Delivery of Jacobs Well Project** – have new 6 flat unit open and partially filled by end of 2023.

**Mulberry Garden** – have the project working successfully from Enborne Gate by the end of 2023 with the site completed

**The Mulberry Project Phase 4** – revisit plans for the Mencap Centre redesign and develop a project plan

**Webroster** - Review Web roster in the 2<sup>nd</sup> half of the year once PASS integrations complete and consider the new Webroster system now integrated into the PASS offer.

**Baily Thomas House** begin to work up detailed plans on the future of BTH as a result of decisions made at the Trustee Away Day on 4<sup>th</sup> August 2023.

### Planned Maintenance

1. Continue to work across all teams and projects to implement the 3-year planned maintenance programme
2. With the emphasis on 'planned' incorporate any issues arising during the year into the planned maintenance programme
3. Continue to embed the maintenance tracker

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Status and Administration

West Berkshire Mencap is a company limited by guarantee (number 3790942) incorporated on 17 June 1999 and is a registered charity (Charity No: 1076658). Its revised Memorandum governs the charity and Articles of Association adopted 17<sup>th</sup> November 2016.

Members appoint all directors at the Annual General Meeting and each appointment is for a year. There is a 5-year restriction on the length of tenure of the Chair.

Decisions are made by line managers and, ultimately, by the Chief Executive. The Board of Directors makes policy decisions. Strategic decisions are formed at Board level using information from staff and users to help in the decision-making process.

Directors (Trustees) who have served during the year are as follows:

Paul Pointer - Treasurer and Chair  
Darren Anderson  
Stuart Durrant  
Gill Leech  
Steve Luff-Smith  
Tom Rossiter  
Louise Thompson  
Alastair Chapman – appointed 12 May 2022

Sara Vaughan - Chief Executive  
Tony Ferguson – Company Secretary

The Key Management Personnel are the Trustees, as above, Sara Vaughan as Chief Executive, Tony Ferguson and Jane Hall as Deputy CEO's and Heads of service lines: Michelle Greenfield, Caroline Austin, Kerry Fourie, Paul Harris and Events and Fundraising - Suzie Empson

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Structure, Governance and Management

Trustees are sought from a wide range of backgrounds and disciplines in order to ensure that the charity is governed effectively. A skills audit has shown that we have a good range of Trustees with backgrounds in finance, legal, management and politics whilst also maintaining soft skills such as team work, problem solving, facilitation and decision making. Trustees are asked to sign to show that they understand the role of the Trustee and to ensure that they have declared an interest in everything they need to. They are given an induction pack to give them information about the charity. They are also offered an induction tour of our services as we are based on several sites in the district. It is important to have a diverse range of Trustees to reflect our diverse society. Trustees are offered regular training.

### Compliance with the Code of Good Governance

West Berkshire Mencap's board continued to demonstrate its strong commitment to the Code of Good Governance.

### Principal Objects of the Charity

The objects of West Berkshire Mencap are:

*The relief of people who are in need by reason of their disability, (with an emphasis, priority and focus on the relief of people with a learning disability, their families, dependants and carers), by the provision of services, support and information, leading to independent living opportunities and/or improved life chances, and also by challenging discrimination through campaigning, lobbying and promoting user representation.*

It does this by carrying out activities in the following areas:

1. Promotes the care, treatment and education of people with learning disabilities and their families/carers and secure provision commensurate with their needs.
2. To increase public knowledge of the problems faced by people with learning disabilities and their families/carers.
3. To become acquainted with all people with a learning disability and their families/carers within the local area, to listen to them and develop services that take their views into consideration.
4. To foster mutual help, co-operation and friendships between parents, guardians, relatives and all entrusted with the care of those with a learning disability.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Structure, Governance and Management Cont.

5. To provide support and a signposting service to other organisations and work in partnership to ensure that people with a learning disability and their families/carers have the rights and opportunities that they are entitled to.
6. To provide respite for families.

### Ensuring that our work deliver our aims

The activities, which West Berkshire Mencap undertake, are defined by the organisation's strategic plan, which takes the form of a rolling 3-year plan (2023 -2026) at this point. This report outlines our activities over the past twelve months and how those activities brought benefits to people with learning disabilities and their families and carers.

In monitoring the progress of our development plan, and in the consideration of future plans, the board is ever mindful of how West Berkshire Mencap's public benefit, as defined in our objects, is delivered. The Board has reviewed and has had regard to the Charity Commission's general guidance on public benefit.

### Criteria used to assess success

Our Development Plan Tracker monitors our performance and is assessed at every Trustee Board Meeting which also links to staff KPI's and are reported back at each Board Meeting using a traffic light alert system.

We have a Senior Management Team (SMT) that meet every month to monitor our progress against our objectives.

We work hard to foster service user involvement in our services. We have representatives from our families and service users on our Trustee Board. We have Family Liaison meetings and Friendship skills has a committee as well as meetings to determine the group ethos and plan their monthly calendar. User feedback is essential to the integrity of our service development.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Financial Results and Reserves Policy

The principal source of funding for the charity continued to be that of the provision of direct service delivery from sessional fees, domiciliary care fees and local authority grants for services. In the year to 30 June 2023, incoming resources were £2,716,801. The supported living units have remained largely well occupied resulting in an increase in domiciliary care sessional fees income to £1,688,782 this year from £1,596,289 last year. We have considered the impact and the increase in utility costs on future income streams and reserves, via cashflow modelling, and despite the ongoing uncertainty in the Charity Sector, are confident that our reserves will remain sufficient to meet our ongoing needs to fulfil our services.

Recruiting care staff is the biggest challenge we have. The rise in minimum wage has led to the huge increased salary costs. The shortage of care staff has led to an over reliance on agency staff. Expenditure substantially increased this year to £2,900,828 from £2,787,578 last year. Our largest cost remains staffing which is 72% (2021-2023 was 78%) of this total.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Our restricted funds are very important for providing a degree of security for many of our existing projects and services and enabling us to develop and expand services in response to the needs of service users. However, restricted funds are just that – funds restricted to specific purposes that cannot be spent on other things, for example, if they are donated for a specified purpose or are earned in fees or other service specific income.

This security is however only short term and we continue to aspire towards having free reserves to meet our working capital obligations for three months' support salaries and other smaller costs. This total is £105,150, and at the year-end free reserves were £6,863, as shown below. In order to bridge the gap of free reserves in future a greater element of costs may be met by other services.

In defining its reserves policy, West Berkshire Mencap has considered what level of free reserves it is appropriate for the charity to hold in order to demonstrate appropriate financial management and financial sustainability. For West Berkshire Mencap free reserves, for which a policy is needed, represent unrestricted general funds of the charity and exclude the restricted funds held.

The determination of an appropriate reserves level is a key part of the strategic planning process. This is linked into a risk assessment of key areas of income and expenditure, along with the following:

- Working capital
- Financial risk management
- Future strategic development

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Financial Results and Reserves Policy cont.

The Trustees review the reserves level on an annual basis, along with the risk assessment of key areas of income, as this provides the information on an adequate level of reserves to be maintained in order to ensure security of existing services in the short term.

	<b>2023</b>	<i>2022</i>
	<b>£</b>	<i>£</i>
Total charity funds per balance sheet:	<b>972,245</b>	<i>1,219,931</i>
<b>Deduct</b>		
Endowment funds	<b>222,269</b>	<i>229,922</i>
Restricted funds	<b>519,469</b>	<i>695,840</i>
Designated funds	<b>55,797</b>	<i>94,705</i>
Fixed assets held in general funds	<b><u>167,847</u></b>	<i><u>192,916</u></i>
Free reserves	<b><u>6,863</u></b>	<i><u>6,548</u></i>

See also note 13 for the analysis of net assets by fund.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Investment Policy

The Trustees adopt a low risk approach to investments. They are considered at Trustee meetings and any surplus over and above immediate working capital requirements is invested in a number of short-term bonds at various institutions to get the best rate of return and mitigate the risk of financial loss. All other free cash is invested in deposit accounts.

### Risk Management

A formal review of the charity's risk management processes is undertaken on an annual basis.

The key controls used by the charity include:

- Formal agendas for all Board and committee activity
- Detailed terms of reference for all Committees
- Comprehensive strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels.
- Review and sign off of expenditure and journals at trustee meetings

The identified risks are prioritised in terms of the likelihood of occurrence and potential impact. The Board reviews actions taken to mitigate the risks and assesses the residual risk remaining after implementing those actions. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Key risks have been identified as follows:

- Ensuring financial sustainability and income streams against a background of ongoing cuts to services from local authorities and the COVID-19 Pandemic
- Quality or process issues in services leading to problems with regulators or commissioners
- Staffing and the need to recruit, train and retain sufficient staff to ensure all service are delivered safely by competent staff

The Trustees have reviewed the adequacy of West Berkshire Mencap's internal controls, which are articulated in a controls and procedures manual. Procedures have been established for reporting failings to the appropriate levels of management and the Board of Trustees. As a result, Trustees can conclude that all major risks have been identified and the appropriate steps to mitigate these risks have been put in place.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Quality of Services

At least once a year we ask for feedback about all our services from everyone who has anything to do with us whether they be users, parents, carers, social workers, home staff etc. The responses to these surveys feed into the decisions taken about changing the services to fit with the funding we receive. The results were very positive; our services are considered essential to parents and carers and of a consistently high quality. We continue our monitoring informally by talking to the people we support, their carers and other stakeholders so that we can act quickly to spread improvement or prevent the negatives.

### Public Benefit

The trustees have had regard to the public benefit guidance issued by the Charity Commission in determining their activities for the period.

One of the issues raised by our surveys is that our organisations mission is not always fully understood by the general public. People sometimes think that we are a mental health charity or that we are a branch of Royal Mencap and get our funding from them.

We are extremely good at using social media like Facebook, Twitter etc and have a core number of staff, who ensure that our profile is active. We have also been able to communicate very successfully to volunteers and supporters about our activities and events.

Some of the events we hold are not purely to raise funds, they are also to raise our profile and enable us to be known to more people who may need our services or who may want to help us.

We also re-tweet other organisations that have a similar client group or match our ethos or objectives. For example, we have a relationship with other local Mencap's which have been established through social media. We will continue to develop our presence on social media and provide ongoing training to those who need it.

West Berkshire Mencap provides many volunteering opportunities and does very well at recruiting, and retaining, young volunteers. One of the unique features of the play schemes is that we try to offer a one to one volunteer for each child that attends. These volunteers are recruited from local schools and colleges and give up their free time to volunteer at West Berkshire Mencap. All of these volunteers are offered a wide range of training which includes disability awareness training, first aid, communication skills and many others.

Many of these young volunteers go on to choose a career based on their experiences as a volunteer, they go on to look at jobs as Teachers, Doctors, Physiotherapists, and many return while they are at university, to continue volunteering. They also take up volunteering with other organisations in other areas.

Older volunteers work as job coaches, accompanying clients on job taster sessions, some drive or assist on different projects. We have volunteers from all sections of the community including people with learning disabilities.

West Berkshire Mencap also employs adults with learning disabilities.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

West Berkshire Mencap provides many services that are not being provided by anyone else in this area. We provide respite, work experience, training and leisure opportunities. These benefit not only the users, but also their families and professionals. Families get valuable respite and the clients learn or play and widen their experiences and ability. Our aim is that people with learning disabilities get access to the same life experiences that everyone else has, hopefully positive but sometimes negative. We continue to be an organisation that takes the most challenging people who cannot be supported by any other organisation.

### Related Parties

West Berkshire Mencap cooperates with a number of other local organisations in the delivery of its services as mentioned above. These include Newbury College, Newbury Community Resource Centre, Greenham Trust and West Berkshire District Council.

### Policy for setting remuneration

West Berkshire Mencap is committed to ensuring that we pay our staff fairly and in a way that ensures that we attract and retain the right skills to enable the organisation to survive and thrive. Senior Management meet to discuss any proposed annual increase for staff as part of the annual budget setting process and in the context of the funding for the organisation. The decision on an annual award, (if any) is taken by the Board of Trustees. The salary of the Chief Executive is set directly by the Board of Trustees. Individual roles which arise during the year, or where roles are changed, are benchmarked against the external market by Senior Management before setting an appropriate rate.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Patrons

Richard Benyon  
Ricky Groves  
David Smith MRICS  
Daniel Galmiche

Lorraine Chase  
Paul Shinar  
Josh Dugdale

### Trustees

Paul Pointer - Treasurer and Chair  
Tom Rossiter  
Gill Leech  
Stuart Durrant  
Alastair Chapman

Darren Anderson  
Louise Thompson  
Stephen Luff Smith

### President

Graeme Leech

### Chief Executive

Sara Vaughan

### Deputy Chief Executives

Tony Ferguson [and Company Secretary]  
Jane Hall

### Registered Office

The Mencap Centre  
Enborne Gate  
Enborne Road  
Newbury  
Berkshire  
RG14 6AT

### Auditors

UHY Ross Brooke  
Statutory Auditor  
Suite 1, Windrush Court  
Abingdon Business Park  
Oxfordshire  
OX14 1SY

### Bank

National Westminster Bank plc  
Newbury Market Place  
30 Market Place  
Newbury  
Berkshire  
RG14 5AJ

### Solicitors

Gardner Leader  
White Hart House  
Market Place  
Newbury  
Berkshire  
RG14 5BA

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Statement of director's responsibilities

The Trustees (who are also directors of West Berkshire Mencap for the purposes of company law) are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards.)

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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions, 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 and the provisions of the charity's constitution. 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.

So far as the directors are aware, there is no relevant audit information of which the charity's auditors are unaware. The directors have each taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2023

### Auditors

A resolution reappointing UHY Ross Brooke as auditors to the company will be put to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board:



P Pointer

Director

Date: 7/12/2023

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WEST BERKSHIRE MENCAP

### Opinion

We have audited the financial statements of West Berkshire Mencap (the 'charitable company') for the year ended 30<sup>th</sup> June 2023 which comprise Statement of Financial Activities, Balance Sheet and Cash Flow Statement 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 30 June 2023, 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's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 charitable company'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 trustees 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, except to the extent otherwise explicitly stated in our report, 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.

#### Opinions on other matters 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 (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit ; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 30, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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

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.

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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

We have considered:

- the nature of the charity and sector, control environment and operating performance;
- the charity's own assessment, including assessments made by key management, of the risks that irregularities may occur either as a result of fraud or error;
- any matters we identified having reviewed the charity's policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed amongst the audit engagement team.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the areas in which management is required to exercise significant judgement, such as recognition of income. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context were the Companies Act and tax legislation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Caroline Webster FCA (Senior Statutory Auditor)  
For and on behalf of UHY Ross Brooke, Statutory Auditor

Suite I  
Windrush Court  
Abingdon Business Park  
OXFORDSHIRE  
OX14 1SY  
Date: 20/2/2024

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2023

(Incorporating an income and expenditure account)

	Note	Unrestricted Funds	Restricted Funds	Endowed Funds	Total 2023	Total 2022
		£	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations & legacies		8,133	23,664	-	31,797	8,646
Charitable activities	4	8,570	2,550,440	-	2,559,010	2,430,233
Other trading		59,387	26,964	-	86,351	103,051
Investments		6,502	-	-	6,502	1,933
Other Income		9,175	23,966	-	33,141	4,709
<b>Total income</b>		<b>91,767</b>	<b>2,625,034</b>	<b>-</b>	<b>2,716,801</b>	<b>2,548,572</b>
<b>EXPENDITURE ON:</b>						
Raising funds		2,700	-	-	2,700	2,005
Charitable activities	5	152,726	2,801,408	7,653	2,961,787	2,787,578
<b>Total resources</b>	7	<b>155,426</b>	<b>2,801,408</b>	<b>7,653</b>	<b>2,964,487</b>	<b>2,789,583</b>
<b>Net income/(expenditure)</b>		<b>(63,659)</b>	<b>(176,374)</b>	<b>(7,653)</b>	<b>(247,686)</b>	<b>(241,011)</b>
Transfers between Funds	12	-	-	-	-	-
<b>Net movement in Funds</b>		<b>(63,659)</b>	<b>(176,374)</b>	<b>(7,653)</b>	<b>(247,686)</b>	<b>(241,011)</b>
<i>Funds brought forward</i>		<i>294,166</i>	<i>695,843</i>	<i>229,922</i>	<i>1,219,931</i>	<i>1,460,942</i>
<b>Funds carried forward</b>		<b>230,507</b>	<b>519,469</b>	<b>222,269</b>	<b>972,245</b>	<b>1,219,931</b>

The notes on pages 40 to 55 form part of these accounts

## BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2023

Company Number: 3790942

		2023		2022
	Notes	£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	8		<b>546,619</b>	542,078
<b>CURRENT ASSETS</b>				
Debtors	9	<b>329,140</b>		439,475
Cash at bank and in hand		<b><u>371,133</u></b>		<u>465,632</u>
		<b>700,273</b>		905,107
<b>CREDITORS:</b> Amounts falling due within one year	10	<b><u>(274,647)</u></b>		<u>(227,254)</u>
<b>NET CURRENT ASSETS</b>			<b><u>425,626</u></b>	<u>677,853</u>
<b>NET ASSETS</b>			<b><u>972,245</u></b>	<u>1,219,931</u>
<b>FUNDS</b>				
Unrestricted	General	12	<b>174,710</b>	199,461
	Designated	12	<b>55,797</b>	94,705
Restricted		11	<b>519,469</b>	695,843
Endowment		11	<b><u>222,269</u></b>	<u>229,922</u>
		13	<b><u>972,245</u></b>	<u>1,219,931</u>

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

The financial statements were approved and authorised for issue by the board and were signed on its behalf on: 7/12/2023

Paul Pointer  
Chairman

Paul Pointer  
Treasurer

The notes on pages 40-55 form part of these accounts

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2023

	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net cash (used in) provided by operating activities	<u>(33,394)</u>	<u>(179,664)</u>
<b>Cash flows from investing activities</b>		
Proceeds from sale of asset	-	-
Proceeds from sale of property, plant and equipment	-	-
Purchase of property, plant and equipment	<b>(61,105)</b>	<i>(49,123)</i>
Net cash used in investing activities	<u><b>(61,105)</b></u>	<u><i>(49,123)</i></u>
Change in cash and cash equivalents in reporting period	<b>(94,499)</b>	<i>(228,787)</i>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<u><b>465,632</b></u>	<u><i>694,419</i></u>
Cash and cash equivalents at the end of the reporting period	<u><b>371,133</b></u>	<u><i>465,632</i></u>

### Reconciliation of net income/expenditure to net cash flow from operating activities

	2023 £	2022 £
Net income/(expenditure)	<b>(247,686)</b>	<i>(241,011)</i>
<b>Adjustments for</b>		
Depreciation charges	<b>56,564</b>	<i>42,293</i>
Loss/(profit) on the sale of fixed assets	-	-
(Increase)/decrease in debtors	<b>110,335</b>	<i>(47,800)</i>
(Decrease)/increase in creditors	<b>47,393</b>	<i>66,854</i>
	<u><b>(33,394)</b></u>	<u><i>(179,664)</i></u>

### Analysis of cash equivalents

	2023 £	2022 £
Cash in hand	<b>282,528</b>	<i>337,383</i>
Notice deposits	<b>88,605</b>	<i>88,249</i>
Total cash and cash equivalents	<u><b>371,133</b></u>	<u><i>465,632</i></u>

# Notes to financial statements for the year ended 30 June 2023

## 1. COMPANY INFORMATION

The principal activity of the charity is the provision of services for people with a learning disability and their parents, carers and professionals. The charity (registered number 3790942 and charity number 1076658) is incorporated and domiciled in the UK. The address of the registered office is The Mencap Centre, Enborne Gate, Enborne Road, Newbury, Berkshire, RG14 6AT.

## 2. ACCOUNTING POLICIES

### Basis of preparation

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

West Berkshire 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 note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In their assessment of going concern, the Trustees have considered the current and future impact of COVID-19 on the business. This has impacted on the Charities operations but has been managed closely by the senior staff team and the Trustees. All plans, budgets and forecasts have been drawn up based on current knowledge and government guidance on COVID-19. The Directors have updated budgets and forecasts based on current estimates of the impact of the pandemic to ensure that they have sufficient facilities in place to meet operating cash requirements for the foreseeable future. They continue to believe the going concern basis of accounting appropriate.

### Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described in note 2, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

## Notes to financial statements for the year ended 30 June 2023 cont.

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

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

### Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from donations & fundraising is recorded on a receipt basis.
- Incoming resources from charitable trading activity are accounted for when earned.

Where grants receivable relate directly to the provision of services, they are accounted for as grants and contract work. Other grants are accounted for as donations and legacies.

### Resources expended

Expenditure is recognized on an accrual basis as each liability is incurred.

Costs of generating funds comprise the costs associated with fundraising 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 central costs of an indirect nature necessary to support them. Central costs, not covered by other incoming resources, are recharged to the individual funds on an estimate of the staff time and space used by the activity.

## Notes to financial statements for the year ended 30 June 2023 cont.

Charitable expenditure is reported under three sub headings:

- Staff costs relating to the provision of services.
- Other activity expenditure.
- Support costs comprising support staff, premises costs, IT costs and general office costs. In previous years, Governance costs (costs associated with meeting the constitutional and statutory requirements of the charity, the audit fees and costs in respect of the strategic management of the charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within support costs. Termination payments to staff are accounted for when the payment is agreed.

### Fund Accounting

Unrestricted funds held by the charity are those which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are where specific conditions are imposed by the donor which restricts the use of unspent funds. The income is taken directly to the relevant restricted funds.

### Restricted funds

Where specific conditions imposed by the donor would restrict the use of unspent funds, the income is taken directly to the relevant restricted funds. Restricted income also arises from the income generated by each activity, which the Trustees then consider to be restricted to continuing and improving that service as that would be the expectation of the users and their carers. Deficits on funds are met from unrestricted fund.

### Designated Funds

The Directors have set up a 'sinking fund' in respect of future maintenance costs on the respite bungalow and on Heffernan House.

### Endowed Funds

These are funds provided to the charity for ongoing use as a Respite Centre.

### Depreciation and capitalisation of fixed assets

Fixed assets are depreciated over their expected useful economic lives as follows:

Freehold Property	2% straight line
Leasehold Property	10% straight line
Motor Vehicles	25% reducing balance
Equipment with a value between £1000 and £4999	25% straight Line
Equipment with a value over £5000	25% reducing balance

Contributions towards the cost of fixed assets are included as income whilst the gross cost of fixed assets are capitalised. Items under £1,000 are not capitalised.

## Notes to financial statements for the year ended 30 June 2023 cont.

### Operating leases

Rentals payable under operating leases are taken to the Statement of Financial Activities as they fall due.

### Pension costs

The company contributes to an Occupational Master Trust Pension Scheme for all eligible employees and follows the allocation of staff costs.

### Donated assets

Donated assets intended for continuing use by the charity are included as donations in the year of the gift. The value placed on these items is the approximate value that it would have cost the charity to purchase those items based on published price lists for similar items offered for sale.

### Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

### Creditors and provisions

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value

### Company limited by guarantee

The company is a Company limited by guarantee, and is a registered Charity. Each members' liability would be limited to an amount not exceeding £1 in the event of the company winding up. There are eight (8) members for these purposes at the year-end.

## Notes to financial statements for the year ended 30 June 2023 cont.

### 3. NET INCOMING RESOURCES

Are stated after charging the following:	<b>2023</b>	<i>2022</i>
	<b>£</b>	<b>£</b>
Depreciation of tangible assets	<b>56,564</b>	<i>42,293</i>
Auditors fees - audit (excl VAT)	<b>9,700</b>	<i>9,840</i>
- other	-	-
Other operating leases	<b>109,497</b>	<i>69,762</i>
Loss on disposal of assets	-	-

### 4. CHARITABLE ACTIVITIES

	Sessional Fees	Residential Income	Respite Centre Rent	Sheltered Workshop	Grants and Contract Work	Total 2023	<i>Total 2022</i>
	£	£	£	£	£	£	£
Children's Services	<b>69,232</b>	-	-	-	<b>30,000</b>	<b>99,232</b>	<i>89,735</i>
Grant Income for all Services	-	-	-	-	<b>8,570</b>	<b>8,570</b>	-
Adult Day Services	<b>107,710</b>	-	-	<b>42,773</b>	<b>403,866</b>	<b>554,349</b>	<i>565,324</i>
Domiciliary Care and Housing	-	<b>1,831,207</b>	<b>28,926</b>	-	-	<b>1,860,133</b>	<i>1,752,991</i>
Advice and Advocacy	<b>23,171</b>	-	-	-	<b>13,555</b>	<b>36,726</b>	<i>22,183</i>
	<b>200,113</b>	<b>1,831,207</b>	<b>28,926</b>	<b>42,773</b>	<b>455,991</b>	<b>2,599,010</b>	<i>2,430,233</i>
<i>2022</i>	<i>1,768,379</i>	<i>83,416</i>	<i>27,493</i>	<i>36,605</i>	<i>514,341</i>	<i>2,430,233</i>	

### 5a. CHARITABLE EXPENDITURE

	Staff Costs	Depreciation	Other Operating Expenses (Note 5b)	Support Costs (Note 6)	Total 2023	<i>Total 2022</i>
	£	£	£	£	£	£
Children's Services	<b>89,099</b>	<b>4,382</b>	<b>1,332</b>	<b>25,576</b>	<b>120,389</b>	<i>131,598</i>
Adult Day Services	<b>330,640</b>	<b>28,046</b>	<b>56,983</b>	<b>162,737</b>	<b>578,406</b>	<i>620,306</i>
Domiciliary Care and Housing	<b>1,569,042</b>	<b>10,583</b>	<b>26,623</b>	<b>495,821</b>	<b>2,102,069</b>	<i>1,926,589</i>
Advice and Advocacy	<b>18,674</b>	-	-	<b>13,304</b>	<b>31,978</b>	<i>21,721</i>
General	-	-	<b>83,319</b>	<b>45,126</b>	<b>128,945</b>	<i>87,364</i>
	<b>2,007,455</b>	<b>43,011</b>	<b>168,787</b>	<b>742,564</b>	<b>2,961,787</b>	<i>2,787,578</i>
<i>2022</i>	<i>1,885,067</i>	<i>29,671</i>	<i>182,216</i>	<i>690,624</i>	<i>2,787,578</i>	

## Notes to financial statements for the year ended 30 June 2023 cont.

### 5b. OTHER OPERATING EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2023 £	Total 2022 £
Activities cost	-	2,772	-	2,772	1,752
Project expenditure	26,326	10,033	-	36,359	30,203
Events	38,320	-	-	38,320	34,009
Training subsistence	-	20,869	-	20,869	19,941
Sheltered workshop materials	-	27,723	-	27,723	46,040
Motor expenses	-	15,508	-	15,508	15,403
Insurance	18,201	3,133	-	21,334	24,003
Sundry expenses	972	4,900	-	5,872	10,865
	<b>83,819</b>	<b>84,938</b>	-	<b>168,757</b>	<b>182,216</b>
<i>2022</i>	<i>50,667</i>	<i>131,549</i>	-	<i>182,216</i>	

### 6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2023 £	Total 2022 £
Staff costs	322,310	-	-	322,310	270,536
DBS fees	73	1,903	-	1,976	2,514
Staff uniforms	-	490	-	490	1,222
Computer software	21,037	5,414	-	26,451	22,051
IT support	10,068	1,048	-	11,116	10,242
Telephone	5,772	9,479	-	15,251	15,895
IT hardware	734	456	-	1,190	2,283
PPS	3,386	5,100	-	8,486	13,946
Advertising & publicity	-	253	-	253	2,678
Motor expenses	373	-	-	373	642
Travel expenses	216	3,588	-	3,804	4,914
Rent & rates	-	127,352	-	127,352	70,179
Light & heat	15,704	62,314	-	78,018	50,043
Cleaning	21,335	19,563	-	40,898	39,286
Other premises costs	5,993	16,495	-	22,488	79,153
Equipment	8,639	10,371	-	19,010	30,255
Affiliation/subscriptions	2,235	2,011	-	4,246	8,274
Training	530	8,139	-	8,669	16,985
Depreciation	13,352	-	-	1,352	12,623
Loss on sale of assets	-	-	-	-	-
Audit fees	11,640	-	-	11,640	9,840
Professional fees	19,735	2,862	-	22,597	24,604
Bank charges	2,397	-	-	2,397	2,459
Reallocation of office/ premises costs to Activity groups	<b>(420,603)</b>	<b>420,603</b>	-	-	-
	<b>45,126</b>	<b>697,440</b>	-	<b>742,566</b>	<b>690,624</b>
<i>2022</i>	<i>36,697</i>	<i>653,927</i>	-	<i>690,624</i>	

## Notes to financial statements for the year ended 30 June 2023 cont.

Total governance costs included in support costs are £11,640 (2022: £9,840)

### 7a. TOTAL RESOURCES EXPENDED

	<b>Staff £</b>	<b>Depreciation £</b>	<b>Other £</b>	<b>Total 2023 £</b>	<i>Total 2022 £</i>
Charitable activities	<b>2,329,765</b>	<b>56,564</b>	<b>575,458</b>	<b>2,961,787</b>	<i>2,787,578</i>
Costs of generating funds	-	-	<b>2,700</b>	<b>2,700</b>	<i>2,005</i>
	<u><b>2,329,765</b></u>	<u><b>56,564</b></u>	<u><b>578,158</b></u>	<u><b>2,964,487</b></u>	<u><i>2,789,583</i></u>
<i>2022</i>	<u><i>2,155,605</i></u>	<u><i>42,293</i></u>	<u><i>591,685</i></u>	<u><i>2,789,583</i></u>	

### 7b. STAFF COSTS

	<b>Total 2023 £</b>	<i>Total 2022 £</i>
Wages and salaries	<b>1,285,692</b>	<i>1,298,554</i>
Termination payment	-	-
Agency staffing	<b>911,619</b>	<i>729,785</i>
Social security costs	<b>107,621</b>	<i>102,042</i>
Pension costs	<b>24,833</b>	<i>25,224</i>
	<u><b>2,329,765</b></u>	<u><i>2,155,605</i></u>
	<b>2023</b>	<i>2022</i>
Average number of employees during year	<b>No.</b>	<i>No.</i>
Full time	<b>32</b>	<i>32</i>
Part time	<b>20</b>	<i>49</i>
Average FTE employees	<b>54.78</b>	<i>54.78</i>

Volunteers play an invaluable role in delivering services. Without their volunteered time and knowledge, we would not be able to offer the support we do.

None of the directors of the company received a salary in the current or preceding year. No director received any reimbursed expenses during the year (2022: *£nil*).

Two employees in earnings band £60,000 to £70,000 (2022: two)

One employee in earnings bank £70,000 to £80,000) (2022: one)

Key management personnel received aggregate remuneration of £352,718 (2022: £339,668).

## Notes to financial statements for the year ended 30 June 2023 cont.

### 8. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property Improvement £	Endowed Funds £	Total £
<b>COST</b>				
At 1 July 2022	511,776	283,171	368,185	1,163,132
Additions	-	-	61,105	61,105
Disposals	-	-	-	-
At 30 June 2023	<u>511,776</u>	<u>283,171</u>	<u>429,290</u>	<u>1,224,237</u>
<b>DEPRECIATION</b>				
At 1 July 2022	204,471	107,508	309,075	621,054
Charge for the year	10,236	9,350	36,978	56,564
Adjustment on Disposals	-	-	-	-
At 30 June 2023	<u>214,707</u>	<u>116,858</u>	<u>346,053</u>	<u>677,618</u>
<b>NET BOOK VALUES</b>				
<b>At 30 June 2023</b>	<b><u>297,069</u></b>	<b><u>166,313</u></b>	<b><u>83,237</u></b>	<b><u>546,619</u></b>
<i>At 30 June 2022</i>	<u>307,305</u>	<u>175,663</u>	<u>59,110</u>	<u>542,078</u>

The charity enjoys the benefit of a 999-year lease, with 973 years remaining, in respect of its premises at Enborne Gate at a peppercorn rent.

All fixed assets are used for activities in furtherance of the charity's objects or in support thereof.

Freehold property is the Respite Centre (Baily Thomas House) at Haysoms Drive, Newbury. It was valued in October 2003 by an independent chartered surveyor at a value of £500,000. The Trustees consider the land element to be of negligible value due to the planning restrictions attaching to it.

### 9. DEBTORS

	<b>2023</b> £	2022 £
Trade Debtors	<b>229,322</b>	364,851
Prepayments	<b>64,320</b>	51,910
Accrued Income	<b>35,101</b>	22,714
Staff Loans and Advances Recoverable	<b>397</b>	-
	<b><u>329,140</u></b>	<u>439,475</u>

## Notes to financial statements for the year ended 30 June 2023 cont.

### 10. CREDITORS: Amounts falling due within one year

	<b>2023</b>	<i>2022</i>
	<b>£</b>	<i>£</i>
Other taxes and Social Security	<b>36,242</b>	<i>31,836</i>
Other creditors	<b>176,633</b>	<i>136,233</i>
Accruals	<b>46,855</b>	<i>33,993</i>
Deferred Income	<b>2,769</b>	<i>15,000</i>
Tenants Funds	<b>12,148</b>	<i>10,192</i>
	<b><u>274,647</u></b>	<i><u>227,254</u></i>

All deferred income at 1 July 2022 has been released during the year to incoming resources. This income relates to income received in advance for specific events which may take place after the year end and any grant income for a period spanning the year end.

### 11. ENDOWED AND RESTRICTED FUNDS

	<i>1 July</i>	Movement in Funds			<b>30 June</b>
	<i>2022</i>	Incoming	Resources	Transfers	<b>2023</b>
	<i>£</i>	resources	Expended	£	<b>£</b>
<b>Restricted Funds</b>		<b>£</b>	<b>£</b>		
Respite Centre	<i>109,139</i>	29,399	(3,218)	-	<b>135,320</b>
Your Choice Services	<i>171,739</i>	1,831,417	(2,088,269)	85,113	-
Leisure Plus	<i>114,651</i>	20,065	(20,899)	(85,113)	<b>28,704</b>
Gateway Club	<i>19,742</i>	12,926	(6,394)	-	<b>26,274</b>
Friendship Skills	<i>51,526</i>	18,142	(8,834)	-	<b>60,834</b>
FAS	<i>461</i>	38,500	(31,978)	-	<b>6,983</b>
Adult Day Services (formerly Link Up)	<i>228,585</i>	565,618	(514,049)	(18,800)	<b>261,354</b>
Children's Activities	-	108,967	(127,767)	18,800	-
	<i><u>695,843</u></i>	<u>2,625,034</u>	<u>(2,801,408)</u>	-	<b><u>519,469</u></b>
<b>Endowed Funds</b>					
Respite Centre	<i>229,922</i>	-	(7,653)	-	<b>222,269</b>
	<i><u>925,765</u></i>	<u>2,625,034</u>	<u>(2,809,061)</u>	-	<b><u>741,738</u></b>

## Notes to financial statements for the year ended 30 June 2023 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### COMPARATIVE ENDOWED AND RESTRICTED FUNDS

	Movement in Funds				30 June 2022
	1 July 2021	Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
<b>Restricted Funds</b>					
Respite Centre	97,032	27,494	(15,387)	-	<b>109,139</b>
Your Choice Services	382,794	1,716,129	(1,911,204)	(15,980)	<b>171,739</b>
Leisure Plus	112,252	33,911	(31,512)	-	<b>114,651</b>
Gateway Club	19,929	-	(187)	-	<b>19,742</b>
Friendship Skills	38,622	13,502	(598)	-	<b>51,526</b>
FAS	-	22,182	(21,721)	-	<b>461</b>
Adult Day Services (formerly Link Up)	273,601	542,989	(588,005)	-	<b>228,585</b>
Children's Activities	-	115,618	(131,598)	15,980	-
	<u>924,230</u>	<u>2,471,825</u>	<u>(2,700,212)</u>	-	<b>695,843</b>
<b>Endowed Funds</b>					
Respite Centre	237,575	-	(7,653)	-	<b>229,922</b>
	<u>1,161,805</u>	<u>2,471,825</u>	<u>(2,707,865)</u>	-	<b>925,765</b>

The Respite Centre arises as part of a development gain agreed with the district council whereby the developer agreed to provide a five-bed roomed bungalow for respite care. The district council required a six-bed roomed facility and therefore West Berkshire Mencap agreed to fund the additional bedroom. There were restrictive covenants when the planning permission was granted, restricting the use of the building to that of a Respite Centre for those with learning disabilities. The additional costs were covered by a third-party grant. This grant is accounted for as a restricted fund due to the terms of the grant. If the building ceases to be used as a residential facility before September 2023, then the grant is repayable on a sliding scale.

#### Your Choice Services

Your Choice is the name given to the Domiciliary Care Agency which provides a wide range of care options to people with learning disabilities. This includes the seven supported living flats at Heffernan House, and the five supported living flats at Stella Maris House as well as the Home Sitting service and outreach packages in West Berkshire.

#### Leisure Plus

Leisure Plus provides sports and leisure activities for adults with learning disabilities. The scheme encourages links with other associations and similar projects to widen and improve leisure pursuits in the community.

## Notes to financial statements for the year ended 30 June 2023 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### Family Advisor Service

Family Advisor Service provides support, advice and information to people with a learning disability, their families and professionals working with them. It offers a variety of support services for parents and carers as well as providing individual support.

#### Link Up

Link Up is a sheltered work skills project for Adults with Learning Disabilities, teaching real work skills in a supported and supportive training environment. Work includes light assembly and there is an educational element to Link Up in the study room of literacy/numeracy, keeping safe and healthy eating.

#### Children's Activities

Children's Activities covers a number of projects and schemes. Our After-School Clubs operate throughout the year during term time. We have focused group activities and a recently launched Dance club. Throughout the holidays we provide fun activities with a curriculum theme so the children can learn through play. The holiday play scheme is a 1:1 caring environment that operates during school holidays for children and young adults aged 3-19 with a learning disability. We also offer bespoke 1-2-1 outreach support to families throughout the year.

#### Gateway Club

Gateway is the provision of the Gateway Club, which opens doors into the community for adults with a learning disability. It has been run via Zoom throughout the pandemic.

#### Friendship Skills

Friendship Skills supports Adults with a learning disability to learn more about appropriate friendships, keeping safe and helps them to become as independent as possible and to connect with their local community. The small group meets weekly and concentrates on developing a social supportive network with their peer group, whilst having fun.

## Notes to financial statements for the year ended 30 June 2023 cont.

### 12. UNRESTRICTED FUNDS

	<i>1 July 2022</i>	Movement in Funds			<b>30 June 2023</b>
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
Designated property fund	94,705	429	(39,337)	-	<b>55,797</b>
General Fund	<u>199,461</u>	<u>91,338</u>	<u>(116,089)</u>	<u>-</u>	<b>174,710</b>
	<u>294,166</u>	<u>91,767</u>	<u>(155,426)</u>	<u>-</u>	<b>230,507</b>

### COMPARATIVE UNRESTRICTED FUNDS

	<i>1 July 2021</i>	Movement in Funds			<b>30 June 2022</b>
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
Designated property fund	94,469	236	-	-	<b>94,705</b>
General Fund	<u>204,668</u>	<u>76,511</u>	<u>(81,718)</u>	<u>-</u>	<b>199,461</b>
	<u>299,137</u>	<u>76,747</u>	<u>(81,718)</u>	<u>-</u>	<b>294,166</b>

The designated fund represents a sinking fund established under the terms of the management agreement with Golden Lane Housing in respect of the respite bungalow, Baily Thomas House. It is designed to cover major repairs of the respite centre. Following a review of the property fund, the directors determined that no amounts needed to be put aside this year other than to reflect the interest on the associated bank accounts.

They also determined that the fund should remain at £80,000 for the 23/24 financial year with £5,000 as an accrual to cover future maintenance costs of Heffernan House or Stella Maris House in a similar fashion to Baily Thomas House.

## Notes to financial statements for the year ended 30 June 2023 cont.

### 13. ANALYSIS OF NET ASSETS as at 30 JUNE 2023

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	222,269	-	-	<b>222,269</b>
<b>Restricted Funds</b>				
Your Choice	-	174,074	(174,074)	-
Leisure Plus	-	28,731	(27)	<b>28,704</b>
Gateway Club	-	26,274	-	<b>26,274</b>
Friendship Skills	-	60,834	-	<b>60,834</b>
FAS	-	7,417	(434)	<b>6,983</b>
Adult Day Services (formerly Link Up)	64,310	204,248	(7,204)	<b>261,354</b>
Children's activities Respite Centre	12,224	(8,475)	(3,749)	-
	79,969	55,351	-	<b>135,320</b>
	<u>156,503</u>	<u>548,454</u>	<u>(185,488)</u>	<b>519,469</b>
<b>Unrestricted Funds</b>				
Designated Property Fund	-	55,797	-	<b>55,797</b>
General Funds	167,847	96,022	(89,159)	<b>174,710</b>
	<u>546,619</u>	<u>700,273</u>	<u>(274,647)</u>	<b>972,245</b>

### 13a. COMPARATIVE ANALYSIS OF NET ASSETS as at 30 JUNE 2022

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	229,922	-	-	<b>229,922</b>
<b>Restricted Funds</b>				
Your Choice	-	348,916	(177,177)	<b>171,739</b>
Leisure Plus	-	115,443	(792)	<b>114,651</b>
Gateway Club	-	19,742	-	<b>19,742</b>
Friendship Skills	-	51,547	(21)	<b>51,526</b>
FAS	-	677	(216)	<b>461</b>
Adult Day Services (formerly Link Up)	32,665	222,656	(26,738)	<b>228,583</b>
Children's activities Respite Centre	6,606	15,704	(22,310)	-
	79,969	29,169	-	<b>109,138</b>
	<u>119,240</u>	<u>803,854</u>	<u>(227,254)</u>	<b>695,840</b>
<b>Unrestricted Funds</b>				
Designated Property Fund	-	94,705	-	<b>94,705</b>
General Funds	192,916	6,548	-	<b>199,464</b>
	<u>542,078</u>	<u>905,107</u>	<u>(227,254)</u>	<b>1,219,931</b>

## Notes to financial statements for the year ended 30 June 2023 cont.

### 14. OPERATING LEASE COMMITMENTS

At 30 June 2023 the company had commitments under non-cancellable operating leases expiring as follows:-

	Land & Buildings		Other	
	2023	2022	2023	2022
	£	£	£	£
Less than 1 year	<b>102,160</b>	60,500	<b>7,337</b>	9,262
Between 2-5 years	<b>408,640</b>	242,000	<b>5,969</b>	7,362
More than 5 years	<b>1,176,255</b>	591,025	-	-
	<b>1,687,055</b>	893,525	<b>13,306</b>	16,624

### 15. CONTINGENT LIABILITIES

The grant received in respect of the respite centre is potentially repayable if the building ceases to be used as a respite facility for those with learning disabilities before September 2023. It was repayable in full before 30 September 2017 and on a sliding scale thereafter.

### 16. RELATED PARTIES

Stuart Durrant, Trustee of West Berkshire Mencap and Equity Partner in Gardner Leader Law Firm. During this financial year £2,043 was paid to Gardner Leader for Professional Legal Fees with £0 due at the year end.

Jane Hall, Deputy CEO of West Berkshire Mencap has an adult child working for the charity who received gross remuneration through the payroll of £14,088.

Caroline Austin HR Manager, spouse is a transport and waste service sole trader who West Berkshire Mencap paid £1,146 during the year with £199 due at year end

## Notes to financial statements for the year ended 30 June 2023 cont.

### 17. FINANCIAL INSTRUMENTS

	<b>2023</b>	<i>2022</i>
	<b>£</b>	<i>£</i>
Financial assets measured at amortised cost	<b>664,775</b>	<i>882,392</i>
Financial liabilities measured at amortised cost	<b>271,877</b>	<i>212,254</i>

The company's income, expense, gains and losses in respect of financial instruments are summarised below

	<b>2023</b>	<i>2022</i>
	<b>£</b>	<i>£</i>
<b>Interest income and expense:</b>		
Interest income	<b>6,502</b>	<i>1,933</i>
Interest expense	-	-

Financial assets measured at amortised cost comprise trade debtors, other debtors and cash equivalents.

Financial liabilities measured at amortised cost comprise other creditors and accruals excluding deferred income.

Notes to financial statements  
for the year ended 30 June 2022 cont.

18. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	<i>Note</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Endowed Funds</i>	<i>Total 2022</i>	<i>Total 2021</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>INCOME AND ENDOWMENTS FROM:</b>						
<i>Donations &amp; legacies</i>		<i>8,262</i>	<i>384</i>	-	<i>8,646</i>	<i>68,292</i>
<i>Charitable activities</i>	<i>4</i>	<i>12,868</i>	<i>2,417,365</i>	-	<i>2,430,233</i>	<i>2,380,221</i>
<i>Other trading</i>		<i>52,843</i>	<i>50,208</i>	-	<i>103,051</i>	<i>47,158</i>
<i>Investments</i>		<i>1,933</i>	-	-	<i>1,933</i>	<i>1,711</i>
<i>Other Income</i>	<i>3</i>	<i>841</i>	<i>3,868</i>	-	<i>4,709</i>	<i>52,289</i>
<b>Total income</b>		<b><u>76,747</u></b>	<b><u>2,471,825</u></b>	<b><u>-</u></b>	<b><u>2,548,572</u></b>	<b><u>2,549,671</u></b>
<b>EXPENDITURE ON:</b>						
<i>Raising funds</i>		<i>2,005</i>	-	-	<i>2,005</i>	<i>1,318</i>
<i>Charitable activities</i>	<i>5</i>	<i>79,713</i>	<i>2,700,212</i>	<i>7,653</i>	<i>2,787,578</i>	<i>2,589,346</i>
<b>Total resources</b>	<i>7</i>	<b><u>81,718</u></b>	<b><u>2,700,212</u></b>	<b><u>7,653</u></b>	<b><u>2,789,583</u></b>	<b><u>2,590,664</u></b>
<b>Net income/(expenditure)</b>		<b><u>(4,971)</u></b>	<b><u>(228,387)</u></b>	<b><u>(7,653)</u></b>	<b><u>(241,011)</u></b>	<b><u>(40,993)</u></b>
<i>Transfers between Funds</i>	<i>12</i>	-	-	-	-	-
<b>Net movement in Funds</b>		<b><u>(4,971)</u></b>	<b><u>(228,387)</u></b>	<b><u>(7,653)</u></b>	<b><u>(241,011)</u></b>	<b><u>(40,993)</u></b>
<i>Funds at 1 July 2021</i>		<i>299,137</i>	<i>924,230</i>	<i>237,575</i>	<i>1,460,942</i>	
<b>Funds at 30 June 2022</b>		<b><u>294,166</u></b>	<b><u>695,843</u></b>	<b><u>229,922</u></b>	<b><u>1,219,931</u></b>	



**The Queen's Award  
for Voluntary Service**

<https://www.wbmencap.org/>

<https://www.facebook.com/Westberkshiremencap?fref=ts>

<https://www.instagram.com/westberkshiremencap/>

<https://twitter.com/WestBerksMencap>

[https://www.youtube.com/channel/UCi8-d03RN0jwWTR\\_NRqVKEw](https://www.youtube.com/channel/UCi8-d03RN0jwWTR_NRqVKEw)

<https://www.linkedin.com/company/west-berkshire-mencap/>



West Berkshire Mencap is a company limited by guarantee  
(number 3790942) incorporated on 17 June 1999  
and is a registered charity (Charity No: 1076658).

Registered office: Enborne Gate, Enborne Road, Newbury, RG14 6AT

Affiliated to but not funded by the Royal Mencap Society

**WEST BERKSHIRE MENCAP**

England & Wales - Charity number 1076658

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# Accounts

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# Transforming Lives



## Annual Report and Financial Statements 2021 - 2022

Providing information, support and services for adults and children with a learning disability, their families and carers in West Berkshire

Visit [www.wbmencap.org](http://www.wbmencap.org) or call us on (01635) 41464

## Contents

Introduction	3
A Message from our Chair	4
A Message from our President	5
CEO's Report	6
Our Vision, Mission and Values	7
Our Priorities	8
The Year in Numbers	10
Our Reponse to the COVID-19 Pandemic and Lockdown	11
Services Provided 2021 - 2022	12
Fundraising Report	13
Our 3-Year Strategic Plan 2021-2024	15
Status and Administrative Information	21
Statement of director's responsibilities	30
Independent auditor's report	32
Statement of financial activities	36
Balance sheet	37
Cash flow statement	38
Notes to financial statements	39

This report was produced in house.  
We are grateful to all the people who supplied photographs.

## We help hundreds of people in West Berkshire with learning disabilities to live their lives the way they want

There are approximately 1.5 million people with a learning disability in the UK.

A learning disability is a reduced intellectual ability (IQ of under 70) and difficulty with everyday activities, for example household tasks, socialising or managing money, which affects someone for their whole life.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complex information, and interact with other people. The level of support someone needs depends on individual factors, including the severity of their learning disability.

Learning disability is NOT a mental illness. The term "learning difficulty" is often incorrectly used interchangeably with learning disability.

This report outlines West Berkshire Mencap's activities from 1 July 2021 to 30 June 2022 and the benefit for people with learning disabilities, their families and carers.



## Message from our Chairman

Sometimes life feels like Groundhog Day, and the year to 30 June 2022 has felt like that with the issues faced in providing services in a challenging environment whilst at the same time continuing to advance the Charity's programme of service and facilities redevelopment.

At West Berkshire Mencap however we have been blessed with a fantastic leadership team, staff and volunteers who have continued, despite ongoing adversities to provide the excellent services, support and opportunities for families using our services and facilities.

I would like to give particular appreciation to our CEO Sara Vaughn and her deputy CEO's Tony Ferguson and Jane Hall, who have worked tirelessly in very trying times over the last couple of years but have kept the Charity on track with their unflinching efforts.

I am equally grateful for my fellow Trustees work over the past year, for the time and support they have given.

As a specialist provider of services for people with learning disabilities, West Berkshire Mencap knows that the impact of a learning disability can be life changing, not only for the individual, but also their families, and friends. However, the COVID-19 pandemic has made their lives all the more difficult and I know how hard everyone has continued to work to keep all of our clients safe this year.

Demand for our services has continued to increase and we continue to work closely with our clients, their families, carers and our community partners, with the aim of ensuring that our services reach and help all those affected by learning disabilities in West Berkshire.

Our new 3-year Development Plan continues to evolve in an exciting manner despite the financial constraints presented over the last 2 years and special thanks goes to Verogen for all of their help with the relocation of the Growing4All service.

Whilst we won't forget the trials of the last couple of years – and we know they're not over yet, the passion and resilience we saw across the whole Mencap family over the last has lit a fire in all of us. We have so much additional work to do, but we are more ready than ever to do it.

**Paul Pointer**  
Chair of Trustees



## Message from our President

I am delighted to be your President and am proud how well our CEO, Sara, the leadership team and our wider team of staff and volunteers have been able to deliver a comprehensive range of services to our clients during the last year. A big thank you to our clients in supporting us and our work as we move into the third year having to deal with the challenges that the COVID 19 Pandemic has provided.

As we look ahead and look to service our clients' needs into the future, our Horticultural Project, Growing4All's relocation to the Mencap Centre is moving closer with construction work well underway following delays in obtaining the necessary materials.

We remain very grateful to our construction company, Verogen, who have been working with us to bring the Mulberry project to fruition. I cannot wait to see everyone's' patience be rewarded when the Project moves to the new site in the short weeks ahead. We will be inviting everyone to a Grand Opening Event in the spring when we can show the site looking its best with all the plants and flowers in bloom.

Finally, I would like to express a big thank you to all involved in putting on our fundraising activities this year, from the Dew Pond dinners to the WB Mencap Raceday to even Zoom Quiz Nights, all of which have been a great success. I know how much hard work was put in by all involved and it was therefore rewarding to receive so much positive feedback from our supporters who were very generous in booking tickets and supporting the events. If you have not previously attended any of our fundraising events but would like to in the future, please do contact our office as we would very much like to welcome you as a supporter.

It is also great to see our new sheltered accommodation unit nearing completion and ready to receive its first new residents before Christmas. All of our new development works have been hit hard by the effects of COVID, Brexit, the financial situation and now the issues on the World Stage too. It is a testament to the hard work, flexibility and resilience of our staff teams that these projects are nearing completion.



**Graeme Leech**  
President

## Message from our CEO



I am pleased to report that 2021-22 has been a great year for West Berkshire Mencap despite the very considerable challenges we have faced. I am delighted to report that we have achieved all of our aims and objectives for the year 2021-22 as outlined in our 3-year plan. This amazing achievement has been possible because of the drive and passion of so many people – including volunteers, funders, care professionals and staff. I would like to take this opportunity once again to thank all the staff team for their dedication and hard work over the last year.

We continue to be ambitious about the future and recognise we need to grow our services to improve the lives of people affected by Learning Disabilities however the external climate that we are working in leads us to see the next financial year as our year of consolidation to bed in the huge amount of growth and change we have seen in the previous 2 years.

We updated our Strategic Plan at our Trustee Away Days in June and have added a further year onto it so that it has become a rolling 3-year plan supported by our business development tracker which keeps us focused on the current year.

Making our services relevant to the needs of all of our clients is what West Berkshire Mencap is all about. We support clients and families from cradle to grave providing a wide range of services accessible to different age ranges and client needs. The future development of the organisation is central to plans we make for the long-term stability and viability of our services and the organisation as a whole.

We have set our long-term priorities for the next 3 years with particular attention being paid to how we can develop and modernise our services for future generations. We have set ambitious targets both for service development and income generation, but we must continue to ensure our services are meeting the needs of our client groups. We are strengthening our feedback loops with clients and their families to ensure that we stay relevant to their needs.

Throughout 2021-22 we have been working on our two major capital projects and we will soon be opening our third Supported Living unit with 6 new flats for clients with complex needs. Our therapeutic gardening project is ready to move to its new site in Enbourne Gate which is nearing completion and we have had a great year with our children and family services providing more hours of support than ever before.

I am looking forwards to implementing our Strategic Plan and modernising our organisation whilst continuing to provide a wide range of support to clients in our area.

**Sara Vaughan**  
Chief Executive Officer

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Our priorities

#### Vision

Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

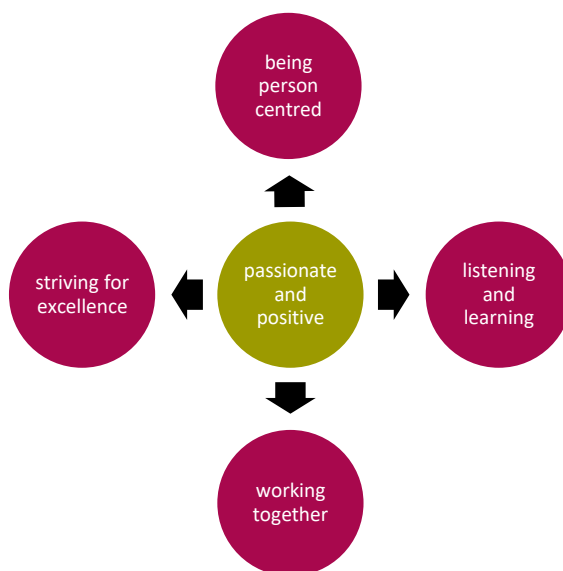
#### Mission

Our mission is to transform society's attitudes to learning disabilities and improve the quality of life of people with a learning disability and their families.

We will:

- listen to people with a learning disability
- raise awareness and change attitudes
- support all people living with a learning disability to lead fulfilling lives
- give up to date information and advice
- promote and support friendships and relationships
- promote and support healthy lifestyles

#### Values



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Priorities for the year

The Charity's activities are defined by our 3-year plan. The priorities were created following wide discussion with members and external stakeholders.



- Priority 1: Provide high quality services that improve the lives of people with learning disabilities and their families. People with learning disabilities say that they want meaningful day activities, friends and a home. For over 60 years, West Berkshire Mencap has supported people with a learning disability, their families and carers by offering high quality services. We listen to the people we support and tailor our activities to meet their wants and needs.
- Priority 2: Help people with a learning disability, their families and carers, make choices and have a voice. West Berkshire Mencap supports people through many different situations and life opportunities. Our qualified staff give individual support to parents, carers and people with learning disabilities. We help with a variety of issues including employment, leisure, housing, transition,

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Priorities for the year cont.**

benefits advice, behaviour management and many other enquiries that come our way. We provide advocacy through Child Protection, and can also be an Appropriate Adult at the local Police station or at the Job Centre.

- Priority 3: Raise awareness and change attitudes towards learning disability across West Berkshire. Every day, more than 1.5 million people with a learning disability and their families face issues like poor healthcare, hate crime and social isolation. These issues are rarely debated and most people do not understand how these things impact lives. West Berkshire Mencap seeks to highlight these issues and raise awareness in partnership with people with a learning disability, their families and carers.
- Priority 4: Generate the income to sustain and grow our services.
- Priority 5: Develop new ideas to benefit people with learning disabilities and their families.

We continue to look at opportunities to develop our portfolio of services that we can offer in West Berkshire. We continue to consider any service suggestions from users, parents and carers, or other professionals that will benefit people with learning disabilities and their families.

We also listen closely to our staff and volunteers who work closely with each other and the people that we support getting a good view of their needs and routes for progression.

The Board of Directors, who are the charity Trustees for the purposes of the Charities Act 2011, present their Annual Report for the year ended 30 June 2022 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for the year. The Board confirms that the latter comply with the requirements of the Charities Act 2011, the Companies Act 2006, the Company's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### The Year in Numbers

- ◇ 5 Tenants at Stella Maris House
- ◇ 7 Tenants at Heffernan House
- ◇ 1735 Hours of domiciliary care a week in Heffernan House and Stella Maris House which includes 17.5 hours of Outreach
- ◇ Leisure Plus delivered 13.5 hours of activity per week which included cookery, fun club and drama
- ◇ 1304.5 Sessions attended at Growing4All during the year (37.5 placements out of 50 are filled as they were reduced by lockdown)
- ◇ 1099 Sessions were delivered for Children which equates to 3482 hours of care
- ◇ Gateway Club was delivered via Zoom with numbers dropping to 10 regular members
- ◇ 4021.5 Sessions attended at Link Up (106.6 placements out of 150 per week are filled as they were reduced by lockdown)



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Our response to the COVID-19 Pandemic and Lockdown

It has again been a very unusual and challenging year!

I am pleased to report that our staff teams have worked throughout the pandemic to provide services to adults, children and their families. We have provided face to face services across the organisation with the exception of our Gateway Club which has continued to run on Zoom.

Link Up and Growing4All Adult Day Services have re-opened this year and provided daytime services to all of our clients. All social distancing and COVID rules were followed and everyone was able to work together safely.

Our Friendship Skills Service moved to a face to face provision again as soon as we were able to and a full programme of activities resumed.

Your Choice Services have kept Heffernan House and Stella Maris House running throughout the pandemic. This work has not been without its challenges during this very stressful time. Our focus has been to try to keep all the clients safe, and I am pleased to report that we have had adequate PPE throughout the whole epidemic to do this as we started stockpiling PPE at the beginning of January 2020 and we continued to keep staff adequately supplied with PPE throughout. The dedication of our staff teams has been amazing and the care they have given our clients has been second to none.

Throughout this year work continued on our third Supported Living Unit which will open its doors within the next few months.

Our Children's Team continued to run Outreach Support Services to children and their families alongside our After School Service. Holiday Playschemes were offered during all school breaks.

By the end of June 2022 excepting Gateway, all of our services were back to normal and almost all of our clients were back attending day provision and social clubs. It was great to see everyone back attending services which were provided with COVID-19 safe practices to ensure continued personal safety.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Services Provided in 2021-22

**Link Up** continued to grow and work, with a wide range of local companies and charities, to deliver light packaging and assembly, alongside the training opportunities for our clients. At all times we followed Government COVID Guidelines.

**Leisure Plus** has offered adults with learning disabilities limited leisure, sport and educational activities in line with government guidelines.

**Growing4All** has continued to flourish and sell plants, herbs, and vegetables as well as woodwork items. We have continued fundraising all year to enable us to move the project to Enbourne Gate. We are very pleased that our commercial Partner Verogen have continued work on the site.

**Newbury Gateway** continued to be delivered by Zoom.

**Your Choice Services**, our domiciliary care agency, provided over 1,720 hours of high-quality care a week to people with learning disabilities. Both Heffernan House and Stella Maris House were full and provided a permanent home for 12 people. In common with other care providers, we face challenges recruiting Care Staff to our team.

**Children's Services** has run an Outreach service during 2021-22 as well as our After school Services and this has proved very successful. We continue to recruit to the team. As always, we had a number of teenage volunteers giving up their own time to help.

Requests for help from the **Family Advisor Service** continue to be high. Families received support from our team with benefit claims, child protection issues, deputyships, and much more.



## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Fundraising Report 2021-2022**

The COVID-19 Pandemic has obviously affected our fundraising, but despite this, we have managed to hold a number of successful events to raise money for West Berkshire Mencap. Wherever possible, our members and staff are involved in fundraising.

West Berkshire Mencap's funding is mainly provided by the delivery of services paid for by local authorities, the NHS and individuals with personal budgets.

We also raise funds by applying to Trusts and Foundations to support specific services or projects. These are all monitored carefully to ensure that we comply with the terms of the grant.

We were also fortunate to receive donations from individuals, particularly from people who either use or have used our services and wish to show their appreciation.

We are extremely grateful to Newbury Rotary Club who continue to support our work with fundraising and volunteering.

Our fundraising events this year although limited due to the pandemic included:

- Growing4All Open day
- Online Bingo
- Car boot sales
- Wheel barrow races
- Dew Pond Dinners
- A Race Day at Newbury Race Course

Our Mulberry Fundraising Campaign has raised funds for our development projects and the first phase of the campaign is to move the Growing4All project to the site at Enbourne Gate. West Berkshire Mencap are grateful to the following as well as all the anonymous amounts for grants and donations for this project from:

- Verogen
- Kym Seymour
- Sue Thorn
- David Hoare
- The Geoff and Fiona Squire Trust
- Newbury Phoenix Rotary Club
- Mr & Mrs Chidley
- Doublebase.org
- Opus Acc Ltd
- The D Olyly Carte Trust
- Tim Renouf
- Gardening for the Disabled
- V Perry
- Amco Charitable Trust

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Fundraising Report 2021-2022 cont.

- Cumber Charitable Trust
- The Oliver Ford Foundation
- The Gerald Palmer Trust
- Paul Bowers
- Sue Hope
- Martin Lambourne

West Berkshire Mencap are grateful to the following for Grants received:

- Funds received through The Good Exchange
- Berkshire Community Foundation
- Skills for Care

West Berkshire Mencap are grateful to the following for Donations received:

- The Rotary Club in Newbury
- Various collection pots around the community
- Downer & Co Newbury

And donations received through the following platforms:

- JustGiving
- Easy Fundraising
- CAF
- West Berkshire Lottery
- Amazon Smile



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### West Berkshire Mencap's 3-Year Strategic plan 2021-2024

#### Introduction

Owing to the uncertain nature of the current environment we find ourselves in due to the COVID Pandemic, by necessity, we have organised this plan deliberately to have a detailed approach to the year 2021-2022 and a lighter touch more aspirational approach to the years 2022-23 and 2023-2024. We envisage that as we go forwards in the final quarter of each of the next two years we will provide a detailed business development plan and business plan tracker for the oncoming year based on the strategic approach outlined in this plan. On approval of this plan we will provide Trustees with a detailed Business Plan Tracker for 2021-22.

#### Where do we want to be in June 2024?

Our ambitions are to modernise and update our approach, with a view to making West Berkshire Mencap relevant to today's young parents and families, whilst at the same time responding to the changing needs of older parents and clients. We want to transform the Mencap Centre into a hub where families and clients with Learning Disabilities will feel welcome, safe and supported by a range of service offers provided directly by ourselves and also by trusted partnership working. We want to change the notion of competition in our field of operation which does nothing to further the needs of our clients and instead promote positive relationships across service providers to enable choice for service users and clients but also aim for less duplication to enable a wider range of service offers.

#### Strategic Issues

**Staffing** - We will re-structure the Senior Team to fulfil the ambitions set out in this plan. We aim to get to a situation where we have Children's and Family Services and the management of the Mencap Centre together under the leadership of Caz Austin, Adult Services together under Jane Hall and all Resources and Project Management together under Tony Ferguson. The CEO will continue to manage Income generation and PR.

As a result of our experiences during COVID we will continue to offer flexible working to our staff teams with a mix of home/office working as long as business needs are met. This will enable us to maximise some previously designated office space for client services.

**Income Generation** – We will continue our relationship with Sue Thorn and her team. This function will be managed by the CEO. We will recruit a Social Media and Events person in 2022 to support our local efforts as we will be increasing our events and activities as the year progresses. We will also be re-focusing our PR approach in the Autumn of 2022.

**Project Management** – Tony Ferguson will manage the delivery of all of our Projects as well as the management of all of our Resource Functions including IT and eventually HR as Caz

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### West Berkshire Mencap's 3-Year Strategic plan 2021-2024 cont.

Austin develops the Family Services. The project management work is reflected in the plan as it is integrated into each management area. All of this will be co-ordinated by Tony.

**Adult Day Services** – Jane Hall will continue to oversee Adult Day Services, Children's Service and Your Choice Services. During the year, Jane will consider options on how we might modernise our day services provisions in 2022-23.

**Over the next 3 years, in addition to continuing to run all of our current services we will implement the following plans:**

#### Your Choice Services

**Jacobs Well** – we aim to open a new 6 bedroom supported living unit next door to Stella Maris in the middle of 2022.

- Work with Greenham Trust to redevelop site
- Work with the Local Authorities to fill vacancies
- Fundraise for furniture, fittings and white goods
- Restructure the YCS team in the light of Jacobs Well

**Pass System**- implement a new digital Care Management system in Quarter 1

- Implement new system with PASS
- Purchase tablets for each client
- Train staff

**Webroster** – Review our rostering system in the 2<sup>nd</sup> half of the year once PASS integrations have been completed

**Bailey Thomas House** - Initial discussions re future with Trustees in January 2022 Away Day

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Adult Day Services

**Re-organise accommodation at Unit E** - to create and equip a downstairs large meeting/training room

- Move HR team to Enborne Gate
- Move Tony Ferguson to Enborne Gate
- Move YCS Management team to Unit E

**Move Growing4All to new site at Mencap Centre** – establish the team at the new site and iron out teething issues

- Restructure Team
- Develop Volunteer team for G4A
- Organise opening celebration event

**Children's Services** – Continue to provide Children's Outreach Short Breaks Services as outlined in the application to West Berkshire Council Children's Services and additionally provide individually commissioned bespoke packages for families.

- Provide Thursday Playschemes throughout the summer of 2021-22
- Review toys and equipment and replace as needed
- Provide outside storage for play equipment and bikes
- Move Children's team offices into current Family Advisors space.
- Make old sensory room into quiet chill space for children.
- Move Finance team into current Children's offices
- Implement planned maintenance for playground and repair and paint equipment
- Help staff team to adjust to expectations about how Children's services will look in the future
- Raise money to cover expenditure on equipment

### HR and Family Services

**Develop our Family Support offer**- steadily expand our services to families as follows:

- Continue to develop services for under 5's
- Expand our Family Advice Services
- Funding application for services for support for Aging Parents
- Develop partnership working
- Develop our offer to older children
- Develop our offer to young adults
- Open Parent and Baby services
- Implement Partnership working across West Berkshire area

**Develop and modernise The Mencap Centre** – Begin to change the way we use the Centre. Re-organise accommodation in Mencap Centre to accommodate new staff teams and reflect the changing use of building

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

- Change fencing and build bike sheds
- Pop up Café in Mencap Centre
- Commission plans for the Tree House
- Architect plans for Mencap Centre

### Central Services

#### Work on new branding, vision and mission

- Meeting with Trustees in January 2022 Away Day
- Implement recommendations

#### Income Generation, Profile Raising and Fundraising

- Continue to work with Sue Thorn
- Employ a Fundraiser
- Employ a Social Media Specialist

**Project Management** - Manage the overall delivery of the Mulberry Project but for specific delivery in 2021-22 as follows:

- Delivery of Jacobs Well Project – have the new 6 flat open and partially filled by the end of the year
- Delivery of Growing4all Move – have the project working successfully from Enborne Gate

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Income Generation**

**This is our strategic development project which links into our fundraising.**

### **Outline of project phases**

#### **Phase 1**

Development of field site adjacent to the Mencap Centre at Enborne Gate.

To include new buildings and facilities to house the Growing4All Project currently sited at Cottismore.

Aim to be finished by 1<sup>st</sup> quarter 2022

#### **Phase 2**

Development of our Family Support Division and temporary updates and changes to the interior of The Mencap Centre at Enborne Gate to include:

Changes to senior staff team.

Recruitment of experienced HR team members

Changes to office accommodation in Enborne Gate and Unit E.

Application to Sainsbury's trusts to fund our services to support older parents.

Development of a pop-up café in The Mencap Centre.

Maintenance and repair of playground equipment, soft play room and the Sensory room.

Provision of more outside storage for equipment.

Architect plans for Mencap Centre redevelopment

#### **Phase 3**

External gardening and messy play facilities for the children at The Mencap Centre

#### **Phase 4**

Building work to start to alter the extension at the rear of the Mencap Centre and to modernise the interior of the building.

New Kitchen and café area if the pop-up test worked.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Income Generation cont.**

#### **Monitoring**

We will continue to use a Business Plan Activity Monitoring document, which will be linked to the new appraisal and PDR/objective setting processes for all staff. This will be monitored at Trustee Meetings throughout the year so that progress can be measured.

#### **Strategic Planning**

We had developed our next 3-year plan in the final Quarter of 2020-2021 as stated in our last Annual Report. We will hold a Trustee Away Day to further develop our Vision for the organisation.

#### **Volunteers**

West Berkshire Mencap, as usual, is indebted to all the volunteers who help to keep our organisation running.

We have volunteers who helped with our fundraising, our services and our governance and we are extremely grateful to them for all their time and effort. We could not run the organisation without them as they are integral members of our team. We value them all, as they help us to run many of our services undertaking specialist training as needed. Many of our volunteers are young people recruited from local schools who start a long journey with us, often moving into employment in future years. Others have joined us in their retirement bringing invaluable life experiences and skills. In the last year, our volunteer team in our Growing4All project have helped to develop our woodworking project. Our fundraising volunteers have run successful fundraising events across West Berkshire. We continue to be immensely grateful to them all.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Status and Administration**

West Berkshire Mencap is a company limited by guarantee (number 3790942) incorporated on 17 June 1999 and is a registered charity (Charity No: 1076658). Its revised Memorandum governs the charity and Articles of Association adopted 17<sup>th</sup> November 2016.

Members appoint all directors at the Annual General Meeting and each appointment is for a year. There is a 5-year restriction on the length of tenure of the Chair.

Decisions are made by line managers and, ultimately, by the Chief Executive. The Board of Directors makes policy decisions. Strategic decisions are formed at Board level using information from staff and users to help in the decision-making process.

Directors (Trustees) who have served during the year are as follows:

Julian Swift-Hook	Chair (resigned 9 December 2021)
Paul Pointer	Treasurer and Chair (appointed 9 December 2021)
Darren Anderson	
Stuart Durrant	
Gill Leech	
Steve Luff-Smith	
Tom Rossiter	
Louise Thompson	

Sara Vaughan - Chief Executive  
Tony Ferguson – Company Secretary

The Key Management Personnel are the Trustees, as above, Sara Vaughan as Chief Executive, Tony Ferguson and Jane Hall as Deputy CEO's and Heads of service lines: Michelle Greenfield, Caroline Austin and Kerry Fourie.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Structure, Governance and Management

Trustees are sought from a wide range of backgrounds and disciplines in order to ensure that the charity is governed effectively. A skills audit has shown that we have a good range of Trustees with backgrounds in finance, legal, management and politics whilst also maintaining soft skills such as team work, problem solving, facilitation and decision making. Trustees are asked to sign to show that they understand the role of the Trustee and to ensure that they have declared an interest in everything they need to. They are given an induction pack to give them information about the charity. They are also offered an induction tour of our services as we are based on several sites in the district. It is important to have a diverse range of Trustees to reflect our diverse society. Trustees are offered regular training.

### Compliance with the Code of Good Governance

West Berkshire Mencap's board continued to demonstrate its strong commitment to the Code of Good Governance.

### Principal Objects of the Charity

The objects of West Berkshire Mencap are:

*The relief of people who are in need by reason of their disability, (with an emphasis, priority and focus on the relief of people with a learning disability, their families, dependants and carers), by the provision of services, support and information, leading to independent living opportunities and/or improved life chances, and also by challenging discrimination through campaigning, lobbying and promoting user representation.*

It does this by carrying out activities in the following areas:

1. Promotes the care, treatment and education of people with learning disabilities and their families/carers and secure provision commensurate with their needs.
2. To increase public knowledge of the problems faced by people with learning disabilities and their families/carers.
3. To become acquainted with all people with a learning disability and their families/carers within the local area, to listen to them and develop services that take their views into consideration.
4. To foster mutual help, co-operation and friendships between parents, guardians, relatives and all entrusted with the care of those with a learning disability.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Structure, Governance and Management Cont.**

5. To provide support and a signposting service to other organisations and work in partnership to ensure that people with a learning disability and their families/carers have the rights and opportunities that they are entitled to.
6. To provide respite for families.

### **Ensuring that our work deliver our aims**

The activities, which West Berkshire Mencap undertake, are defined by the organisation's strategic plan, which takes the form of a rolling 3-year plan (2021 -2024) at this point. This report outlines our activities over the past twelve months and how those activities brought benefits to people with learning disabilities and their families and carers.

In monitoring the progress of our development plan, and in the consideration of future plans, the board is ever mindful of how West Berkshire Mencap's public benefit, as defined in our objects, is delivered. The Board has reviewed and has had regard to the Charity Commission's general guidance on public benefit.

### **Criteria used to assess success**

Our Development Plan Tracker monitors our performance and is assessed at every Trustee Board Meeting which also links to staff KPI's and are reported back at each Board Meeting using a traffic light alert system.

We have a Senior Management Team (SMT) that meet every month to monitor our progress against our objectives. A larger, organisation wide management meeting is held quarterly.

We work hard to foster service user involvement in our services. We have Family Liaison meetings and Friendship skills has a committee as well as meetings to determine the group ethos and plan their monthly calendar. User feedback is essential to the integrity of our service development.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Financial Results and Reserves Policy

The principal source of funding for the charity continued to be that of the provision of direct service delivery from sessional fees, domiciliary care fees and local authority grants for services. In the year to 30 June 2022, incoming resources were static £2,548,571. The residential care homes have remained largely well occupied resulting in an increase in domiciliary care sessional fees income to £1,596,289 this year from £1,573,232 last year. We have considered the impact of COVID-19 and the increase in utility costs on future income streams and reserves, via cashflow modelling, and despite the ongoing uncertainty in the Charity Sector, are confident that our reserves will remain sufficient to meet our ongoing needs to fulfil our services.

Due to ongoing Covid-19 costs and staffing issues expenses have substantially increased this year to £2,787,578 from £2,589,346 last year. Our largest cost remains staffing which is 77% of this total up from 80% last year.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Our restricted funds are very important for providing a degree of security for many of our existing projects and services and enabling us to develop and expand services in response to the needs of service users. However, restricted funds are just that – funds restricted to specific purposes that cannot be spent on other things, for example, if they are donated for a specified purpose or are earned in fees or other service specific income.

This security is however only short term and we continue to aspire towards having free reserves to meet our working capital obligations for three months' support salaries and other smaller costs. This total is £92,864, and at the year-end free reserves were £6,548, as shown below. In order to bridge the gap of free reserves in future a greater element of costs may be met by other services.

In defining its reserves policy, West Berkshire Mencap has considered what level of free reserves it is appropriate for the charity to hold in order to demonstrate appropriate financial management and financial sustainability. For West Berkshire Mencap free reserves, for which a policy is needed, represent unrestricted general funds of the charity and exclude the restricted funds held.

The determination of an appropriate reserves level is a key part of the strategic planning process. This is linked into a risk assessment of key areas of income and expenditure, along with the following:

- Working capital
- Financial risk management
- Future strategic development

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Financial Results and Reserves Policy cont.

The Trustees review the reserves level on an annual basis, along with the risk assessment of key areas of income, as this provides the information on an adequate level of reserves to be maintained in order to ensure security of existing services in the short term.

	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
Total charity funds per balance sheet:	<b>1,219,931</b>	<i>1,460,942</i>
<b>Deduct</b>		
Endowment funds	<b>229,922</b>	<i>237,575</i>
Restricted funds	<b>695,840</b>	<i>924,230</i>
Designated funds	<b>94,705</b>	<i>94,469</i>
Fixed assets held in general funds	<b>192,916</b>	<i>200,936</i>
	<hr/>	<hr/>
Free reserves	<b>6,548</b>	<i>3,732</i>
	<hr/> <hr/>	<hr/> <hr/>

See also note 13 for the analysis of net assets by fund.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Investment Policy**

The Trustees adopt a low risk approach to investments. They are considered at Trustee meetings and any surplus over and above immediate working capital requirements is invested in a number of short-term bonds at various institutions to get the best rate of return and mitigate the risk of financial loss. All other free cash is invested in deposit accounts.

### **Risk Management**

A formal review of the charity's risk management processes is undertaken on an annual basis.

The key controls used by the charity include:

- Formal agendas for all Board and committee activity
- Detailed terms of reference for all Committees
- Comprehensive strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels.
- Review and sign off of expenditure and journals at trustee meetings

The identified risks are prioritised in terms of the likelihood of occurrence and potential impact. The Board reviews actions taken to mitigate the risks and assesses the residual risk remaining after implementing those actions. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Key risks have been identified as follows:

- Ensuring financial sustainability and income streams against a background of ongoing cuts to services from local authorities and the current COVID-19 Pandemic
- Quality or process issues in services leading to problems with regulators or commissioners
- Staffing and the need to recruit, train and retain sufficient staff to ensure all service are delivered safely by competent staff

The Trustees have reviewed the adequacy of West Berkshire Mencap's internal controls, which are articulated in a controls and procedures manual. Procedures have been established for reporting failings to the appropriate levels of management and the Board of Trustees. As a result, Trustees can conclude that all major risks have been identified and the appropriate steps to mitigate these risks have been put in place.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Quality of Services**

At least once a year we ask for feedback about all our services from everyone who has anything to do with us whether they be users, parents, carers, social workers, home staff etc. The responses to these surveys feed into the decisions taken about changing the services to fit with the funding we receive. The results were very positive; our services are considered essential to parents and carers and of a consistently high quality. We continue our monitoring informally by talking to the people we support, their carers and other stakeholders so that we can act quickly to spread improvement or prevent the negatives.

### **Public Benefit**

The trustees have had regard to the public benefit guidance issued by the Charity Commission in determining their activities for the period.

One of the issues raised by our surveys is that our organisations mission is not always fully understood by the general public. People sometimes think that we are a mental health charity or that we are a branch of Royal Mencap and get our funding from them.

We are extremely good at using social media like Facebook, Twitter etc and have a core number of staff who ensure that our profile is active. We have also been able to communicate very successfully to volunteers and supporters about our activities and events.

Some of the events we hold are not purely to raise funds, they are also to raise our profile and enable us to be known to more people who may need our services or who may want to help us.

We also re-tweet other organisations that have a similar client group or match our ethos or objectives. For example, we have a relationship with other local Mencap's which have been established through social media. We will continue to develop our presence on social media and provide ongoing training to those who need it.

West Berkshire Mencap provides many volunteering opportunities and does very well at recruiting, and retaining, young volunteers. One of the unique features of the play schemes is that we try to offer a one to one volunteer for each child that attends. These volunteers are recruited from local schools and colleges and give up their free time to volunteer at West Berkshire Mencap. All of these volunteers are offered a wide range of training which includes disability awareness training, first aid, communication skills and many others.

Many of these young volunteers then go on to choose a career based on their experiences as a volunteer, they go on to look at jobs as Teachers, Doctors,

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

Physiotherapists, and many return while they are at university, to continue volunteering. They also take up volunteering with other organisations in other areas.

We have fewer adult volunteers but they are just as valuable as the younger volunteers. Some work as job coaches, accompanying clients on job taster sessions, some drive or assist on different projects. We have volunteers from all sections of the community including people with learning disabilities.

West Berkshire Mencap also employs adults with learning disabilities.

West Berkshire Mencap provides many services that are not being provided by anyone else in this area. We provide respite, work experience, training and leisure opportunities. These benefit not only the users, but also their families and professionals. Families get valuable respite and the clients learn or play and widen their experiences and ability. Our aim is that people with learning disabilities get access to the same life experiences that everyone else has, hopefully positive but sometimes negative. We continue to be an organisation that takes the most challenging people who cannot be supported by any other organisation.

### **Related Parties**

West Berkshire Mencap cooperates with a number of other local organisations in the delivery of its services as mentioned above. These include Newbury College, Newbury Community Resource Centre, Greenham Trust and West Berkshire District Council.

### **Policy for setting remuneration**

West Berkshire Mencap is committed to ensuring that we pay our staff fairly and in a way that ensures that we attract and retain the right skills to enable the organisation to survive and thrive. Senior Management meet to discuss any proposed annual increase for staff as part of the annual budget setting process and in the context of the funding for the organisation. The decision on an annual award, (if any) is taken by the Board of Trustees. The salary of the Chief Executive is set directly by the Board of Trustees. Individual roles which arise during the year, or where roles are changed, are benchmarked against the external market by Senior Management before setting an appropriate rate.

# West Berkshire Mencap

(A Company Limited by Guarantee)

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Patrons

Richard Benyon  
Ricky Groves  
David Smith MRICS  
Daniel Galmiche

Lorraine Chase  
Paul Shinar  
Josh Dugdale

### Trustees

Paul Pointer [Treasurer and Chair - appointed 9 December 2021]  
Julian Swift-Hook [Chair - resigned 9 December 2021]  
Tom Rossiter  
Gill Leech  
Stuart Durrant  
Alastair Chapman (Appointed 12 May 2022)

Darren Anderson  
Louise Thompson  
Stephen Luff Smith

### President

Graeme Leech

### Chief Executive

Sara Vaughan

### Deputy Chief Executives

Tony Ferguson [and Company Secretary]  
Jane Hall

### Registered Office

The Mencap Centre  
Enborne Gate  
Enborne Road  
Newbury  
Berkshire  
RG14 6AT

### Auditors

UHY Ross Brooke  
Statutory Auditor  
Suite I, Windrush Court  
Abingdon Business Park  
Oxfordshire  
OX14 1SY

### Bank

National Westminster Bank plc  
Newbury Market Place  
30 Market Place  
Newbury  
Berkshire  
RG14 5AJ

### Solicitors

Gardner Leader  
White Hart House  
Market Place  
Newbury  
Berkshire  
RG14 5BA

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022**

### **Statement of director's responsibilities**

The Trustees (who are also directors of West Berkshire Mencap for the purposes of company law) are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards.)

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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions, 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 and the provisions of the charity's constitution. 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.

So far as the directors are aware, there is no relevant audit information of which the charity's auditors are unaware. The directors have each taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

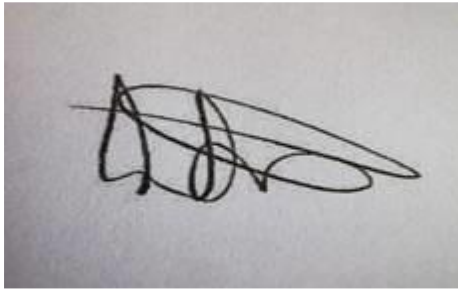
## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2022

### Auditors

A resolution reappointing UHY Ross Brooke as auditors to the company will be put to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board:

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be 'P Pointer'.

P Pointer

Director

Date: 3 November 2022

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WEST BERKSHIRE MENCAP

### Opinion

We have audited the financial statements of West Berkshire Mencap (the 'charitable company') for the year ended 30<sup>th</sup> June 2022 which comprise Statement of Financial Activities, Balance Sheet and Cash Flow Statement 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 30 June 2022, 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's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 charitable company'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 trustees 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, except to the extent otherwise explicitly stated in our report, 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.

#### Opinions on other matters 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 (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit ; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 30, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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

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.

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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

We have considered:

- the nature of the charity and sector, control environment and operating performance;
- the charity's own assessment, including assessments made by key management, of the risks that irregularities may occur either as a result of fraud or error;
- any matters we identified having reviewed the charity's policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed amongst the audit engagement team.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the areas in which management is required to exercise significant judgement, such as recognition of income. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context were the Companies Act and tax legislation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

# West Berkshire Mencap

(A Company Limited by Guarantee)

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Caroline Webster FCA  
For and on behalf of UHY Ross Brooke  
Statutory Auditor  
Suite I  
Windrush Court  
Abingdon Business Park  
Oxfordshire  
OX14 1SY  
Date:

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2022

(Incorporating an income and expenditure account)

	Note	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2022 £	Total 2021 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations & legacies		8,262	384	-	8,646	68,292
Charitable activities	4	12,868	2,417,365	-	2,430,233	2,380,221
Other trading		52,843	50,208	-	103,051	47,158
Investments		1,933	-	-	1,933	1,711
Other Income	3	<u>841</u>	<u>3,868</u>	-	<u>4,709</u>	<u>52,289</u>
<b>Total income</b>		<u><b>76,747</b></u>	<u><b>2,471,825</b></u>	-	<u><b>2,548,572</b></u>	<u><b>2,549,671</b></u>
<b>EXPENDITURE ON:</b>						
Raising funds		2,005	-	-	2,005	1,318
Charitable activities	5	<u>79,713</u>	<u>2,700,212</u>	<u>7,653</u>	<u>2,787,578</u>	<u>2,589,346</u>
<b>Total resources</b>	7	<u><b>81,718</b></u>	<u><b>2,700,212</b></u>	<u><b>7,653</b></u>	<u><b>2,789,583</b></u>	<u><b>2,590,664</b></u>
<b>Net income/(expenditure)</b>		<u><b>(4,971)</b></u>	<u><b>(228,387)</b></u>	<u><b>(7,653)</b></u>	<u><b>(241,011)</b></u>	<u><b>(40,993)</b></u>
Transfers between Funds	12	-	-	-	-	-
<b>Net movement in Funds</b>		<u><b>(4,971)</b></u>	<u><b>(228,387)</b></u>	<u><b>(7,653)</b></u>	<u><b>(241,011)</b></u>	<u><b>(40,993)</b></u>
<i>Funds at 1 July 2021</i>		<u><i>299,137</i></u>	<u><i>924,230</i></u>	<u><i>237,575</i></u>	<u><i>1,460,942</i></u>	
<b>Funds at 30 June 2022</b>		<u><b>294,166</b></u>	<u><b>695,843</b></u>	<u><b>229,922</b></u>	<u><b>1,219,931</b></u>	

The notes on pages 39 to 54 form part of these accounts

# BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2022

Company Number: 3790942

		2022	2021
Notes	£	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	<b>542,078</b>	<i>535,248</i>
<b>CURRENT ASSETS</b>			
Debtors	9	<b>439,475</b>	<i>391,675</i>
Cash at bank and in hand		<b><u>465,632</u></b>	<i><u>694,419</u></i>
		<b>905,107</b>	<i>1,086,094</i>
<b>CREDITORS:</b> Amounts falling due within one year	10	<b><u>(227,254)</u></b>	<i><u>(160,400)</u></i>
<b>NET CURRENT ASSETS</b>		<b><u>677,853</u></b>	<i><u>925,694</u></i>
<b>NET ASSETS</b>		<b><u>1,219,931</u></b>	<i><u>1,460,942</u></i>
<b>FUNDS</b>			
Unrestricted	12	<b>199,461</b>	<i>204,668</i>
General	12	<b>94,705</b>	<i>94,469</i>
Designated			
Restricted	11	<b>695,843</b>	<i>924,230</i>
Endowment	11	<b><u>229,922</u></b>	<i><u>237,575</u></i>
	13	<b><u>1,219,931</u></b>	<i><u>1,460,942</u></i>

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

The financial statements were approved and authorised for issue by the board and were signed on its behalf on .....

Paul Pointer  
Chairman



Paul Pointer  
Treasurer



The notes on pages 39-54 form part of these accounts

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
	£	£
<b>Cash flows from operating activities</b>		
Net cash (used in) provided by operating activities	<u>(179,664)</u>	<u>(17,681)</u>
<b>Cash flows from investing activities</b>		
Proceeds from sale of asset	-	307
Proceeds from sale of property, plant and equipment	-	287
Purchase of property, plant and equipment	<b>(49,123)</b>	(17,565)
Net cash used in investing activities	<u>(49,123)</u>	<u>(16,971)</u>
Change in cash and cash equivalents in reporting period	<b>(228,787)</b>	(34,652)
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<u><b>694,419</b></u>	<u>729,071</u>
Cash and cash equivalents at the end of the reporting period	<u><b>465,632</b></u>	<u>694,419</u>

### Reconciliation of net income/expenditure to net cash flow from operating activities

	2022	2021
	£	£
Net income/(expenditure)	<b>(241,011)</b>	(40,993)
<b>Adjustments for</b>		
Depreciation charges	<b>42,293</b>	31,767
Loss/(profit) on the sale of fixed assets	-	(144)
(Increase)/decrease in debtors	<b>(47,800)</b>	(12,461)
(Decrease)/increase in creditors	<b>66,854</b>	4,150
	<u><b>(179,664)</b></u>	<u>(17,681)</u>

### Analysis of cash equivalents

	2022	2021
	£	£
Cash in hand	<b>337,383</b>	606,214
Notice deposits	<b>88,249</b>	88,205
Total cash and cash equivalents	<u><b>465,632</b></u>	<u>694,419</u>

## Notes to financial statements for the year ended 30 June 2022

### 1. COMPANY INFORMATION

The principal activity of the charity is the provision of services for people with a learning disability and their parents, carers and professionals. The charity (registered number 3790942 and charity number 1076658) is incorporated and domiciled in the UK. The address of the registered office is The Mencap Centre, Enborne Gate, Enborne Road, Newbury, Berkshire, RG14 6AT.

### 2. ACCOUNTING POLICIES

#### Basis of preparation

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

West Berkshire 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 note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In their assessment of going concern, the Trustees have considered the current and future impact of COVID-19 on the business. This has impacted on the Charities operations but has been managed closely by the senior staff team and the Trustees. All plans, budgets and forecasts have been drawn up based on current knowledge and government guidance on COVID-19. The Directors have updated budgets and forecasts based on current estimates of the impact of the pandemic to ensure that they have sufficient facilities in place to meet operating cash requirements for the foreseeable future. They continue to believe the going concern basis of accounting appropriate.

#### Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described in note 2, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

## Notes to financial statements for the year ended 30 June 2022 cont.

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

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

### Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from donations & fundraising is recorded on a receipts basis.
- Incoming resources from charitable trading activity are accounted for when earned.

Where grants receivable relate directly to the provision of services, they are accounted for as grants and contract work. Other grants are accounted for as donations and legacies.

### Resources expended

Expenditure is recognized on an accrual basis as each liability is incurred.

Costs of generating funds comprise the costs associated with fundraising 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 central costs of an indirect nature necessary to support them. Central costs, not covered by other incoming resources, are recharged to the individual funds on an estimate of the staff time and space used by the activity.

## Notes to financial statements for the year ended 30 June 2022 cont.

Charitable expenditure is reported under three sub headings:

- Staff costs relating to the provision of services.
- Other activity expenditure.
- Support costs comprising support staff, premises costs, IT costs and general office costs. In previous years, Governance costs (costs associated with meeting the constitutional and statutory requirements of the charity, the audit fees and costs in respect of the strategic management of the charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within support costs. Termination payments to staff are accounted for when the payment is agreed.

### Fund Accounting

Unrestricted funds held by the charity are those which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are where specific conditions are imposed by the donor which restricts the use of unspent funds. The income is taken directly to the relevant restricted funds.

### Restricted funds

Where specific conditions imposed by the donor would restrict the use of unspent funds, the income is taken directly to the relevant restricted funds. Restricted income also arises from the income generated by each activity, which the Trustees then consider to be restricted to continuing and improving that service as that would be the expectation of the users and their carers. Deficits on funds are met from unrestricted fund.

### Designated Funds

The Directors have set up a 'sinking fund' in respect of future maintenance costs on the respite bungalow and on Heffernan House.

### Endowed Funds

These are funds provided to the charity for ongoing use as a Respite Centre.

### Depreciation and capitalisation of fixed assets

Fixed assets are depreciated over their expected useful economic lives as follows:

Freehold Property	2% straight line
Leasehold Property	10% straight line
Motor Vehicles	25% reducing balance
Equipment with a value between £1000 and £4999	25% straight Line
Equipment with a value over £5000	25% reducing balance

Contributions towards the cost of fixed assets are included as income whilst the gross cost of fixed assets are capitalised. Items under £1,000 are not capitalised.

## Notes to financial statements for the year ended 30 June 2022 cont.

### Operating leases

Rentals payable under operating leases are taken to the Statement of Financial Activities as they fall due.

### Pension costs

The company makes a contribution to an Occupational Master Trust Pension Scheme for all eligible employees and follows the allocation of staff costs.

### Donated assets

Donated assets intended for continuing use by the charity are included as donations in the year of the gift. The value placed on these items is the approximate value that it would have cost the charity to purchase those items based on published price lists for similar items offered for sale.

### Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

### Creditors and provisions

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value

### Company limited by guarantee

The company is a Company limited by guarantee, and is a registered Charity. Each members' liability would be limited to an amount not exceeding £1 in the event of the company winding up. There are eight (8) members for these purposes at the year-end.

## Notes to financial statements for the year ended 30 June 2022 cont.

### 3. NET INCOMING RESOURCES

Are stated after charging the following:	<b>2022</b>	<i>2021</i>
	<b>£</b>	<b>£</b>
Depreciation of tangible assets	<b>42,293</b>	<i>31,786</i>
Auditors fees - audit (excl VAT)	<b>9,840</b>	<i>10,500</i>
- other	-	-
Other operating leases	<b>69,762</b>	<i>70,739</i>
Loss on disposal of assets	-	<i>144</i>

### 4. CHARITABLE ACTIVITIES

	<b>Sessional Fees</b>	<b>Residential Income</b>	<b>Respite Centre Rent</b>	<b>Sheltered Workshop</b>	<b>Grants and Contract Work</b>	<b>Total 2022</b>	<i>Total 2021</i>
	£	£	£	£	£	£	£
Children's Services	<b>58,235</b>	-	-	-	<b>31,500</b>	<b>89,735</b>	<i>84,524</i>
Adult Day Services	<b>105,049</b>	-	-	<b>36,604</b>	<b>423,671</b>	<b>565,324</b>	<i>457,969</i>
Domiciliary Care and Housing	<b>1,596,289</b>	<b>83,416</b>	<b>27,493</b>	-	<b>45,793</b>	<b>1,752,991</b>	<i>1,819,271</i>
Advice and Advocacy	<b>8,806</b>	-	-	-	<b>13,377</b>	<b>22,183</b>	<i>18,457</i>
	<b>1,768,379</b>	<b>83,416</b>	<b>27,493</b>	<b>36,605</b>	<b>514,341</b>	<b>2,430,233</b>	<i>2,380,221</i>
<i>2021</i>	<i>1,671,200</i>	<i>78,385</i>	<i>26,633</i>	<i>52,116</i>	<i>551,887</i>	<i>2,380,221</i>	

### 5a. CHARITABLE EXPENDITURE

	<b>Staff Costs</b>	<b>Depreciation</b>	<b>Other Operating Expenses (Note 5b)</b>	<b>Support Costs (Note 6)</b>	<b>Total 2022</b>	<i>Total 2021</i>
	£	£	£	£	£	£
Children's Services	<b>97,538</b>	<b>3,332</b>	<b>1,979</b>	<b>28,749</b>	<b>131,598</b>	<i>154,374</i>
Adult Day Services	<b>335,878</b>	<b>15,755</b>	<b>108,120</b>	<b>160,553</b>	<b>620,306</b>	<i>520,339</i>
Domiciliary Care and Housing	<b>1,441,084</b>	<b>10,584</b>	<b>21,450</b>	<b>453,471</b>	<b>1,926,589</b>	<i>1,795,613</i>
Advice and Advocacy	<b>10,567</b>	-	-	<b>11,154</b>	<b>21,721</b>	<i>28,772</i>
General	-	-	<b>50,667</b>	<b>36,697</b>	<b>87,364</b>	<i>90,248</i>
	<b>1,885,067</b>	<b>29,671</b>	<b>182,216</b>	<b>690,624</b>	<b>2,787,578</b>	<i>2,589,346</i>
<i>2021</i>	<i>1,783,657</i>	<i>21,259</i>	<i>90,988</i>	<i>693,442</i>	<i>2,589,346</i>	

## Notes to financial statements for the year ended 30 June 2022 cont.

### 5b. OTHER OPERATING EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2022 £	Total 2021 £
Activities cost	48	1,704	-	1,752	459
Project expenditure	(2,500)	32,703	-	30,203	8,621
Events	34,009	-	-	34,009	-
Training subsistence	-	19,941	-	19,941	7,105
Sheltered workshop materials	-	46,040	-	46,040	29,713
Motor expenses	-	15,403	-	15,403	9,634
Insurance	14,868	9,135	-	24,003	25,185
Sundry expenses	4,242	6,623	-	10,865	8,139
	<b>50,667</b>	<b>131,549</b>	<b>-</b>	<b>182,216</b>	<b>88,856</b>
<i>2021</i>	<i>15,469</i>	<i>75,519</i>	<i>-</i>	<i>90,988</i>	

### 6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2022 £	Total 2021 £
Staff costs	270,536	-	-	270,536	268,358
DBS fees	66	2,448	-	2,514	1,986
Staff uniforms	63	1,159	-	1,222	109
Computer software	15,718	6,333	-	22,051	19,480
IT support	10,242	-	-	10,242	11,220
Telephone	8,366	7,529	-	15,895	14,087
IT hardware	951	1,332	-	2,283	-
PPS	5,056	8,890	-	13,946	15,668
Advertising & publicity	690	1,988	-	2,678	7,410
Motor expenses	642	-	-	642	111
Travel expenses	349	4,565	-	4,914	6,147
Rent & rates	-	70,179	-	70,179	75,380
Light & heat	11,226	38,817	-	50,043	34,532
Cleaning	17,180	22,106	-	39,286	128,207
Other premises costs	14,561	64,592	-	79,153	29,832
Equipment	8,861	21,394	-	30,255	20,249
Affiliation/subscriptions	5,900	2,374	-	8,274	5,478
Training	555	16,430	-	16,985	14,134
Depreciation	12,623	-	-	12,623	10,508
Loss on sale of assets	-	-	-	-	144
Audit fees	9,840	-	-	9,840	10,500
Professional fees	12,310	12,294	-	24,604	17,764
Bank charges	2,418	41	-	2,459	2,138
Reallocation of office/ premises costs to Activity groups	<b>(371,456)</b>	<b>371,456</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>36,697</b>	<b>653,927</b>	<b>-</b>	<b>690,624</b>	<b>693,442</b>
<i>2021</i>	<i>71,779</i>	<i>618,663</i>	<i>-</i>	<i>693,442</i>	

## Notes to financial statements for the year ended 30 June 2022 cont.

Total governance costs included in support costs are £9,840 (2021: £10,500)

### 7a. TOTAL RESOURCES EXPENDED

	<b>Staff £</b>	<b>Depreciation £</b>	<b>Other £</b>	<b>Total 2022 £</b>	<i>Total 2021 £</i>
Charitable activities	<b>2,155,605</b>	<b>42,293</b>	<b>589,680</b>	<b>2,787,578</b>	<i>2,589,346</i>
Costs of generating funds	-	-	<b>2,005</b>	<b>2,005</b>	<i>1,318</i>
	<u><b>2,155,605</b></u>	<u><b>42,293</b></u>	<u><b>591,685</b></u>	<u><b>2,789,583</b></u>	<u><i>2,590,664</i></u>
<i>2021</i>	<u><i>2,052,019</i></u>	<u><i>31,786</i></u>	<u><i>506,859</i></u>	<u><i>2,590,664</i></u>	

### 7b. STAFF COSTS

	<b>Total 2022 £</b>	<i>Total 2021 £</i>
Wages and salaries	<b>1,298,554</b>	<i>1,465,824</i>
Termination payment	-	-
Agency staffing	<b>729,785</b>	<i>450,803</i>
Social security costs	<b>102,042</b>	<i>107,018</i>
Pension costs	<b>25,224</b>	<i>28,374</i>
	<u><b>2,155,605</b></u>	<u><i>2,052,019</i></u>
	<b>2022</b>	<i>2021</i>
Average number of employees during year	<b>No.</b>	<i>No.</i>
Full time	<b>32</b>	<i>38</i>
Part time	<b>49</b>	<i>58</i>
Average FTE employees	<b>54.78</b>	<i>54.1</i>

Volunteers play an invaluable role in delivering services. Without their volunteered time and knowledge, we would not be able to offer the support we do.

None of the directors of the company received a salary in the current or preceding year. No director received any reimbursed expenses during the year (2020: £nil).

Two employees in earnings band £60,000 to £70,000 (2021: one)

One employee in earnings bank £70,000 to £80,000 (2021: none)

Key management personnel received aggregate remuneration of £339,668 (2021: £307,304).

## Notes to financial statements for the year ended 30 June 2022 cont.

### 8. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property Improvement £	Endowed Funds £	Total £
<b>COST</b>				
At 1 July 2021	511,776	283,171	319,062	1,114,009
Additions	-	-	49,123	49,123
Disposals	-	-	-	-
At 30 June 2022	<u>511,776</u>	<u>283,171</u>	<u>368,185</u>	<u>1,163,132</u>
<b>DEPRECIATION</b>				
At 1 July 2021	194,235	98,158	286,368	578,761
Charge for the year	10,236	9,350	22,707	42,293
Adjustment on Disposals	-	-	-	-
At 30 June 2022	<u>204,471</u>	<u>107,508</u>	<u>309,075</u>	<u>621,054</u>
<b>NET BOOK VALUES</b>				
<b>At 30 June 2022</b>	<b><u>307,305</u></b>	<b><u>175,663</u></b>	<b><u>59,110</u></b>	<b><u>542,078</u></b>
<i>At 30 June 2021</i>	<u>317,541</u>	<u>185,013</u>	<u>32,694</u>	<u>535,248</u>

The charity enjoys the benefit of a 999-year lease, with 974 years remaining, in respect of its premises at Enborne Gate at a peppercorn rent.

All fixed assets are used for activities in furtherance of the charity's objects or in support thereof.

Freehold property is the Respite Centre (Bailey Thomas House) at Haysoms Drive, Newbury. It was valued in October 2003 by an independent chartered surveyor at a value of £500,000. The Trustees consider the land element to be of negligible value due to the planning restrictions attaching to it.

### 9. DEBTORS

	<b>2022</b> £	2021 £
Trade Debtors	<b>364,851</b>	286,908
Prepayments	<b>51,910</b>	55,278
Accrued Income	<b>22,714</b>	49,489
Staff Loans and Advances Recoverable	-	-
	<b><u>439,475</u></b>	<u>391,675</u>

## Notes to financial statements for the year ended 30 June 2022 cont.

### 10. CREDITORS: Amounts falling due within one year

	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
Other taxes and Social Security	<b>31,836</b>	<i>31,411</i>
Other creditors	<b>136,233</b>	<i>83,144</i>
Accruals	<b>33,993</b>	<i>33,981</i>
Deferred Income	<b>15,000</b>	<i>-</i>
Tenants Funds	<b>10,192</b>	<i>11,864</i>
	<b><u>227,254</u></b>	<i><u>160,400</u></i>

All deferred income at 1 July 2021 has been released during the year to incoming resources. This income relates to income received in advance for specific events which may take place after the year end (COVID-19 restrictions may prevent this) and any grant income for a period spanning the year end.

### 11. ENDOWED AND RESTRICTED FUNDS

	<i>1 July</i>	Movement in Funds			<b>30 June</b>
	<i>2021</i>	Incoming	Resources	Transfers	<b>2022</b>
	<i>£</i>	resources	Expended	£	<i>£</i>
<b>Restricted Funds</b>					
Respite Centre	<i>97,032</i>	27,494	(15,387)	-	<b>109,139</b>
Your Choice Services	<i>382,794</i>	1,716,129	(1,911,204)	(15,980)	<b>171,739</b>
Leisure Plus	<i>112,252</i>	33,911	(31,512)	-	<b>114,651</b>
Gateway Club	<i>19,929</i>	-	(187)	-	<b>19,742</b>
Friendship Skills	<i>38,622</i>	13,502	(598)	-	<b>51,526</b>
FAS	<i>-</i>	22,182	(21,721)	-	<b>461</b>
Adult Day Services (formerly Link Up)	<i>273,601</i>	542,989	(588,006)	-	<b>228,584</b>
Children's Activities	<i>-</i>	115,618	(131,598)	15,980	<b>-</b>
	<i><u>924,230</u></i>	<u>2,471,825</u>	<u>(2,700,212)</u>	<u>-</u>	<b><u>695,843</u></b>
<b>Endowed Funds</b>					
Respite Centre	<i>237,575</i>	-	(7,653)	-	<b>229,922</b>
	<i><u>1,161,805</u></i>	<u>2,471,825</u>	<u>(2,707,865)</u>	<u>-</u>	<b><u>925,765</u></b>

## Notes to financial statements for the year ended 30 June 2022 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### COMPARATIVE ENDOWED AND RESTRICTED FUNDS

	1 July 2020	Movement in Funds			30 June 2021
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
<b>Restricted Funds</b>					
Respite Centre	82,298	26,633	(11,899)	-	97,032
Your Choice Services	442,208	1,794,542	(1,783,714)	(70,242)	382,794
Leisure Plus	115,489	19,189	(22,426)	-	112,252
Gateway Club	20,903	(3)	(971)	-	19,929
Friendship Skills	33,091	10,637	(5,106)	-	38,622
FAS	616	18,457	(28,772)	9699	-
Link Up	270,619	494,819	(491,837)	-	273,601
Children's Activities	-	93,830	(154,373)	60,543	-
	<u>965,224</u>	<u>2,458,104</u>	<u>(2,499,098)</u>	-	<u>924,230</u>
<b>Endowed Funds</b>					
Respite Centre	<u>245,228</u>	-	(7,653)	-	<u>237,575</u>
	<u>1,210,452</u>	<u>2,458,104</u>	<u>(2,506,751)</u>	-	<u>1,161,805</u>

The Respite Centre arises as part of a development gain agreed with the district council whereby the developer agreed to provide a five-bed roomed bungalow for respite care. The district council required a six-bed roomed facility and therefore West Berkshire Mencap agreed to fund the additional bedroom. There were restrictive covenants when the planning permission was granted, restricting the use of the building to that of a Respite Centre for those with learning disabilities. The additional costs were covered by a third-party grant. This grant is accounted for as a restricted fund due to the terms of the grant. If the building ceases to be used as a residential facility before September 2023, then the grant is repayable on a sliding scale.

#### Your Choice Services

Your Choice is the name given to the Domiciliary Care Agency which provides a wide range of care options to people with learning disabilities. This includes the seven supported living flats at Heffernan House, and the five supported living flats at Stella Maris House as well as the Home Sitting service and outreach packages in West Berkshire.

#### Leisure Plus

Leisure Plus provides sports and leisure activities for adults with learning disabilities. The scheme encourages links with other associations and similar projects to widen and improve leisure pursuits in the community.

## Notes to financial statements for the year ended 30 June 2022 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### Family Advisor Service

Family Advisor Service provides support, advice and information to people with a learning disability, their families and professionals working with them. It offers a variety of support services for parents and carers as well as providing individual support.

#### Link Up

Link Up is a sheltered work skills project for Adults with Learning Disabilities, teaching real work skills in a supported and supportive training environment. Work includes light assembly and there is an educational element to Link Up in the study room of literacy/numeracy, keeping safe and healthy eating.

#### Children's Activities

Children's Activities covers a number of projects and schemes. Our After School Clubs operate throughout the year during term time. We have focused group activities and a recently launched Dance club. Throughout the holidays we provide fun activities with a curriculum theme so the children can learn through play. The holiday play scheme is a 1:1 caring environment that operates during school holidays for children and young adults aged 3-19 with a learning disability. We also offer bespoke 121 outreach support to families throughout the year.

#### Gateway Club

Gateway is the provision of the Gateway Club, which opens doors into the community for adults with a learning disability. It has been run via Zoom throughout the pandemic.

#### Friendship Skills

Friendship Skills supports Adults with a learning disability to learn more about appropriate friendships, keeping safe and helps them to become as independent as possible and to connect with their local community. The small group meets weekly and concentrates on developing a social supportive network with their peer group, whilst having fun.

## Notes to financial statements for the year ended 30 June 2022 cont.

### 12. UNRESTRICTED FUNDS

	<i>1 July 2021</i>	Movement in Funds			<b>30 June 2022</b>
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
Designated property fund	94,469	236	-	-	<b>94,705</b>
General Fund	<u>204,668</u>	<u>76,511</u>	<u>(81,718)</u>	<u>-</u>	<b><u>199,461</u></b>
	<u>299,137</u>	<u>76,747</u>	<u>(81,718)</u>	<u>-</u>	<b><u>294,166</u></b>

### COMPARATIVE UNRESTRICTED FUNDS

	<i>1 July 2020</i>	Movement in Funds			<b>30 June 2021</b>
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
Designated property fund	94,126	343	-	-	<b>94,469</b>
General Fund	<u>197,357</u>	<u>91,224</u>	<u>(83,913)</u>	<u>-</u>	<b><u>204,668</u></b>
	<u>291,483</u>	<u>91,567</u>	<u>(83,913)</u>	<u>-</u>	<b><u>299,137</u></b>

The designated fund represents a sinking fund established under the terms of the management agreement with Golden Lane Housing in respect of the respite bungalow, Baily Thomas House. It is designed to cover major repairs of the respite centre. Following a review of the property fund, the directors determined that no amounts needed to be put aside this year other than to reflect the interest on the associated bank accounts.

They also determined that there was no need to put aside any additional amounts this year to cover future maintenance costs of Heffernan House or Stella Maris House in a similar fashion to Bailey Thomas House.

## Notes to financial statements for the year ended 30 June 2022 cont.

### 13. ANALYSIS OF NET ASSETS as at 30 JUNE 2022

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	229,922	-	-	<b>229,922</b>
<b>Restricted Funds</b>				
Your Choice	-	348,916	(177,177)	<b>171,739</b>
Leisure Plus	-	115,443	(792)	<b>114,651</b>
Gateway Club	-	19,742	-	<b>19,742</b>
Friendship Skills	-	51,547	(21)	<b>51,526</b>
FAS	-	677	(216)	<b>461</b>
Adult Day Services (formerly Link Up)	32,665	222,656	(26,738)	<b>228,583</b>
Children's activities Respite Centre	6,606 79,969	15,704 29,169	(22,310) -	 <b>-</b>
	<b>119,240</b>	<b>803,854</b>	<b>(227,254)</b>	<b>695,840</b>
<b>Unrestricted Funds</b>				
Designated Property Fund	-	94,705	-	<b>94,705</b>
General Funds	192,916	6,548	-	<b>199,464</b>
	<b>542,078</b>	<b>905,107</b>	<b>(227,254)</b>	<b>1,219,931</b>

### 13a. COMPARATIVE ANALYSIS OF NET ASSETS as at 30 JUNE 2021

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
<i>Endowment Respite Centre</i>	<i>237,575</i>	<i>-</i>	<i>-</i>	<i><b>237,575</b></i>
<b>Restricted Funds</b>				
<i>Your Choice</i>	<i>-</i>	<i>490,326</i>	<i>(107,532)</i>	<i><b>382,794</b></i>
<i>Leisure Plus</i>	<i>-</i>	<i>112,989</i>	<i>(737)</i>	<i><b>112,252</b></i>
<i>Gateway Club</i>	<i>-</i>	<i>19,929</i>	<i>-</i>	<i><b>19,929</b></i>
<i>Friendship Skills</i>	<i>-</i>	<i>38,622</i>	<i>-</i>	<i><b>38,622</b></i>
<i>FAS</i>	<i>-</i>	<i>83</i>	<i>(83)</i>	<i>-</i>
<i>Link Up</i>	<i>6,830</i>	<i>283,945</i>	<i>(17,174)</i>	<i><b>273,601</b></i>
<i>Childrens activities Respite Centre</i>	<i>9,938 79,969</i>	<i>(6,409) 17,063</i>	<i>(3,529) -</i>	<i> <b>-</b></i>
	<i><b>96,737</b></i>	<i><b>956,548</b></i>	<i><b>(129,055)</b></i>	<i><b>924,230</b></i>
<b>Unrestricted Funds</b>				
<i>Designated Property Fund</i>	<i>-</i>	<i>94,469</i>	<i>-</i>	<i><b>94,469</b></i>
<i>General Funds</i>	<i>200,936</i>	<i>35,077</i>	<i>(31,345)</i>	<i><b>204,668</b></i>
	<i><b>535,248</b></i>	<i><b>1,086,094</b></i>	<i><b>(160,400)</b></i>	<i><b>1,460,942</b></i>

## Notes to financial statements for the year ended 30 June 2022 cont.

### 14. OPERATING LEASE COMMITMENTS

At 30 June 2022 the company had commitments under non-cancellable operating leases expiring as follows:-

	Land & Buildings		Other	
	<b>2022</b>	<i>2021</i>	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>	<b>£</b>	<i>£</i>
Less than 1 year	<b>60,500</b>	<i>60,500</i>	<b>9,262</b>	<i>10,239</i>
Between 2-5 years	<b>242,000</b>	<i>242,000</i>	<b>7,362</b>	<i>16,626</i>
More than 5 years	<b>591,025</b>	<i>651,525</i>	<b>-</b>	<i>-</i>
	<b>893,525</b>	<i>954,025</i>	<b>16,624</b>	<i>26,865</i>

### 15. CONTINGENT LIABILITIES

The grant received in respect of the respite centre is potentially repayable if the building ceases to be used as a respite facility for those with learning disabilities before September 2023. It was repayable in full before 30 September 2017 and on a sliding scale thereafter.

### 16. RELATED PARTIES

Stuart Durrant, Trustee of West Berkshire Mencap and Equity Partner in Gardner Leader Law Firm. During this financial year £2,043 was paid to Gardner Leader for Professional Legal Fees with £0 due at the year end.

## Notes to financial statements for the year ended 30 June 2022 cont.

### 17. FINANCIAL INSTRUMENTS

	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
Financial assets measured at amortised cost	<b>882,392</b>	<i>1,036,605</i>
Financial liabilities measured at amortised cost	<b>212,254</b>	<i>160,400</i>

The company's income, expense, gains and losses in respect of financial instruments are summarised below

	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
<b>Interest income and expense:</b>		
Interest income	<b>1,933</b>	<i>1,711</i>
Interest expense	-	-

Financial assets measured at amortised cost comprise trade debtors, other debtors and cash equivalents.

Financial liabilities measured at amortised cost comprise other creditors and accruals excluding deferred income.

## Notes to financial statements for the year ended 30 June 2022 cont.

### 18. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	<i>Note</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Endowed Funds</i>	<i>Total 2021</i>	<i>Total 2020</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>INCOME AND ENDOWMENTS FROM:</b>						
<i>Donations &amp; Legacies</i>		<i>66,280</i>	<i>2,012</i>	-	<i>68,292</i>	<i>19,980</i>
<i>Charitable activities</i>	4	-	<i>2,380,221</i>	-	<i>2,380,221</i>	<i>2,461,652</i>
<i>Other trading activities</i>		<i>18,862</i>	<i>28,296</i>	-	<i>47,158</i>	<i>54,478</i>
<i>Investments</i>		<i>1,711</i>	-	-	<i>1,711</i>	<i>3,668</i>
<i>Other Income</i>	3	<i>(60)</i>	<i>52,349</i>	-	<i>52,289</i>	<i>110,274</i>
<b>Total income</b>		<b><u>86,793</u></b>	<b><u>2,462,878</u></b>	<b><u>-</u></b>	<b><u>2,549,671</u></b>	<b><u>2,650,052</u></b>
<b>EXPENDITURE ON:</b>						
<i>Raising funds</i>		<i>1,318</i>	-	-	<i>1,318</i>	<i>30,698</i>
<i>Charitable activities</i>	5	<i>90,248</i>	<i>2,491,445</i>	<i>7,653</i>	<i>2,589,346</i>	<i>2,648,721</i>
<b>Total resources expended</b>	7	<b><u>91,566</u></b>	<b><u>2,491,445</u></b>	<b><u>7,653</u></b>	<b><u>2,590,664</u></b>	<b><u>2,679,419</u></b>
<b>Net income/(expenditure)</b>		<b><u>(4,773)</u></b>	<b><u>(28,567)</u></b>	<b><u>(7,653)</u></b>	<b><u>(40,993)</u></b>	<b><u>(29,367)</u></b>
<i>Transfers between funds</i>	12	-	-	-	-	-
<b>Net movement in funds</b>		<b><u>(4,773)</u></b>	<b><u>(28,567)</u></b>	<b><u>(7,653)</u></b>	<b><u>(40,993)</u></b>	<b><u>(29,367)</u></b>
<i>Funds at 1 July 2020</i>		<i>291,483</i>	<i>965,224</i>	<i>245,228</i>	<i>1,501,935</i>	<i>1,531,302</i>
<b>Funds at 30 June 2021</b>		<b><u>286,710</u></b>	<b><u>936,657</u></b>	<b><u>237,575</u></b>	<b><u>1,460,942</u></b>	

West Berkshire Mencap  
(A Company Limited by Guarantee)



**The Queen's Award  
for Voluntary Service**

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[https://www.youtube.com/channel/UCi8-d03RN0JwWTR\\_NRqVKEw](https://www.youtube.com/channel/UCi8-d03RN0JwWTR_NRqVKEw)



West Berkshire Mencap is a company limited by guarantee  
(number 3790942) incorporated on 17 June 1999  
and is a registered charity (Charity No: 1076658).  
Registered office: Enborne Gate, Enborne Road, Newbury, RG14 6AT  
Affiliated to but not funded by the Royal Mencap Society

**WEST BERKSHIRE MENCAP**

England & Wales - Charity number 1076658

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# Accounts

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# Transforming Lives



## Annual Report and Financial Statements 2020 - 2021

Providing information, support and services for adults and children with a learning disability, their families and carers in West Berkshire

Visit [www.wbmencap.org](http://www.wbmencap.org) or call us on (01635) 41464

## Contents

Introduction	3
A Message from our Chair	4
A Message from our President	5
CEO's Report	6
Our Vision, Mission and Values	7
Our Priorities	8
The Year in Numbers	10
Our Reponse to the COVID-19 Pandemic and Lockdown	11
Services Provided 2020 - 2021	12
Fundraising Report	13
Our 3-Year Strategic Plan 2021-2024	15
Legal and Administrative Information	21
Statement of director's responsibilities	30
Independent auditor's report	32
Statement of financial activities	36
Balance sheet	37
Cash flow statement	38
Notes to financial statements	39

This report was produced in house.  
We are grateful to all the people who supplied photographs.

## **We help hundreds of people in West Berkshire with learning disabilities to live their lives the way they want**

There are approximately 1.5 million people with a learning disability in the UK.

A learning disability is a reduced intellectual ability (IQ of under 70) and difficulty with everyday activities, for example household tasks, socialising or managing money, which affects someone for their whole life.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complex information, and interact with other people. The level of support someone needs depends on individual factors, including the severity of their learning disability.

Learning disability is NOT a mental illness. The term "learning difficulty" is often incorrectly used interchangeably with learning disability.

This report outlines West Berkshire Mencap's activities from 1 July 2020 to 30 June 2021 and the benefit for people with learning disabilities, their families and carers.



## Message from our Chairman

The last year has seen West Berkshire Mencap rise to the considerable challenges we faced providing services during the continuing COVID-19 pandemic whilst at the same time continuing to implement our ambitious programme of service redevelopment.

I would like to take this opportunity to thank all of our dedicated staff, but in particular all those front-line staff who have worked throughout the pandemic to care for our clients.

I would also like to thank my fellow Trustees for their sterling work over the past year. It has been an exceptionally challenging year in light of the COVID-19 pandemic, and their support has been much appreciated.

I am pleased to report that the Senior Team have led us through these difficult times enabling us to meet all of the objectives in our 2020-21 Development Plan. This is an amazing achievement given the circumstances so myself and the rest of the Trustees would like to thank them for this.

As a specialist provider of services for people with learning disabilities, West Berkshire Mencap knows that the impact of a learning disability can be life changing, not only for the individual, but also their families, and friends. However, the COVID-19 pandemic has made their lives all the more difficult. I know how hard everyone has worked to continue to keep all of our clients safe this year.

Throughout the year we have seen a continued increase in demand for our services. We are therefore continuing to work closely with our clients, their families and carers and our community partners, with the aim of ensuring that our services reach and help all those affected by learning disabilities in West Berkshire.

We are all excited to see what the future holds for the organisation and I am very pleased to launch our new 3-year Development Plan. Due to the performance of 2020-21, I have confidence the ambitious plans will be achieved and probably more!

I am proud to be Chair of West Berkshire Mencap and I am proud of the services we provide, of our staff and volunteers. I am deeply impressed by their knowledge, understanding and commitment, and I would like to thank them for their professionalism and continued hard work as we look forward to the next year.



**Julian Swift-Hook**

Chair of Trustees

## Message from our President

This is the second year that we have had to work through all the challenges that the COVID-19 Pandemic has provided. I have been so impressed to see how the whole West Berkshire Mencap family have continued to come together to keep all the wheels on the bus rolling during this difficult period. Under the leadership of Sara and her team we have even be able to move on to develop even more services which is great to see.

Work to relocate Growing4All to the Mencap Centre has also been moving forward and we are delighted and very grateful to have received the support of Verogen, a construction company who have been working with us this year. Verogen have an excellent reputation for a reliable, innovative approach to projects and their expertise and generosity has been much appreciated. This will mean that the first phase of works should be completed by the end of this year allowing for the relocation to happen. I cannot wait to see the patience from all at Growing4All being rewarded when you are able to enjoy your wonderful new facilities.

I am excited to see the progression of West Berkshire Mencap and our services and very much hope that you all enjoy the year ahead. I remain proud to support the work of West Berkshire Mencap in the local community.



**Graeme Leech**  
President

## Message from our CEO



When I was interviewed for the job of CEO in November 2019 the Trustees asked me to do a presentation on my first 100 days and my first 1000 days. What none of us envisaged was that my first 2 years with the organisation would be heavily dominated by the COVID-19 pandemic.

However, despite the very considerable challenges we have faced I am delighted to report that we have achieved all of our aims and objectives for the year 2020-21 as outlined in our 1-year development plan. This amazing achievement has been possible because of the drive and passion of so many people – including volunteers, funders, care professionals and staff. I would like to take this opportunity to thank all the staff team for their dedication and hard work over the last year.

We continue to be ambitious about the future and recognise we need to grow our services to improve the lives of people affected by Learning Disabilities. We have launched a new 3-year plan which challenges us to think about developing and growing our services, but also to continue to adjust them in the light of the government COVID-19 guidelines and to make them as accessible and supportive to our client group going forwards. The future development of the organisation is central to plans we make for the long-term stability and viability of our services and the organisation as a whole which is our key aim for the future, whilst making our services relevant to the needs of all our clients, as this is what West Berkshire Mencap is all about.

We have set our long-term priorities for the next 3 years with particular attention being paid to how we can develop and modernise our services for future generations. We have set ambitious targets both for service development and income generation, but we must continue to ensure our services are meeting the needs of our client groups. We are strengthening our feedback loops with clients and their families to ensure that we stay relevant to their needs.

I am looking forwards to implementing our new plan and modernising our organisation as a result.

**Sara Vaughan**  
Chief Executive Officer

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Our priorities

#### Vision

Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

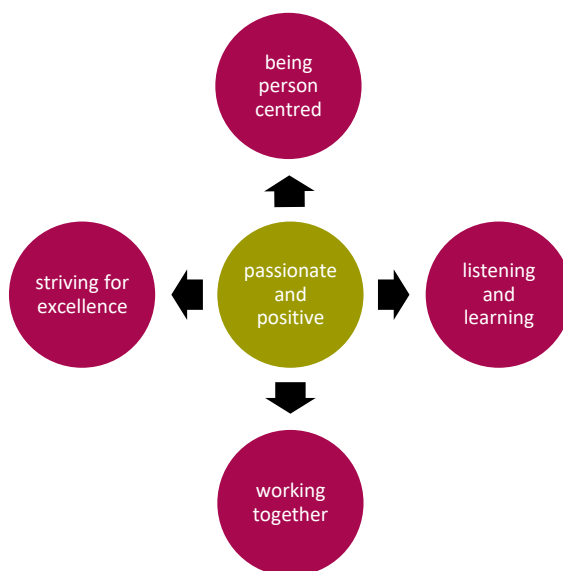
#### Mission

Our mission is to transform society's attitudes to learning disabilities and improve the quality of life of people with a learning disability and their families.

We will:

- listen to people with a learning disability
- raise awareness and change attitudes
- support all people living with a learning disability to lead fulfilling lives
- give up to date information and advice
- promote and support friendships and relationships
- promote and support healthy lifestyles

#### Values



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Priorities for the year

The Charity's activities are defined by our 3-year plan. The priorities were created following wide discussion with members and external stakeholders.



- Priority 1: Provide high quality services that improve the lives of people with learning disabilities and their families. People with learning disabilities say that they want meaningful day activities, friends and a home. For over 60 years, West Berkshire Mencap has supported people with a learning disability, their families and carers by offering high quality services. We listen to the people we support and tailor our activities to meet their wants and needs.
- Priority 2: Help people with a learning disability, their families and carers, make choices and have a voice. West Berkshire Mencap supports people through many different situations and life opportunities. Our qualified staff give individual support to parents, carers and people with learning disabilities. We help with a variety of issues including employment, leisure, housing, transition,

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2020**

### **Priorities for the year cont.**

benefits advice, behaviour management and many other enquiries that come our way. We provide advocacy through Child Protection, and can also be an Appropriate Adult at the local Police station or at the Job Centre.

- Priority 3: Raise awareness and change attitudes towards learning disability across West Berkshire. Every day, more than 1.5 million people with a learning disability and their families face issues like poor healthcare, hate crime and social isolation. These issues are rarely debated and most people do not understand how these things impact lives. West Berkshire Mencap seeks to highlight these issues and raise awareness in partnership with people with a learning disability, their families and carers.
- Priority 4: Generate the income to sustain and grow our services.
- Priority 5: Develop new ideas to benefit people with learning disabilities and their families.

We continue to look at opportunities to develop our portfolio of services that we can offer in West Berkshire. We continue to consider any service suggestions from users, parents and carers, or other professionals that will benefit people with learning disabilities and their families.

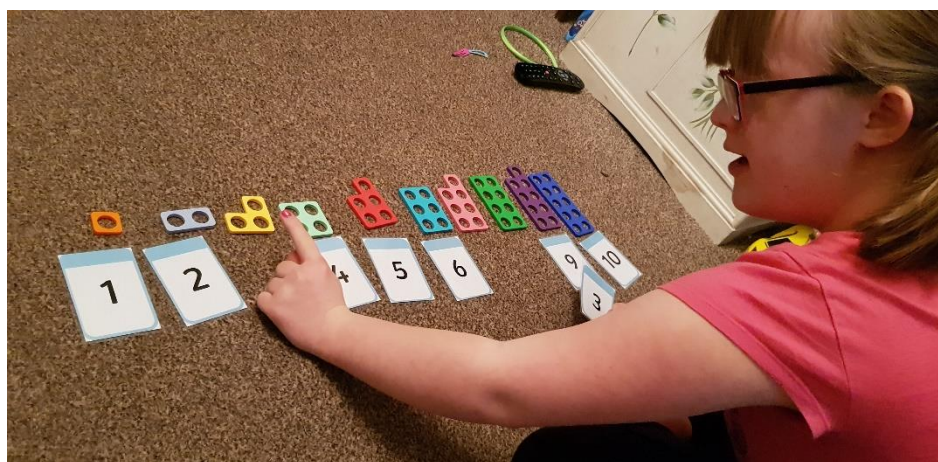
We also listen closely to our staff and volunteers who work closely with each other and the people that we support getting a good view of their needs and routes for progression.

The Board of Directors, who are the charity Trustees for the purposes of the Charities Act 2011, present their Annual Report for the year ended 30 June 2021 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for the year. The Board confirms that the latter comply with the requirements of the Charities Act 2011, the Companies Act 2006, the Company's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### The Year in Numbers

- ◇ 5 Tenants at Stella Maris House
- ◇ 7 Tenants at Heffernan House
- ◇ 1720 Hours of domiciliary care a week in Heffernan House and Stella Maris House which includes 12 hours of Outreach
- ◇ Leisure Plus closed for 20/21 but now delivers 17 hours of activities per week
- ◇ 468 Sessions attended at Growing4All (36.5 placements out of 50 are filled as they were reduced by lockdown)
- ◇ 62 Children are registered with our Children's service and 1114 session or 3190 hours of care were delivered
- ◇ Gateway Club has over 45 regular members and this was delivered via Zoom to 17 members from October 2020 due to the lockdown
- ◇ 1302 Sessions attended at Link Up (106 placements out of 150 per week are filled as they were reduced by lockdown)



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Our response to the COVID-19 Pandemic and Lockdown

It has again been a very unusual and challenging year!

I am pleased to report that our staff teams have worked throughout the pandemic to provide services to adults, children and their families.

Link Up and Growing4All staff provided outreach for service users in addition to the helpline, taking people out on socially distanced walks and weekly phone calls to families and service users. Zooms were running three times a week, for anybody with a learning disability to join to chat to their friends and make new friends, this opened up the opportunity for people not attending our day services to still chat to their friendship group and make new friends. The helpline staff also provided weekly calls to all service users, their carers and their families to say hi and check everybody was ok and this opportunity was extended to furloughed staff.

Our Friendship Skills Service continued to run online sessions which have been very well received by the clients but moved to face to face provision again as soon as we were able to.

Your Choice Services was the main service that remained fully open so we could keep both of our supported living units, Heffernan House and Stella Maris House running throughout the pandemic. This work has not been without its challenges during this very stressful time. Our focus has been to try to keep all the clients safe, and I am pleased to report that we have had adequate PPE throughout the whole epidemic to do this as we started stockpiling masks etc at the beginning of January 2020 and we continued to keep staff adequately supplied with PPE throughout. The dedication of our staff teams has been amazing and the care they have given our clients has been second to none.

Our Children's Team stepped up and ran Outreach Support Services to children and their families which has been very well received. We continue to deliver our Short Breaks Service in this way, as it ensures continuity of service provision even if lockdowns are imposed.

By the end of June 2021 most of our services were back to normal and almost all of our clients were back attending day provision and social clubs. It is great to see everyone back attending services which are being provided with COVID-19 safe practices to ensure continued personal safety.



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Services Provided in 2020-21

**Link Up** continued to grow and work, with a wide range of local companies and charities, to deliver light packaging and assembly, alongside the training opportunities for our clients. We locked down and closed as required by government guidelines but continued to provide a robust service at all other times. Clients were put into Bubbles which enabled us to run safe services.

**Leisure Plus** has offered adults with learning disabilities limited leisure, sport and educational activities in line with government guidelines.

**Growing4All** has continued to flourish and sell plants, herbs, and vegetables as well as woodwork items. Along with all Adult day services we operated client Bubbles and closed the service during lockdowns.

We have been fundraising all year to enable us to move the project to Enbourne Gate. We are very excited that our commercial Partner Verogen have already started work on the site.

**Newbury Gateway** continues to be delivered by Zoom.

**Your Choice Services**, our domiciliary care agency, provided over 1,720 hours of high-quality care a week to people with learning disabilities. Both Heffernan House and Stella Maris House were full and provided a permanent home for 12 people. In common with other care providers, we face challenges recruiting Care Staff to our team but during the year we were pleased to welcome Michelle Greenfield, our new YCS Manager, to the team.

**Children's Services** has run as an Outreach service during 2020-21. This service has proved very successful. We continue to recruit to the team. As always, we had a number of teenage volunteers giving up their own time to help.

Requests for help from the **Family Advisor Service** continue to be high. Families received support from our team with benefit claims, child protection issues, deputyships, and much more.



## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021**

### **Fundraising Report 2020-2021**

The COVID-19 Pandemic has obviously affected our fundraising, but despite this, we have managed to hold a number of successful events to raise money for West Berkshire Mencap. Wherever possible, our members and staff are involved in fundraising.

West Berkshire Mencap's funding is mainly provided by the delivery of services paid for by local authorities, the NHS and individuals with personal budgets.

We also raise funds by applying to Trusts and Foundations to support specific services or projects. These are all monitored carefully to ensure that we comply with the terms of the grant.

We were also fortunate to receive donations from individuals, particularly from people who either use or have used our services and wish to show their appreciation.

We are extremely grateful to Newbury Rotary Club who continue to support our work with fundraising and volunteering.

Our fundraising events this year although limited due to the pandemic included:

- Growing4All Open day
- Online Bingo
- Car boot sales
- Wheel barrow races

Our Mulberry Fundraising Campaign has raised funds for our development projects and the first phase of the campaign is to move the Growing4All project to the site at Enbourne Gate. West Berkshire Mencap are grateful to the following as well as all the Anonymous amounts for grants and donations for this project from:

- Verogen
- Kym Seymour
- Sue Thorn
- David Hoare
- The Geoff and Fiona Squire Trust
- Newbury Phoenix Rotary Club
- Mr & Mrs Chidley
- Doublebase.org
- Opus Acc Lts
- The D Oily Carte Trust
- Tim Renouf
- Gardening for the Disabled
- V Perry
- Amco Charitable Trust
- Cumber Charitable Trust
- The Oliver Ford Foundation
- The Gerald Palmer Trust

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Fundraising Report 2020-2021 cont.

- Paul Bowers
- Sue Hope
- Martin Lambourne

West Berkshire Mencap are grateful to the following for Grants received:

- Funds received through The Good Exchange
- Berkshire Community Foundation
- Skills for Care

West Berkshire Mencap are grateful to the following for Donations received:

- The Rotary Club in Newbury
- Various collection pots around the community
- Downer & Co Newbury
- 

And donations received through the following platforms:

- JustGiving
- Easy Fundraising
- CAF
- West Berkshire Lottery
- Amazon Smile



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### West Berkshire Mencap's 3-Year Strategic plan 2021-2024

#### Introduction

Owing to the uncertain nature of the current environment we find ourselves in due to the COVID-19 Pandemic, by necessity, we have organised this plan deliberately to have a detailed approach to the year 2021-2022 and a lighter touch and more aspirational approach to the years 2022-23 and 2023-2024. We envisage that as we go forwards in the final quarter of each of the next two years, we will provide a detailed business development plan and business plan tracker for the oncoming year based on the strategic approach outlined in this plan

#### Where do we want to be in June 2024?

Our ambitions are to modernise and update our approach, with a view to making West Berkshire Mencap relevant to today's young parents and families, whilst at the same time responding to the changing needs of older parents and clients. We want to transform the Mencap Centre into a hub where families and clients with Learning Disabilities will feel welcome, safe and supported by a range of service offers, provided directly by ourselves, and also by trusted partnership working. We want to change the notion of competition in our field of operation, which does nothing to further the needs of our clients, and instead promote positive relationships across service providers to enable choice for service users and clients, but also aim for less duplication to enable a wider range of services offered.

#### Strategic Issues

**Staffing** - We will re-structure the Senior Team to fulfil the ambitions set out in this plan.

As a result of our experiences during the pandemic, we will continue to offer flexible working to our staff teams with a mix of home/office working as long as business needs are met. This will enable us to maximise some previously designated office space for client services.

**Income Generation** – We will continue our relationship with Sue Thorn and her team. This function will be managed by the CEO. We will recruit a Social Media and Events person in 2021 to support our local efforts as we will be increasing our events and activities as the year progresses. We will also be re-focusing our PR approach in the Autumn of 2021.

**Project Management** – Tony Ferguson will manage the delivery of all of our Projects as well as the management of all of our Resource Functions including IT and eventually HR as Caz Austin develops the Family Services. The project management work is reflected in the plan as it is integrated into each management area. All of this will be co-ordinated by Tony. Additionally, in 2021, he will oversee the change of Auditors and manage any recommendations that occur as a result of this change.

**Adult Day Services** – Jane Hall will continue to oversee Adult Day Services, Children's Service and Your Choice Services. During the year, Jane will consider options on how we might modernise our day services provisions in 2022-23.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Year One 2021-2022

**In addition to continuing to run all of our current services we will implement the following plans in 2021-22**

#### **Your Choice Services**

**Jacobs Well** – we aim to open a new 6 bedroom supported living unit next door to Stella Maris in the middle of 2022.

- Work with Greenham Trust to redevelop site
- Work with the Local Authorities to fill vacancies
- Fundraise for furniture, fittings and white goods
- Restructure the YCS team in the light of Jacobs Well

**Pass System**- implement a new digital Care Management system in Quarter 1

- Implement new system with PASS
- Purchase tablets for each client
- Train staff

**Webroster** – Review our rostering system in the 2<sup>nd</sup> half of the year once PASS integrations have been completed

#### **Adult Day Services**

**Re-organise accommodation at Unit E** - to create and equip a downstairs large meeting/training room

- Move HR team to Enborne Gate
- Move Tony to Enborne Gate
- Move YCS Management team to Unit E

**Move Growing4All to new site at Mencap Centre** – establish the team at the new site and iron out teething issues

- Restructure Team
- Develop Volunteer team for G4A
- Organise opening celebration event

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Year One 2021-2022 cont.

**Children's Services** – Continue to provide Children's Outreach Short Breaks Services as outlined in the application to West Berkshire Council Children's Services and additionally provide individually commissioned bespoke packages for families.

- Provide Thursday Playschemes throughout the summer of 2021
- Review toys and equipment and replace as needed
- Provide outside storage for play equipment and bikes
- Move Children's team offices into current Family Advisors office.
- Make old sensory room into quiet chill space for children.
- Move Finance team into current Children's offices
- Implement planned maintenance for playground and repair and paint equipment
- Help staff team to adjust to expectations about how Children's services will look in the future
- Raise money to cover expenditure on equipment

### HR and Family Services

**Develop our Family Support offer**- steadily expand our services to families as follows:

- Continue to develop services for under 5's
- Expand our Family Advice Services
- Funding application for services for support for Aging Parents
- Develop partnership working
- Develop our offer to older children
- Develop our offer to young adults
- Open Parent and Baby services
- Implement Partnership working across West Berkshire area

**Develop and modernise The Mencap Centre** – Begin to change the way we use the Centre. Re-organise accommodation in Mencap Centre to accommodate new staff teams and reflect the changing use of building

- Change fencing and build bike sheds
- Pop up Café in Mencap Centre
- Commission plans for the Tree House
- Architect plans for Mencap Centre

### Central Services

#### Work on new branding, vision and mission

- Meeting with Trustees in January 2022 Away Day
- Implement recommendations

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Year One 2021-2022 cont.

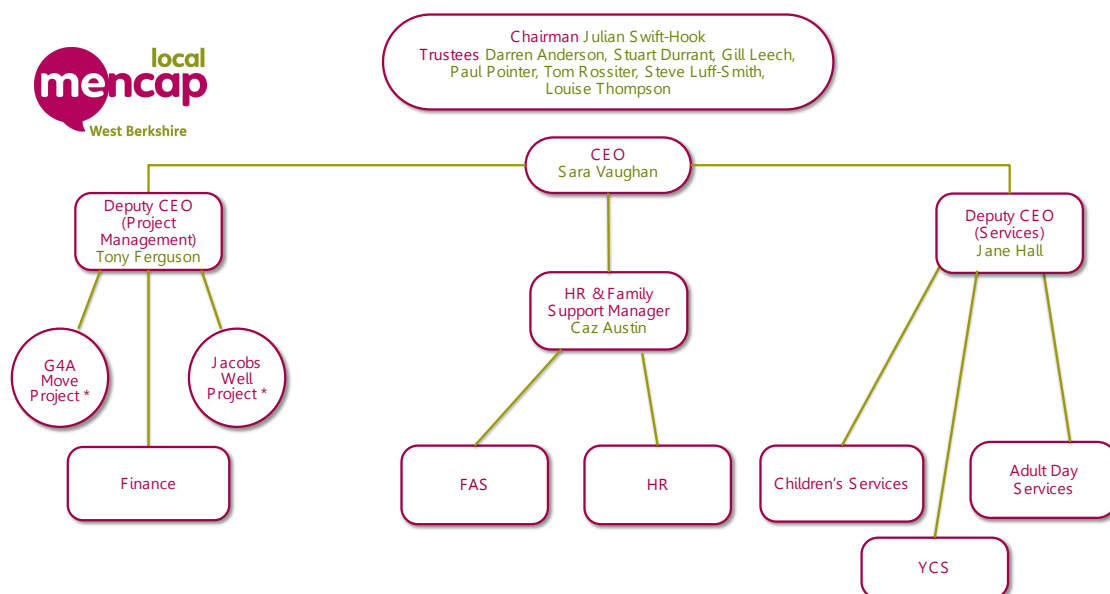
#### Income Generation, Profile Raising and Fundraising

- Continue to work with Sue Thorn
- Employ a Social Media and Events post

**Project Management** - Manage the overall delivery of the Mulberry Project but for specific delivery in 2021-22 as follows:

- Delivery of Jacobs Well Project – have the new 6 flat unit open by the middle of 2022
- Delivery of Growing4all Move – have the project working successfully from Enborne Gate by the end of the financial year 2021-2.

### Appendix A High Level Restructure



## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Income Generation

This is our strategic development project which links into our fundraising.

### Outline of project phases

#### Phase 1

Development of field site adjacent to the Mencap Centre at Enborne Gate.

To include new buildings and facilities to house the Growing4All Project currently sited at Cottismore.

Aim to be finished by 1<sup>st</sup> quarter 2022

#### Phase 2

Development of our Family Support Division and temporary updates and changes to the interior of The Mencap Centre at Enborne Gate to include:

Changes to senior staff team.

Recruitment of experienced HR team members

Changes to office accommodation in Enborne Gate and Unit E.

Application to Sainsbury's trusts to fund our services to support older parents.

Development of a pop-up café in The Mencap Centre.

Maintenance and repair of playground equipment, soft play room and the Sensory room.

Provision of more outside storage for equipment.

Architect plans for Mencap Centre redevelopment

#### Phase 3

The Tree House

External gardening and messy play facilities for the children at The Mencap Centre

#### Phase 4

Building work to start to alter the extension at the rear of the Mencap Centre and to modernise the interior of the building.

New Kitchen and café area if the pop-up test worked.

Lottery application (or similar) to help us refocus our offer to families and children.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021**

### **Income Generation cont.**

#### **Monitoring**

We will continue to use a Business Plan Activity Monitoring document, which will be linked to the new appraisal and PDR/objective setting processes for all staff. This will be monitored at Trustee Meetings throughout the year so that progress can be measured.

#### **Strategic Planning**

We have developed our next 3-year plan in the final Quarter of 2020-2021 as stated in our last Annual Report. We will have a Trustee Away Day in the spring of 2022 to further develop our Vision for the organisation.

#### **Volunteers**

West Berkshire Mencap, as usual, is indebted to all the volunteers who help to keep our organisation running.

We have volunteers who helped with our fundraising, our services and our governance and we are extremely grateful to them for all their time and effort. We could not run the organisation without them as they are integral members of our team. We value them all, as they help us to run many of our services undertaking specialist training as needed. Many of our volunteers are young people recruited from local schools who start a long journey with us, often moving into employment in future years. Others have joined us in their retirement bringing invaluable life experiences and skills. In the last year, our volunteer team in our Growing4All project have helped to develop our woodworking project. Our fundraising volunteers have run successful fundraising events across West Berkshire. We continue to be immensely grateful to them all.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Status and Administration

West Berkshire Mencap is a company limited by guarantee (number 3790942) incorporated on 17 June 1999 and is a registered charity (Charity No: 1076658). Its revised Memorandum governs the charity and Articles of Association adopted 17<sup>th</sup> November 2016.

Members appoint all directors at the Annual General Meeting and each appointment is for a year. There is a 5-year restriction on the length of tenure of the Chair.

Decisions are made by line managers and, ultimately, by the Chief Executive. The Board of Directors makes policy decisions. Strategic decisions are formed at Board level using information from staff and users to help in the decision-making process.

Directors (Trustees) who have served during the year are as follows:

Julian Swift-Hook	Chair
Paul Pointer	Treasurer and Vice Chair
Darren Anderson	
Stuart Durrant	
Gill Leech	
Steve Luff-Smith	
Tom Rossiter	
Louise Thompson	

Sara Vaughan - Chief Executive  
Tony Ferguson – Company Secretary

The Key Management Personnel are the Trustees, as above, Sara Vaughan as Chief Executive, Tony Ferguson and Jane Hall as Deputy CEO's and Heads of service lines: Michelle Greenfield (from September 2020), Caroline Austin and Kerry Fourie.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Structure, Governance and Management

Trustees are sought from a wide range of backgrounds and disciplines in order to ensure that the charity is governed effectively. A skills audit has shown that we have a good range of Trustees with backgrounds in finance, legal, management and politics whilst also maintaining soft skills such as team work, problem solving, facilitation and decision making. Trustees are asked to sign to show that they understand the role of the Trustee and to ensure that they have declared an interest in everything they need to. They are given an induction pack to give them information about the charity. They are also offered an induction tour of our services as we are based on several sites in the district. It is important to have a diverse range of Trustees to reflect our diverse society. Trustees are offered regular training.

### Compliance with the Code of Good Governance

West Berkshire Mencap's board continued to demonstrate its strong commitment to the Code of Good Governance.

### Principal Objects of the Charity

The objects of West Berkshire Mencap are:

*The relief of people who are in need by reason of their disability, (with an emphasis, priority and focus on the relief of people with a learning disability, their families, dependants and carers), by the provision of services, support and information, leading to independent living opportunities and/or improved life chances, and also by challenging discrimination through campaigning, lobbying and promoting user representation.*

It does this by carrying out activities in the following areas:

1. Promotes the care, treatment and education of people with learning disabilities and their families/carers and secure provision commensurate with their needs.
2. To increase public knowledge of the problems faced by people with learning disabilities and their families/carers.
3. To become acquainted with all people with a learning disability and their families/carers within the local area, to listen to them and develop services that take their views into consideration.
4. To foster mutual help, co-operation and friendships between parents, guardians, relatives and all entrusted with the care of those with a learning disability.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Structure, Governance and Management Cont.

5. To provide support and a signposting service to other organisations and work in partnership to ensure that people with a learning disability and their families/carers have the rights and opportunities that they are entitled to.
6. To provide respite for families.

### Ensuring that our work deliver our aims

The activities, which West Berkshire Mencap undertake, are defined by the organisation's strategic plan, which takes the form of a 3-year plan (2021 -2024). This report outlines our activities over the past twelve months and how those activities brought benefits to people with learning disabilities and their families and carers.

In monitoring the progress of our development plan, and in the consideration of future plans, the board is ever mindful of how West Berkshire Mencap's public benefit, as defined in our objects, is delivered. The Board has reviewed and has had regard to the Charity Commission's general guidance on public benefit.

### Criteria used to assess success

Our Development Plan Tracker monitors our performance and is assessed at every Trustee Board Meeting which also links to staff KPI's and are reported back at each Board Meeting using a traffic light alert system.

We have a Senior Management Team (SMT) that meet every month to monitor our progress against our objectives. A larger, organisation wide management meeting is held quarterly.

We work hard to foster service user involvement in our services. We have Family Liaison meetings and Friendship skills has a committee as well as meetings to determine the group ethos and plan their monthly calendar. User feedback is essential to the integrity of our service development.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Financial Results and Reserves Policy

The principal source of funding for the charity continued to be that of the provision of direct service delivery from sessional fees, domiciliary care fees and local authority grants for services. In the year to 30 June 2021, incoming resources reduced by £100,381 to £2,549,671. The residential care homes have remained well occupied resulting in an increase in domiciliary care income to £1,819,271 this year from £1,761,330 last year. However as with last year, due to the continuing impact of COVID-19 other income has reduced this year. We have considered the impact of COVID-19 on future income streams and reserves, via cashflow modelling, and despite the ongoing uncertainty in the Charity Sector, are confident that our reserves will remain sufficient to meet our ongoing needs to fulfil our services.

Expenses have reduced this year to £2,590,664, from £2,679,419 last year. Our largest cost remains staffing which is 80% of this total up from 76% last year.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Our restricted funds are very important for providing a degree of security for many of our existing projects and services and enabling us to develop and expand services in response to the needs of service users. However, restricted funds are just that – funds restricted to specific purposes that cannot be spent on other things, for example, if they are donated for a specified purpose or are earned in fees or other service specific income.

This security is however only short term and we continue to aspire towards having free reserves to meet our working capital obligations for three months' support salaries and other smaller costs. This total is £96,460, and at the year-end free reserves were £3,732, as shown below. In order to bridge the gap of free reserves in future a greater element of costs may be met by other services.

In defining its reserves policy, West Berkshire Mencap has considered what level of free reserves it is appropriate for the charity to hold in order to demonstrate appropriate financial management and financial sustainability. For West Berkshire Mencap free reserves, for which a policy is needed, represent unrestricted general funds of the charity and exclude the restricted funds held.

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Financial Results and Reserves Policy cont.

The determination of an appropriate reserves level is a key part of the strategic planning process. This is linked into a risk assessment of key areas of income and expenditure, along with the following:

- Working capital
- Financial risk management
- Future strategic development

The Trustees review the reserves level on an annual basis, along with the risk assessment of key areas of income, as this provides the information on an adequate level of reserves to be maintained in order to ensure security of existing services in the short term.

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Total charity funds per balance sheet:	<b>1,460,942</b>	<i>1,501,935</i>
<b>Deduct</b>		
Endowment funds	<b>237,575</b>	<i>245,228</i>
Restricted funds	<b>924,230</b>	<i>965,224</i>
Designated funds	<b>94,469</b>	<i>94,126</i>
Fixed assets held in general funds	<b><u>200,936</u></b>	<i><u>203,639</u></i>
Free reserves	<b><u><u>3,732</u></u></b>	<i><u><u>(6,282)</u></u></i>

See also note 13 for the analysis of net assets by fund.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021**

### **Investment Policy**

The Trustees adopt a low risk approach to investments. They are considered at Trustee meetings and any surplus over and above immediate working capital requirements is invested in a number short term bonds at various institutions to get the best rate of return and mitigate the risk of financial loss. All other free cash is invested in deposit accounts.

### **Risk Management**

A formal review of the charity's risk management processes is undertaken on an annual basis.

The key controls used by the charity include:

- Formal agendas for all Board and committee activity
- Detailed terms of reference for all Committees
- Comprehensive strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels.
- Review and sign off of expenditure and journals at trustee meetings

The identified risks are prioritised in terms of the likelihood of occurrence and potential impact. The Board reviews actions taken to mitigate the risks and assesses the residual risk remaining after implementing those actions. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Key risks have been identified as follows:

- Ensuring financial sustainability and income streams against a background of ongoing cuts to services from local authorities and the current COVID-19 Pandemic
- Quality or process issues in services leading to problems with regulators or commissioners
- Staffing and the need to recruit, train and retain sufficient staff to ensure all service are delivered safely by competent staff

The Trustees have reviewed the adequacy of West Berkshire Mencap's internal controls, which are articulated in a controls and procedures manual. Procedures have been established for reporting failings to the appropriate levels of management and the Board of Trustees. As a result, Trustees can conclude that all major risks have been identified and the appropriate steps to mitigate these risks have been put in place.

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021**

### **Quality of Services**

At least once a year we ask for feedback about all our services from everyone who has anything to do with us whether they be users, parents, carers, social workers, home staff etc. The responses to these surveys feed into the decisions taken about changing the services to fit with the funding we receive. The results were very positive; our services are considered essential to parents and carers and of a consistently high quality. We continue our monitoring informally by talking to the people we support, their carers and other stakeholders so that we can act quickly to spread improvement or prevent the negatives.

### **Public Benefit**

The trustees have had regard to the public benefit guidance issued by the Charity Commission in determining their activities for the period.

One of the issues raised by our surveys is that our organisations mission is not always fully understood by the general public. People sometimes think that we are a mental health charity or that we are a branch of Royal Mencap and get our funding from them.

We are extremely good at using social media like Facebook, Twitter etc. and have a core number of staff who ensure that our profile is active. We have also been able to communicate very successfully to volunteers and supporters about our activities and events.

Some of the events we hold are not purely to raise funds, they are also to raise our profile and enable us to be known to more people who may need our services or who may want to help us.

We also re-tweet other organisations that have a similar client group or match our ethos or objectives. For example, we have a relationship with other local Mencap's which have been established through social media. We will continue to develop our presence on social media and provide ongoing training to those who need it.

West Berkshire Mencap provides many volunteering opportunities and does very well at recruiting, and retaining, young volunteers. One of the unique features of the play schemes is that we try to offer a one to one volunteer for each child that attends. These volunteers are recruited from local schools and colleges and give up their free time to volunteer at West Berkshire Mencap. All of these volunteers are offered a wide range of training which includes disability awareness training, first aid, communication skills and many others.

Many of these young volunteers then go on to choose a career based on their experiences as a volunteer, they go on to look at jobs as Teachers, Doctors,

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021**

Physiotherapists, and many return, while they are at university, to continue volunteering. They also take up volunteering with other organisations in other areas.

We have fewer adult volunteers but they are just as valuable as the younger volunteers. Some work as job coaches, accompanying clients on job taster sessions, some drive or assist on different projects. We have volunteers from all sections of the community including people with learning disabilities.

West Berkshire Mencap also employs adults with learning disabilities.

West Berkshire Mencap provides many services that are not being provided by anyone else in this area. We provide respite, work experience, training and leisure opportunities. These benefit not only the users, but also their families and professionals. Families get valuable respite and the clients learn or play and widen their experiences and ability. Our aim is that people with learning disabilities get access to the same life experiences that everyone else has, hopefully positive but sometimes negative. We continue to be an organisation that takes the most challenging people who cannot be supported by any other organisation.

### **Related Parties**

West Berkshire Mencap cooperates with a number of other local organisations in the delivery of its services as mentioned above. These include Newbury College, Newbury Community Resource Centre, Greenham Trust and West Berkshire District Council.

### **Policy for setting remuneration**

West Berkshire Mencap is committed to ensuring that we pay our staff fairly and in a way that ensures that we attract and retain the right skills to enable the organisation to survive and thrive. Senior Management meet to discuss any proposed annual increase for staff as part of the annual budget setting process and in the context of the funding for the organisation. The decision on an annual award, (if any) is taken by the Board of Trustees. The salary of the Chief Executive is set directly by the Board of Trustees. Individual roles which arise during the year, or where roles are changed, are benchmarked against the external market by Senior Management before setting an appropriate rate.

# West Berkshire Mencap

(A Company Limited by Guarantee)

## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2020

### Patrons

Richard Benyon  
Ricky Groves  
David Smith MRICS  
Daniel Galmiche

Lorraine Chase  
Paul Shinar  
Josh Dugdale

### Trustees

Darren Anderson  
Julian Swift-Hook [Chair]  
Gill Leech  
Stuart Durrant

Paul Pointer [Treasurer and Vice Chair]  
Tom Rossiter  
Louise Thompson  
Stephen Luff Smith

### President

Graeme Leech

### Chief Executive

Sara Vaughan

### Deputy Chief Executives

Tony Ferguson [and Company Secretary]  
Jane Hall

### Registered Office

The Mencap Centre  
Enborne Gate  
Enborne Road  
Newbury  
Berkshire  
RG14 6AT

### Auditors

UHY Ross Brooke  
Statutory Auditor  
Suite I, Windrush Court  
Abingdon Business Park  
Oxfordshire  
OX14 1SY

### Bank

National Westminster Bank plc  
Newbury Market Place  
30 Market Place  
Newbury  
Berkshire  
RG14 5AJ

### Solicitors

Gardner Leader  
White Hart House  
Market Place  
Newbury  
Berkshire  
RG14 5BA

## **TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021**

### **Statement of director's responsibilities**

The Trustees (who are also directors of West Berkshire Mencap for the purposes of company law) are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards.)

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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions, 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 and the provisions of the charity's constitution. 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.

So far as the directors are aware, there is no relevant audit information of which the charity's auditors are unaware. The directors have each taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

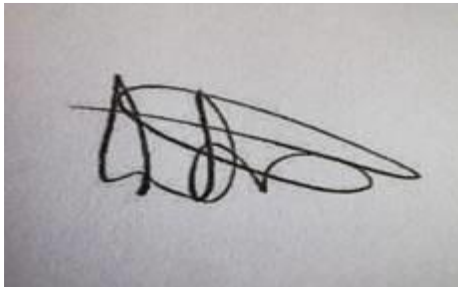
## TRUSTEES ANNUAL REPORT YEAR ENDED 30 JUNE 2021

### Auditors

A resolution reappointing UHY Ross Brooke as auditors to the company will be put to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board:

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be 'P Pointer'.

P Pointer

Director

Date: 04 November 2021

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WEST BERKSHIRE MENCAP

### Opinion

We have audited the financial statements of West Berkshire Mencap (the 'charitable company') for the year ended 30<sup>th</sup> June 2021 which comprise Statement of Financial Activities, Balance Sheet and Cash Flow Statement 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 30 June 2021, 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's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 charitable company'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 trustees 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, except to the extent otherwise explicitly stated in our report, 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.

#### Opinions on other matters 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 (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit ; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 30, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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

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.

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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

We have considered:

- the nature of the charity and sector, control environment and operating performance;
- the charity's own assessment, including assessments made by key management, of the risks that irregularities may occur either as a result of fraud or error;
- any matters we identified having reviewed the charity's policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed amongst the audit engagement team.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the areas in which management is required to exercise significant judgement, such as recognition of income. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context were the Companies Act and tax legislation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for->

# West Berkshire Mencap

(A Company Limited by Guarantee)

[audit/Description-of-auditors-responsibilities-for-audit.aspx](#). This description forms part of our auditor's report.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Caroline Webster FCA  
For and on behalf of UHY Ross Brooke  
Statutory Auditor  
Suite I  
Windrush Court  
Abingdon Business Park  
Oxfordshire  
OX14 1SY  
Date:

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

(Incorporating an income and expenditure account)

	Note	Unrestricted Funds	Restricted Funds	Endowed Funds	Total 2021	Total 2020
		£	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>						
<b>Donations &amp; Legacies</b>		66,280	2,012	-	68,292	19,980
<b>Charitable activities</b>	4	-	2,380,221	-	2,380,221	2,461,652
<b>Other trading activities</b>		18,862	28,296	-	47,158	54,478
<b>Investments</b>		1,711	-	-	1,711	3,668
<b>Other Income</b>	3	(60)	52,349	-	52,289	110,274
<b>Total income</b>		<u>86,793</u>	<u>2,462,878</u>	<u>-</u>	<u>2,549,671</u>	<u>2,650,052</u>
<b>EXPENDITURE ON:</b>						
<b>Raising funds</b>		1,318	-	-	1,318	30,698
<b>Charitable activities</b>	5	<u>90,248</u>	<u>2,491,445</u>	<u>7,653</u>	<u>2,589,346</u>	<u>2,648,721</u>
<b>Total resources expended</b>	7	<u>91,566</u>	<u>2,491,445</u>	<u>7,653</u>	<u>2,590,664</u>	<u>2,679,419</u>
<b>Net income/(expenditure)</b>		<u>(4,773)</u>	<u>(28,567)</u>	<u>(7,653)</u>	<u>(40,993)</u>	<u>(29,367)</u>
<b>Transfers between funds</b>	12	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>(4,773)</u>	<u>(28,567)</u>	<u>(7,653)</u>	<u>(40,993)</u>	<u>(29,367)</u>
<i>Funds at 1 July 2020</i>		<u>291,483</u>	<u>965,224</u>	<u>245,228</u>	<u>1,501,935</u>	<u>1,531,302</u>
<b>Funds at 30 June 2021</b>		<u>286,710</u>	<u>936,657</u>	<u>237,575</u>	<u>1,460,942</u>	

The notes on pages 41 to 56 form part of these accounts

# BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2021

Company Number: 3790942

		2021	2020
Notes	£	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	<b>535,248</b>	<i>549,900</i>
<b>CURRENT ASSETS</b>			
Debtors	9	<b>391,675</b>	<i>379,214</i>
Cash at bank and in hand		<b><u>694,419</u></b>	<i><u>729,071</u></i>
		<b>1,086,094</b>	<i>1,108,285</i>
<b>CREDITORS:</b> Amounts falling due within one year	10	<b><u>(160,400)</u></b>	<i><u>(156,250)</u></i>
<b>NET CURRENT ASSETS</b>		<b><u>925,694</u></b>	<i><u>952,035</u></i>
<b>NET ASSETS</b>		<b><u>1,460,942</u></b>	<i><u>1,501,935</u></i>
<b>FUNDS</b>			
Unrestricted	12	<b>204,668</b>	<i>197,357</i>
General	12	<b>94,469</b>	<i>94,126</i>
Designated			
Restricted	11	<b>924,230</b>	<i>965,224</i>
Endowment	11	<b><u>237,575</u></b>	<i><u>245,228</u></i>
	13	<b><u>1,460,942</u></b>	<i><u>1,501,935</u></i>

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

The financial statements were approved and authorised for issue by the board and were signed on its behalf on .....

J Swift-Hook  
Chairman



Paul Pointer  
Treasurer



The notes on pages 39-54 form part of these accounts

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

	2021 £	2020 £
<b>Cash flows from operating activities</b>		
Net cash (used in) provided by operating activities	<u>(17,681)</u>	<u>135,246</u>
<b>Cash flows from investing activities</b>		
Proceeds from sale of asset	307	95
Purchase of property, plant and equipment	(17,565)	(5,279)
Net cash used in investing activities	<u>(17,258)</u>	<u>(5,184)</u>
Change in cash and cash equivalents in reporting period	(34,652)	130,062
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<u>729,071</u>	<u>599,009</u>
Cash and cash equivalents at the end of the reporting period	<u>694,419</u>	<u>729,071</u>
 <b>Reconciliation of net income/expenditure to net cash flow from operating activities</b>		
	2021 £	2020 £
Net income/(expenditure)	(40,993)	(29,367)
<b>Adjustments for</b>		
Depreciation charges	31,767	39,546
Loss/(profit) on the sale of fixed assets	(144)	757
(Increase)/decrease in debtors	(12,461)	150,010
(Decrease)/increase in creditors	4,150	(25,700)
	<u>(17,681)</u>	<u>135,246</u>
 <b>Analysis of cash equivalents</b>		
	2021 £	2020 £
Cash in hand	606,214	640,973
Notice deposits	88,205	88,098
Total cash and cash equivalents	<u>694,419</u>	<u>729,071</u>

## Notes to financial statements for the year ended 30 June 2021

### 1. COMPANY INFORMATION

The principal activity of the charity is the provision of services for people with a learning disability and their parents, carers and professionals. The charity (registered number 3790942 and charity number 1076658) is incorporated and domiciled in the UK. The address of the registered office is The Mencap Centre, Enborne Gate, Enborne Road, Newbury, Berkshire, RG14 6AT.

### 2. ACCOUNTING POLICIES

#### Basis of preparation

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

West Berkshire 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 note.

The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. In their assessment of going concern, the Directors have considered the current and future impact of COVID-19 on the business. This has impacted on the Charities operations but has been managed closely by the senior staff team and the Trustees. All plans, budgets and forecasts have been drawn up based on current knowledge and government guidance on COVID-19. The Directors have updated budgets and forecasts based on current estimates of the impact of the pandemic to ensure that they have sufficient facilities in place to meet operating cash requirements for the foreseeable future. They continue to believe the going concern basis of accounting appropriate.

#### Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described in note 2, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

## Notes to financial statements for the year ended 30 June 2021 cont.

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

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

### Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from donations & fundraising is recorded on a receipts basis.
- Incoming resources from charitable trading activity are accounted for when earned.

Where grants receivable relate directly to the provision of services, they are accounted for as grants and contract work. Other grants are accounted for as donations and legacies.

### Resources expended

Expenditure is recognized on an accrual basis as each liability is incurred.

Costs of generating funds comprise the costs associated with fundraising 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 central costs of an indirect nature necessary to support them. Central costs, not covered by other incoming resources, are recharged to the individual funds on an estimate of the staff time and space used by the activity.

## Notes to financial statements for the year ended 30 June 2021 cont.

Charitable expenditure is reported under three sub headings:

- Staff costs relating to the provision of services.
- Other activity expenditure.
- Support costs comprising support staff, premises costs, IT costs and general office costs. In previous years, Governance costs (costs associated with meeting the constitutional and statutory requirements of the charity, the audit fees and costs in respect of the strategic management of the charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within support costs. Termination payments to staff are accounted for when the payment is agreed.

### Fund Accounting

Unrestricted funds held by the charity are those which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are where specific conditions are imposed by the donor which restricts the use of unspent funds. The income is taken directly to the relevant restricted funds.

### Restricted funds

Where specific conditions imposed by the donor would restrict the use of unspent funds, the income is taken directly to the relevant restricted funds. Restricted income also arises from the income generated by each activity, which the Trustees then consider to be restricted to continuing and improving that service as that would be the expectation of the users and their carers. Deficits on funds are met from unrestricted fund.

### Designated Funds

The Directors have set up a 'sinking fund' in respect of future maintenance costs on the respite bungalow and on Heffernan House.

### Endowed Funds

These are funds provided to the charity for ongoing use as a Respite Centre.

### Depreciation and capitalisation of fixed assets

Fixed assets are depreciated over their expected useful economic lives as follows:

Freehold Property	2% straight line
Leasehold Property	10% straight line
Motor Vehicles	25% reducing balance
Equipment with a value between £1000 and £4999	25% straight Line
Equipment with a value over £5000	25% reducing balance

Contributions towards the cost of fixed assets are included as income whilst the gross cost of fixed assets are capitalised. Items under £1,000 are not capitalised.

## Notes to financial statements for the year ended 30 June 2021 cont.

### Operating leases

Rentals payable under operating leases are taken to the Statement of Financial Activities as they fall due.

### Pension costs

The company makes a contribution to an Occupational Master Trust Pension Scheme for all eligible employees and follows the allocation of staff costs.

### Donated assets

Donated assets intended for continuing use by the charity are included as donations in the year of the gift. The value placed on these items is the approximate value that it would have cost the charity to purchase those items based on published price lists for similar items offered for sale.

### Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

### Creditors and provisions

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value

### Company limited by guarantee

The company is a Company limited by guarantee, and is a registered Charity. Each members' liability would be limited to an amount not exceeding £1 in the event of the company winding up. There are eight (8) members for these purposes at the year-end.

## Notes to financial statements for the year ended 30 June 2021 cont.

### 3. NET INCOMING RESOURCES

Are stated after charging the following:	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Depreciation of tangible assets	<b>31,786</b>	<i>39,546</i>
Auditors fees - audit (excl VAT)	<b>10,500</b>	<i>10,250</i>
- other	<b>-</b>	<i>-</i>
Other operating leases	<b>70,739</b>	<i>64,267</i>
Loss on disposal of assets	<b><u>144</u></b>	<i><u>757</u></i>

### 4. CHARITABLE ACTIVITIES

	Sessional Fees	Residential Income	Respite Centre Rent	Sheltered Workshop	Grants and Contract Work	Total 2021	Total 2020
	£	£	£	£	£	£	£
Children's Services	<b>54,524</b>	-	-	-	<b>30,000</b>	<b>84,524</b>	<i>95,169</i>
Adult Day Services	<b>37,737</b>	-	-	<b>52,116</b>	<b>368,116</b>	<b>457,969</b>	<i>568,517</i>
Domiciliary Care and Housing	<b>1,573,232</b>	<b>78,385</b>	<b>26,633</b>	-	<b>141,021</b>	<b>1,819,271</b>	<i>1,761,330</i>
Advice and Advocacy	<b>5,707</b>	-	-	-	<b>12,750</b>	<b>18,457</b>	<i>36,636</i>
	<b><u>1,671,200</u></b>	<b><u>78,385</u></b>	<b><u>26,633</u></b>	<b><u>52,116</u></b>	<b><u>551,887</u></b>	<b><u>2,380,221</u></b>	<i><u>2,461,652</u></i>
<i>2020</i>	<i><u>1,811,790</u></i>	<i><u>81,706</u></i>	<i><u>24,540</u></i>	<i><u>67,545</u></i>	<i><u>576,071</u></i>	<i><u>2,561,652</u></i>	

### 5a. CHARITABLE EXPENDITURE

	Staff Costs	Depreciation	Other Operating Expenses (Note 5b)	Support Costs (Note 6)	Total 2021	Total 2020
	£	£	£	£	£	£
Children's Services	<b>101,922</b>	<b>4,031</b>	<b>2,257</b>	<b>46,164</b>	<b>154,374</b>	<i>163,854</i>
Adult Day Services	<b>321,031</b>	<b>6,645</b>	<b>53,383</b>	<b>139,280</b>	<b>520,339</b>	<i>537,986</i>
Domiciliary Care and Housing	<b>1,347,630</b>	<b>10,583</b>	<b>19,879</b>	<b>417,521</b>	<b>1,795,613</b>	<i>1,865,188</i>
Advice and Advocacy	<b>13,074</b>	-	-	<b>15,698</b>	<b>28,772</b>	<i>36,020</i>
General	-	-	<b>15,469</b>	<b>74,779</b>	<b>90,248</b>	<i>45,673</i>
	<b><u>1,783,657</u></b>	<b><u>21,259</u></b>	<b><u>90,988</u></b>	<b><u>693,442</u></b>	<b><u>2,589,346</u></b>	<i><u>2,648,721</u></i>
<i>2020</i>	<i><u>1,768,931</u></i>	<i><u>25,402</u></i>	<i><u>185,209</u></i>	<i><u>669,179</u></i>	<i><u>2,648,721</u></i>	

## Notes to financial statements for the year ended 30 June 2021 cont.

### 5b. OTHER OPERATING EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2021 £	Total 2020 £
Activities cost	-	459	-	459	9,070
Project Expenditure	-	8,621	-	8,621	-
Training allowance	-	7,105	-	7,105	19,017
Sheltered workshop materials	-	29,713	-	29,713	37,264
Motor expenses	-	9,634	-	9,634	11,113
Insurance	14,776	10,409	-	25,185	26,882
Sundry expenses	693	7,446	-	8,139	81,863
	<b>15,469</b>	<b>73,387</b>	-	<b>88,856</b>	<b>185,209</b>
<i>2020</i>	<i>12,820</i>	<i>172,389</i>	-	<i>185,209</i>	

### 6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2021 £	Total 2020 £
Staff costs	268,358	-	-	268,358	299,727
DBS Fees	1,356	630	-	1,986	-
Staff Uniforms	75	34	-	109	6,608
Computer Software	15,400	4,080	-	19,480	13,776
IT Support	11,220	-	-	11,220	17,046
Telephone	6,259	7,828	-	14,087	14,019
Publications, printing & stationery	5,648	10,020	-	15,668	18,257
Advertising & publicity	2,138	5,272	-	7,410	3,842
Motor expenses	111	-	-	111	2,106
Travel expenses	647	5,500	-	6,147	14,205
Rent & rates	-	75,380	-	75,380	75,380
Light & heat	7,999	26,533	-	34,532	45,997
Cleaning	94,815	33,392	-	128,207	33,326
Other premises costs	6,667	23,165	-	29,832	47,878
Equipment	6,121	14,128	-	20,249	12,916
Affiliation	3,503	1,975	-	5,478	6,044
fees/Subscriptions					
Training	5,271	8,863	-	14,134	15,320
Depreciation	10,508	-	-	10,508	14,143
Loss on sale of assets	451	(307)	-	144	757
Audit fees	10,500	-	-	10,500	12,300
Professional fees	1,452	16,312	-	17,764	11,209
Bank charges	2,121	17	-	2,138	4,323
Reallocation of office/ premises costs to Activity Groups	<b>(385,841)</b>	<b>385,841</b>	-	-	-
	<b>74,779</b>	<b>618,663</b>	-	<b>693,442</b>	<b>669,179</b>
<i>2020</i>	<i>32,853</i>	<i>636,326</i>	-	<i>669,179</i>	

Total governance costs included in support costs are £10,500 (2020: £12,300)

## Notes to financial statements for the year ended 30 June 2021 cont.

### 7a. TOTAL RESOURCES EXPENDED

	<b>Staff £</b>	<b>Depreciation £</b>	<b>Other £</b>	<b>Total 2021 £</b>	<i>Total 2020 £</i>
Charitable activities	<b>2,052,019</b>	<b>31,786</b>	<b>505,541</b>	<b>2,589,346</b>	<i>2,648,721</i>
Costs of generating funds	-	-	<b>1,318</b>	<b>1,318</b>	<i>30,698</i>
	<u><b>2,052,019</b></u>	<u><b>31,786</b></u>	<u><b>506,859</b></u>	<u><b>2,590,664</b></u>	<u><i>2,679,419</i></u>
<i>2020</i>	<u><i>2,049,992</i></u>	<u><i>30,546</i></u>	<u><i>589,881</i></u>	<u><i>2,679,419</i></u>	

### 7b. STAFF COSTS

	<b>Total 2021 £</b>	<i>Total 2020 £</i>
Wages and salaries	<b>1,465,824</b>	<i>1,636,497</i>
Termination payment	-	<i>1,469</i>
Agency Staffing	<b>450,803</b>	<i>270,449</i>
Social security costs	<b>107,018</b>	<i>112,364</i>
Pension costs	<b>28,374</b>	<i>29,213</i>
	<u><b>2,052,019</b></u>	<u><i>2,049,992</i></u>
	<b>2021</b>	<i>2020</i>
Average number of employees during year	<b>No.</b>	<i>No.</i>
Full time	<b>38</b>	<i>45</i>
Part time	<b>58</b>	<i>86</i>
Average FTE employees	<b>54.1</b>	<i>70.4</i>

Volunteers play an invaluable role in delivering services. Without their volunteered time and knowledge, we would not be able to offer the support we do.

None of the directors of the company received a salary in the current or preceding year. No director received any reimbursed expenses during the year (2020: £nil).

One employee in earnings band £60,000 to £70,000 (2020: one)

One employee in earnings bank £70,000 to £80,000 (2020: none)

Key management personnel received aggregate remuneration of £307,304 (2020: £239,725).

## Notes to financial statements for the year ended 30 June 2021 cont.

### 8. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property Improvement £	Endowed Funds £	Total £
<b>COST</b>				
At 1 July 2020	511,776	283,171	303,397	1,098,344
Additions	-	-	17,565	17,565
Disposals	-	-	(1,900)	(1,900)
At 30 June 2020	<u>511,776</u>	<u>283,171</u>	<u>319,062</u>	<u>1,114,009</u>
<b>DEPRECIATION</b>				
At 1 July 2020	184,000	88,808	275,616	548,424
Charge for the year	10,235	9,350	12,201	31,786
Adjustment on Disposals	-	-	(1,449)	(1,449)
At 30 June 2020	<u>194,235</u>	<u>98,158</u>	<u>286,368</u>	<u>578,781</u>
<b>NET BOOK VALUES</b>				
<b>At 30 June 2021</b>	<b><u>317,541</u></b>	<b><u>185,013</u></b>	<b><u>32,694</u></b>	<b><u>535,248</u></b>
<i>At 30 June 2020</i>	<u>327,776</u>	<u>194,363</u>	<u>27,762</u>	<u>549,901</u>

The charity enjoys the benefit of a 999-year lease, with 975 years remaining, in respect of its premises at Enborne Gate at a peppercorn rent.

All fixed assets are used for activities in furtherance of the charity's objects or in support thereof.

Freehold property is the Respite Centre (Bailey Thomas House) at Haysoms Drive, Newbury. It was valued in October 2003 by an independent chartered surveyor at a value of £500,000. The Trustees consider the land element to be of negligible value due to the planning restrictions attaching to it.

### 9. DEBTORS

	<b>2021</b> £	<i>2020</i> £
Trade Debtors	<b>286,908</b>	<i>281,091</i>
Prepayments	<b>55,278</b>	<i>48,101</i>
Accrued Income	<b>49,489</b>	<i>50,002</i>
Staff Loans and Advances Recoverable	-	<i>20</i>
	<b><u>391,675</u></b>	<i><u>379,214</u></i>

## Notes to financial statements for the year ended 30 June 2021 cont.

### 10. CREDITORS: Amounts falling due within one year

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Other taxes and Social Security	<b>31,411</b>	<i>39,068</i>
Other creditors	<b>83,144</b>	<i>70,104</i>
Accruals	<b>33,981</b>	<i>44,527</i>
Deferred Income	-	<i>2,551</i>
Tenants Funds	<b>11,864</b>	-
	<b>160,400</b>	<i>156,250</i>

All deferred income at 1 July 2020 has been released during the year to incoming resources. This income relates to income received in advance for specific events which may take place after the year end (COVID-19 restrictions may prevent this) and any grant income for a period spanning the year end.

### 11. ENDOWED AND RESTRICTED FUNDS

	<i>1 July</i> <i>2020</i>	Movement in Funds			<b>30 June</b> <b>2021</b>
		Incoming resources	Resources Expended	Transfers	
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>Restricted Funds</b>					
Respite Centre	<i>82,298</i>	26,633	(11,899)	-	<b>97,032</b>
Your Choice Services	<i>442,208</i>	1,794,542	(1,783,714)	(70,242)	<b>382,794</b>
Leisure Plus	<i>115,489</i>	19,189	(22,426)	-	<b>112,252</b>
Gateway Club	<i>20,903</i>	(3)	(971)	-	<b>19,929</b>
Friendship skills	<i>33,091</i>	10,637	(5,106)	-	<b>38,622</b>
FAS	<i>616</i>	18,457	(28,772)	9,699	-
Link Up	<i>270,619</i>	494,819	(491,837)	-	<b>273,601</b>
Children's Activities	-	93,830	(154,373)	60,543	-
	<i>965,224</i>	2,458,104	(2,499,098)	-	<b>924,230</b>
<b>Endowed Funds</b>					
Respite Centre	<i>245,228</i>	-	(7,653)	-	<b>237,575</b>
	<i>1,210,452</i>	2,458,104	(2,506,751)	-	<b>1,161,805</b>

## Notes to financial statements for the year ended 30 June 2021 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### COMPARATIVE ENDOWED AND RESTRICTED FUNDS

	<i>Movement in Funds</i>				<b>30 June 2020</b>
	<i>1 July 2019</i>	<i>Incoming resources</i>	<i>Resources Expended</i>	<i>Transfers</i>	
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>Restricted Funds</b>					
<i>Respite Centre</i>	84,880	0	(2,582)	-	<b>82,298</b>
<i>Your Choice Services</i>	453,457	1,843,704	(1,854,953)	-	<b>442,208</b>
<i>Leisure Plus</i>	113,739	31,452	(29,702)	-	<b>115,489</b>
<i>Gateway Club</i>	21,073	5,977	(6,147)	-	<b>20,903</b>
<i>Friendship skills</i>	24,726	13,198	(4,833)	-	<b>33,091</b>
<i>FAS</i>	-	36,636	(36,020)	-	<b>616</b>
<i>Link Up</i>	228,147	539,776	(497,304)	-	<b>270,619</b>
<i>Children's Activities</i>	-	102,938	(163,854)	60,916	-
	<u>926,022</u>	<u>2,573,681</u>	<u>(2,595,395)</u>	<u>60,916</u>	<b><u>965,224</u></b>
<b>Endowed Funds</b>					
<i>Respite Centre</i>	<u>252,881</u>	-	<u>(7,653)</u>	-	<b><u>245,228</u></b>
	<u><u>1,178,903</u></u>	<u><u>2,573,681</u></u>	<u><u>(2,603,048)</u></u>	<u><u>60,916</u></u>	<b><u><u>1,210,452</u></u></b>

The Respite Centre arises as part of a development gain agreed with the district council whereby the developer agreed to provide a five-bed roomed bungalow for respite care. The district council required a six-bed roomed facility and therefore West Berkshire Mencap agreed to fund the additional bedroom. There were restrictive covenants when the planning permission was granted, restricting the use of the building to that of a Respite Centre for those with learning disabilities. The additional costs were covered by a third-party grant. This grant is accounted for as a restricted fund due to the terms of the grant. If the building ceases to be used as a residential facility before September 2023, then the grant is repayable on a sliding scale.

#### Your Choice Services

Your Choice is the name given to the Domiciliary Care Agency which provides a wide range of care options to people with learning disabilities. This includes the seven supported living flats at Heffernan House, and the five supported living flats at Stella Maris House as well as the Home Sitting service and outreach packages in West Berkshire.

#### Leisure Plus

Leisure Plus provides sports and leisure activities for adults with learning disabilities. The scheme encourages links with other associations and similar projects to widen and improve leisure pursuits in the community.

## Notes to financial statements for the year ended 30 June 2021 cont.

### 11. ENDOWED AND RESTRICTED FUNDS (continued)

#### Family Advisor Service

Family Advisor Service provides support, advice and information to people with a learning disability, their families and professionals working with them. It offers a variety of support services for parents and carers as well as providing individual support.

#### Link Up

Link Up is a sheltered work skills project for Adults with Learning Disabilities, teaching real work skills in a supported and supportive training environment. Work includes light assembly and there is an educational element to Link Up in the study room of literacy/numeracy, keeping safe and healthy eating.

#### Children's Activities

Our Children's Activities are being delivered as a bespoke Outreach Service to families based on individual needs. As such we have been able to deliver seamless support to families throughout the pandemic. The holiday playscheme fun days operate in school holidays for children and young adults with a learning disability.

#### Gateway Club

Gateway is the provision of the Gateway Club, which opens doors into the community for adults with a learning disability.

#### Friendship Skills

Friendship Skills supports Adults with a learning disability to learn more about appropriate friendships, keeping safe and helps them to become as independent as possible and to connect with their local community. The small group meets weekly and concentrates on developing a social supportive network with their peer group, whilst having fun.

## Notes to financial statements for the year ended 30 June 2021 cont.

### 12. UNRESTRICTED FUNDS

	<i>1 July 2020</i>	Movement in Funds			<b>30 June 2021</b>
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
Designated property fund	94,126	343	-	-	<b>94,469</b>
General Fund	<u>197,357</u>	<u>91,224</u>	<u>(83,913)</u>	<u>-</u>	<b>204,668</b>
	<u>291,483</u>	<u>91,567</u>	<u>(83,913)</u>	<u>-</u>	<b>299,137</b>

### COMPARATIVE UNRESTRICTED FUNDS

	<i>1 July 2019</i>	Movement in Funds			<b>30 June 2020</b>
		Incoming resources	Resources Expended	Transfers	
	£	£	£	£	£
Designated property fund	93,762	364	-	-	<b>94,126</b>
General Fund	<u>258,637</u>	<u>76,007</u>	<u>(76,371)</u>	<u>(60,916)</u>	<b>197,357</b>
	<u>352,399</u>	<u>76,371</u>	<u>(76,371)</u>	<u>(60,916)</u>	<b>291,483</b>

The transfer from General Funds to Restricted Funds was to finance the Children's Activities deficit.

The designated fund represents a sinking fund established under the terms of the management agreement with Golden Lane Housing in respect of the respite bungalow, Baily Thomas House. It is designed to cover major repairs of the respite centre. Following a review of the property fund, the directors determined that no amounts needed to be put aside this year other than to reflect the interest on the associated bank accounts.

They also determined that there was no need to put aside any additional amounts this year to cover future maintenance costs of Heffernan House or Stella Maris House in a similar fashion to Bailey Thomas House.

## Notes to financial statements for the year ended 30 June 2021 cont.

### 13. ANALYSIS OF NET ASSETS as at 30 JUNE 2021

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	237,575	-	-	<b>237,575</b>
<b>Restricted Funds</b>				
Your Choice	-	490,326	(107,532)	<b>382,794</b>
Leisure Plus	-	112,989	(737)	<b>112,252</b>
Gateway Club	-	19,929	-	<b>19,929</b>
Friendship Skills	-	38,622	-	<b>38,622</b>
FAS	-	83	(83)	-
Adult Day Services (formerly Link Up)	6,830	283,945	(17,174)	<b>273,601</b>
Children's activities Respite Centre	9,938 79,969	(6,409) 17,063	(3,529) -	- <b>97,032</b>
	<u>96,737</u>	<u>956,548</u>	<u>(129,055)</u>	<u><b>924,230</b></u>
<b>Unrestricted Funds</b>				
Designated Property Fund	-	94,469	-	<b>94,469</b>
General Funds	200,936	35,077	(31,345)	<b>204,668</b>
	<u>535,248</u>	<u>1,086,094</u>	<u>(160,400)</u>	<u><b>1,460,942</b></u>

### 13a. COMPARATIVE ANALYSIS OF NET ASSETS as at 30 JUNE 2020

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
<i>Endowment Respite Centre</i>	<i>245,228</i>	<i>-</i>	<i>-</i>	<i><b>245,228</b></i>
<b>Restricted Funds</b>				
<i>Your Choice</i>	<i>-</i>	<i>530,315</i>	<i>(88,107)</i>	<i><b>442,208</b></i>
<i>Leisure Plus</i>	<i>-</i>	<i>116,008</i>	<i>(519)</i>	<i><b>115,489</b></i>
<i>Gateway Club</i>	<i>-</i>	<i>20,903</i>	<i>-</i>	<i><b>20,903</b></i>
<i>Friendship Skills</i>	<i>-</i>	<i>33,091</i>	<i>-</i>	<i><b>33,091</b></i>
<i>FAS</i>	<i>-</i>	<i>703</i>	<i>(87)</i>	<i><b>616</b></i>
<i>Link Up</i>	<i>4,513</i>	<i>287,089</i>	<i>(20,983)</i>	<i><b>270,619</b></i>
<i>Childrens activities Respite Centre</i>	<i>13,969 82,551</i>	<i>(3,698) (253)</i>	<i>(10,271) -</i>	<i>- <b>82,298</b></i>
	<u><i>101,033</i></u>	<u><i>984,158</i></u>	<u><i>(119,967)</i></u>	<u><i><b>965,224</b></i></u>
<b>Unrestricted Funds</b>				
<i>Designated Property Fund</i>	<i>-</i>	<i>94,126</i>	<i>-</i>	<i><b>94,126</b></i>
<i>General Funds</i>	<i>203,639</i>	<i>30,001</i>	<i>(36,283)</i>	<i><b>197,357</b></i>
	<u><i>549,900</i></u>	<u><i>1,108,285</i></u>	<u><i>(156,250)</i></u>	<u><i><b>1,501,935</b></i></u>

## Notes to financial statements for the year ended 30 June 2021 cont.

### 14. OPERATING LEASE COMMITMENTS

At 30 June 2021 the company had commitments under non-cancellable operating leases expiring as follows:-

	Land & Buildings		Other	
	2021	2020	2021	2020
	£	£	£	£
Less than 1 year	<b>60,500</b>	<i>60,500</i>	<b>10,239</b>	<i>3,767</i>
Between 2-5 years	<b>242,000</b>	<i>242,000</i>	<b>16,626</b>	<i>8,821</i>
More than 5 years	<b>651,525</b>	<i>712,025</i>	-	-
	<b>954,025</b>	<i>1,014,525</i>	<b>26,865</b>	<i>12,588</i>

### 15. CONTINGENT LIABILITIES

The grant received in respect of the respite centre is potentially repayable if the building ceases to be used as a respite facility for those with learning disabilities before September 2023. It was repayable in full before 30 September 2017 and on a sliding scale thereafter.

### 16. RELATED PARTIES

Julian Swift-Hook, Chairman of West Berkshire Mencap, Director of Kennet Community Radio and Community United West Berkshire and a member of the Greenham Parish Council. £2,792 was paid to Kennet Radio for on air recruitment advertising, £0 owing at the year-end.

Stuart Durrant, Trustee of West Berkshire Mencap and Equity Partner in Gardner Leader Law Firm. During this financial year £1,336 was paid to Gardner Leader for Professional Legal Fees with £0 due at the year end.

Jane Hall, Deputy CEO of West Berkshire Mencap has an adult child working for the charity who received gross remuneration through the payroll of £6,394.

## Notes to financial statements for the year ended 30 June 2021 cont.

### 17. FINANCIAL INSTRUMENTS

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Financial assets measured at amortised cost	<b>1,036,605</b>	<i>1,058,284</i>
Financial liabilities measured at amortised cost	<b>160,400</b>	<i>153,699</i>

The company's income, expense, gains and losses in respect of financial instruments are summarised below

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
<b>Interest income and expense:</b>		
Interest income	<b>1,711</b>	<i>3668</i>
Interest expense	-	-

Financial assets measured at amortised cost comprise trade debtors, other debtors and cash equivalents.

Financial liabilities measured at amortised cost comprise other creditors and accruals excluding deferred income.

## Notes to financial statements for the year ended 30 June 2021 cont.

### 18. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	<i>Note</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Endowed Funds</i>	<i>Total 2020</i>	<i>Total 2019</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b><i>INCOME AND ENDOWMENTS FROM:</i></b>						
<i>Donations &amp; Legacies</i>		<b><i>15,613</i></b>	<b><i>4,367</i></b>	<b><i>-</i></b>	<b><i>19,980</i></b>	<i>23,906</i>
<i>Charitable activities</i>	<i>4</i>	<b><i>-</i></b>	<b><i>2,461,652</i></b>	<b><i>-</i></b>	<b><i>2,461,652</i></b>	<i>2,405,633</i>
<i>Other trading activities</i>		<b><i>51,250</i></b>	<b><i>3,228</i></b>	<b><i>-</i></b>	<b><i>54,478</i></b>	<i>164,856</i>
<i>Investments</i>		<b><i>3,668</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>3,668</i></b>	<i>3,653</i>
<i>Other Income</i>	<i>3</i>	<b><i>5,840</i></b>	<b><i>104,434</i></b>	<b><i>-</i></b>	<b><i>110,274</i></b>	<i>9,259</i>
<b><i>Total income</i></b>		<b><i>73,371</i></b>	<b><i>2,573,681</i></b>	<b><i>-</i></b>	<b><i>2,650,052</i></b>	<i>2,607,307</i>
<b><i>EXPENDITURE ON:</i></b>						
<i>Raising funds</i>		<b><i>30,698</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>30,698</i></b>	<i>92,558</i>
<i>Charitable activities</i>	<i>5</i>	<b><i>45,673</i></b>	<b><i>2,595,395</i></b>	<b><i>7,653</i></b>	<b><i>2,648,721</i></b>	<i>2,477,955</i>
<b><i>Total resources expended</i></b>	<i>7</i>	<b><i>76,371</i></b>	<b><i>2,595,395</i></b>	<b><i>7,653</i></b>	<b><i>2,679,419</i></b>	<i>2,570,513</i>
<b><i>Net income/(expenditure)</i></b>		<b><i>-</i></b>	<b><i>(21,714)</i></b>	<b><i>(7,653)</i></b>	<b><i>(29,367)</i></b>	<i>36,794</i>
<i>Transfers between funds</i>	<i>12</i>	<b><i>(60,916)</i></b>	<b><i>60,916</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
<b><i>Net movement in funds</i></b>		<b><i>(60,916)</i></b>	<b><i>39,202</i></b>	<b><i>(7,653)</i></b>	<b><i>(29,367)</i></b>	<i>36,794</i>
<i>Funds at 1 July 2019</i>		<i>352,399</i>	<i>926,022</i>	<i>252,881</i>	<b><i>1,531,302</i></b>	<i>1,494,508</i>
<b><i>Funds at 30 June 2020</i></b>		<b><i>291,483</i></b>	<b><i>965,224</i></b>	<b><i>245,228</i></b>	<b><i>1,501,935</i></b>	<i>1,531,302</i>

West Berkshire Mencap  
(A Company Limited by Guarantee)



**The Queen's Award  
for Voluntary Service**

<https://www.wbmencap.org/>

<https://www.facebook.com/Westberkshiremencap?fref=ts>

<https://www.instagram.com/westberkshiremencap/>

<https://twitter.com/WestBerksMencap>

[https://www.youtube.com/channel/UCi8-d03RN0JwWTR\\_NRqVKEw](https://www.youtube.com/channel/UCi8-d03RN0JwWTR_NRqVKEw)



West Berkshire Mencap is a company limited by guarantee  
(number 3790942) incorporated on 17 June 1999  
and is a registered charity (Charity No: 1076658).  
Registered office: Enborne Gate, Enborne Road, Newbury, RG14 6AT  
Affiliated to but not funded by the Royal Mencap Society