

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 or call us on (01635) 41464

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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 been 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.

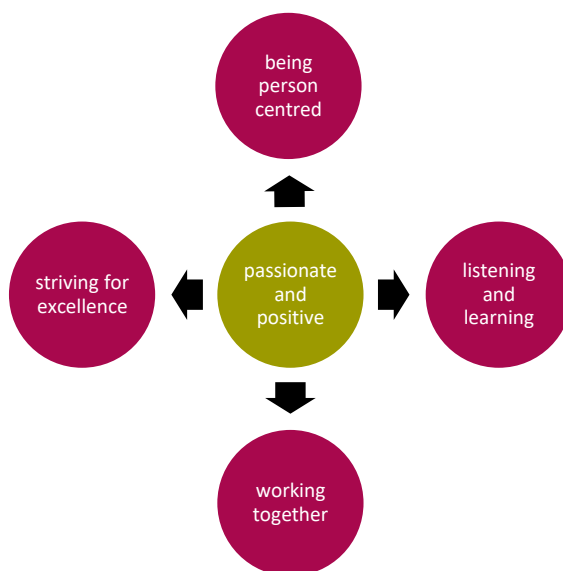
Mission

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.

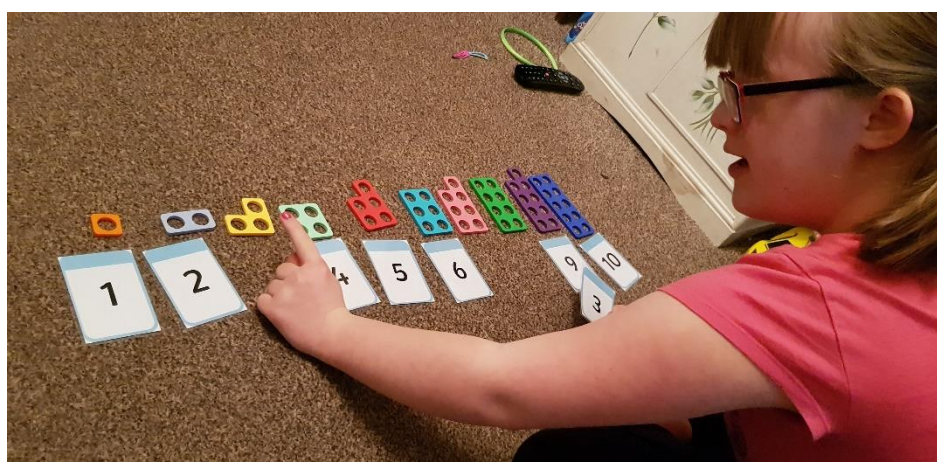
We also listen closely to our staff and volunteers who work closely with each other and the people that we support getting a good view of their needs and routes for progression.

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).

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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.



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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.



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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 Oylly 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



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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 2nd 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

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Year One 2021-2022 cont.

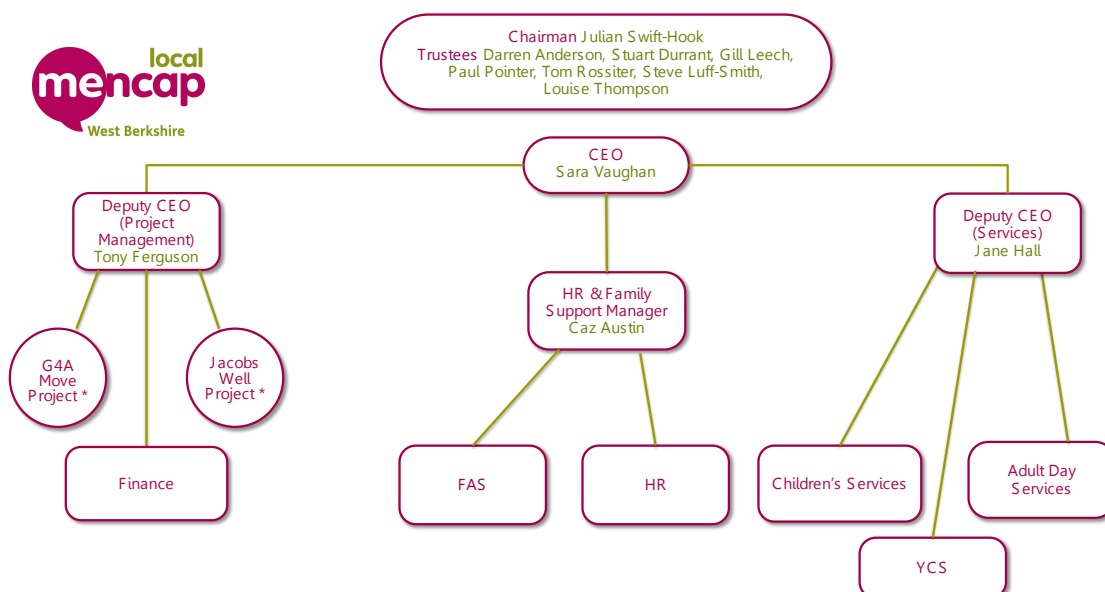
Income Generation, Profile Raising and Fundraising

- 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 1st 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.

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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.

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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 17th 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.

	2021 £	<i>2020</i> <i>£</i>
Total charity funds per balance sheet:	1,460,942	<i>1,501,935</i>
Deduct		
Endowment funds	237,575	<i>245,228</i>
Restricted funds	924,230	<i>965,224</i>
Designated funds	94,469	<i>94,126</i>
Fixed assets held in general funds	<u>200,936</u>	<i><u>203,639</u></i>
Free reserves	<u><u>3,732</u></u>	<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.

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 handwritten signature in black ink, appearing to be 'P Pointer', written on a light-colored background.

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 30th 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->

[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	<i>Total 2020</i>
		£	£	£	£	£
INCOME AND ENDOWMENTS FROM:						
Donations & Legacies		66,280	2,012	-	68,292	<i>19,980</i>
Charitable activities	4	-	2,380,221	-	2,380,221	<i>2,461,652</i>
Other trading activities		18,862	28,296	-	47,158	<i>54,478</i>
Investments		1,711	-	-	1,711	<i>3,668</i>
Other Income	3	(60)	52,349	-	52,289	<i>110,274</i>
Total income		<u>86,793</u>	<u>2,462,878</u>	<u>-</u>	<u>2,549,671</u>	<i><u>2,650,052</u></i>
EXPENDITURE ON:						
Raising funds		1,318	-	-	1,318	<i>30,698</i>
Charitable activities	5	<u>90,248</u>	<u>2,491,445</u>	<u>7,653</u>	<u>2,589,346</u>	<i><u>2,648,721</u></i>
Total resources expended	7	<u>91,566</u>	<u>2,491,445</u>	<u>7,653</u>	<u>2,590,664</u>	<i><u>2,679,419</u></i>
Net income/(expenditure)		<u>(4,773)</u>	<u>(28,567)</u>	<u>(7,653)</u>	<u>(40,993)</u>	<i><u>(29,367)</u></i>
Transfers between funds	12	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<i><u>-</u></i>
Net movement in funds		<u>(4,773)</u>	<u>(28,567)</u>	<u>(7,653)</u>	<u>(40,993)</u>	<i><u>(29,367)</u></i>
<i>Funds at 1 July 2020</i>		<i><u>291,483</u></i>	<i><u>965,224</u></i>	<i><u>245,228</u></i>	<i><u>1,501,935</u></i>	<i><u>1,531,302</u></i>
Funds at 30 June 2021		<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	£	£
FIXED ASSETS			
Tangible assets	8	535,248	549,900
CURRENT ASSETS			
Debtors	9	391,675	379,214
Cash at bank and in hand		<u>694,419</u>	<u>729,071</u>
		1,086,094	1,108,285
CREDITORS: Amounts falling due within one year	10	<u>(160,400)</u>	<u>(156,250)</u>
NET CURRENT ASSETS		925,694	<u>952,035</u>
NET ASSETS		<u>1,460,942</u>	<u>1,501,935</u>
FUNDS			
Unrestricted			
General	12	204,668	197,357
Designated	12	94,469	94,126
Restricted	11	924,230	965,224
Endowment	11	<u>237,575</u>	<u>245,228</u>
	13	<u>1,460,942</u>	<u>1,501,935</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

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 £
Cash flows from operating activities		
Net cash (used in) provided by operating activities	<u>(17,681)</u>	<u>135,246</u>
Cash flows from investing activities		
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
Cash and cash equivalents at the beginning of the reporting period	<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>

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

	2021 £	2020 £
Net income/(expenditure)	(40,993)	(29,367)
Adjustments for		
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>

Analysis of cash equivalents

	2021 £	2020 £
Cash in hand	606,214	640,973
Notice deposits	<u>88,205</u>	<u>88,098</u>
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:	2021	<i>2020</i>
	£	£
Depreciation of tangible assets	31,786	<i>39,546</i>
Auditors fees - audit (excl VAT)	10,500	<i>10,250</i>
- other	-	-
Other operating leases	70,739	<i>64,267</i>
Loss on disposal of assets	144	<i>757</i>

4. CHARITABLE ACTIVITIES

	Sessional Fees	Residential Income	Respite Centre Rent	Sheltered Workshop	Grants and Contract Work	Total 2021	<i>Total 2020</i>
	£	£	£	£	£	£	£
Children's Services	54,524	-	-	-	30,000	84,524	<i>95,169</i>
Adult Day Services	37,737	-	-	52,116	368,116	457,969	<i>568,517</i>
Domiciliary Care and Housing	1,573,232	78,385	26,633	-	141,021	1,819,271	<i>1,761,330</i>
Advice and Advocacy	5,707	-	-	-	12,750	18,457	<i>36,636</i>
	1,671,200	78,385	26,633	52,116	551,887	2,380,221	<i>2,461,652</i>
<i>2020</i>	<i>1,811,790</i>	<i>81,706</i>	<i>24,540</i>	<i>67,545</i>	<i>576,071</i>	<i>2,561,652</i>	

5a. CHARITABLE EXPENDITURE

	Staff Costs	Depreciation	Other Operating Expenses (Note 5b)	Support Costs (Note 6)	Total 2021	<i>Total 2020</i>
	£	£	£	£	£	£
Children's Services	101,922	4,031	2,257	46,164	154,374	<i>163,854</i>
Adult Day Services	321,031	6,645	53,383	139,280	520,339	<i>537,986</i>
Domiciliary Care and Housing	1,347,630	10,583	19,879	417,521	1,795,613	<i>1,865,188</i>
Advice and Advocacy	13,074	-	-	15,698	28,772	<i>36,020</i>
General	-	-	15,469	74,779	90,248	<i>45,673</i>
	1,783,657	21,259	90,988	693,442	2,589,346	<i>2,648,721</i>
<i>2020</i>	<i>1,768,931</i>	<i>25,402</i>	<i>185,209</i>	<i>669,179</i>	<i>2,648,721</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
	15,469	73,387	-	88,856	185,209
2020	12,820	172,389	-	185,209	

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	(385,841)	385,841	-	-	-
	74,779	618,663	-	693,442	669,179
2020	32,853	636,326	-	669,179	

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

	Staff £	Depreciation £	Other £	Total 2021 £	<i>Total 2020 £</i>
Charitable activities	2,052,019	31,786	505,541	2,589,346	<i>2,648,721</i>
Costs of generating funds	-	-	1,318	1,318	<i>30,698</i>
	2,052,019	31,786	506,859	2,590,664	<i>2,679,419</i>
<i>2020</i>	<i>2,049,992</i>	<i>30,546</i>	<i>589,881</i>	<i>2,679,419</i>	

7b. STAFF COSTS

	Total 2021 £	<i>Total 2020 £</i>
Wages and salaries	1,465,824	<i>1,636,497</i>
Termination payment	-	<i>1,469</i>
Agency Staffing	450,803	<i>270,449</i>
Social security costs	107,018	<i>112,364</i>
Pension costs	28,374	<i>29,213</i>
	2,052,019	<i>2,049,992</i>

	2021 No.	<i>2020 No.</i>
Average number of employees during year		
Full time	38	<i>45</i>
Part time	58	<i>86</i>
Average FTE employees	54.1	<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 £
COST				
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	511,776	283,171	319,062	1,114,009
DEPRECIATION				
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	194,235	98,158	286,368	578,781
NET BOOK VALUES				
At 30 June 2021	317,541	185,013	32,694	535,248
<i>At 30 June 2020</i>	<i>327,776</i>	<i>194,363</i>	<i>27,762</i>	<i>549,901</i>

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

	2021 £	2020 £
Trade Debtors	286,908	281,091
Prepayments	55,278	48,101
Accrued Income	49,489	50,002
Staff Loans and Advances Recoverable	-	20
	391,675	379,214

Notes to financial statements for the year ended 30 June 2021 cont.

10. CREDITORS: Amounts falling due within one year

	2021	<i>2020</i>
	£	£
Other taxes and Social Security	31,411	<i>39,068</i>
Other creditors	83,144	<i>70,104</i>
Accruals	33,981	<i>44,527</i>
Deferred Income	-	<i>2,551</i>
Tenants Funds	11,864	<i>-</i>
	160,400	<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>	Movement in Funds			30 June
	<i>2020</i>	Incoming	Resources	Transfers	2021
	£	£	£	£	£
Restricted Funds					
Respite Centre	<i>82,298</i>	26,633	(11,899)	-	97,032
Your Choice Services	<i>442,208</i>	1,794,542	(1,783,714)	(70,242)	382,794
Leisure Plus	<i>115,489</i>	19,189	(22,426)	-	112,252
Gateway Club	<i>20,903</i>	(3)	(971)	-	19,929
Friendship skills	<i>33,091</i>	10,637	(5,106)	-	38,622
FAS	<i>616</i>	18,457	(28,772)	9,699	-
Link Up	<i>270,619</i>	494,819	(491,837)	-	273,601
Children's Activities	<i>-</i>	93,830	(154,373)	60,543	-
	<i>965,224</i>	2,458,104	(2,499,098)	-	924,230
Endowed Funds					
Respite Centre	<i>245,228</i>	-	(7,653)	-	237,575
	<i>1,210,452</i>	2,458,104	(2,506,751)	-	1,161,805

Notes to financial statements for the year ended 30 June 2021 cont.

11. ENDOWED AND RESTRICTED FUNDS (continued)

COMPARATIVE ENDOWED AND RESTRICTED FUNDS

	1 July 2019	Movement in Funds			30 June 2020
	£	Incoming resources £	Resources Expended £	Transfers £	£
Restricted Funds					
Respite Centre	84,880	0	(2,582)	-	82,298
Your Choice Services	453,457	1,843,704	(1,854,953)	-	442,208
Leisure Plus	113,739	31,452	(29,702)	-	115,489
Gateway Club	21,073	5,977	(6,147)	-	20,903
Friendship skills	24,726	13,198	(4,833)	-	33,091
FAS	-	36,636	(36,020)	-	616
Link Up	228,147	539,776	(497,304)	-	270,619
Children's Activities	-	102,938	(163,854)	60,916	-
	<u>926,022</u>	<u>2,573,681</u>	<u>(2,595,395)</u>	<u>60,916</u>	<u>965,224</u>
Endowed Funds					
Respite Centre	<u>252,881</u>	<u>-</u>	<u>(7,653)</u>	<u>-</u>	<u>245,228</u>
	<u>1,178,903</u>	<u>2,573,681</u>	<u>(2,603,048)</u>	<u>60,916</u>	<u>1,210,452</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 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>	<i>Movement in Funds</i>			<i>30 June 2021</i>
	<i>£</i>	<i>Incoming resources £</i>	<i>Resources Expended £</i>	<i>Transfers £</i>	<i>£</i>
Designated property fund	94,126	343	-	-	94,469
General Fund	<u>197,357</u>	<u>91,224</u>	<u>(83,913)</u>	<u>-</u>	204,668
	<u>291,483</u>	<u>91,567</u>	<u>(83,913)</u>	<u>-</u>	299,137

COMPARATIVE UNRESTRICTED FUNDS

	<i>1 July 2019</i>	<i>Movement in Funds</i>			<i>30 June 2020</i>
	<i>£</i>	<i>Incoming resources £</i>	<i>Resources Expended £</i>	<i>Transfers £</i>	<i>£</i>
Designated property fund	93,762	364	-	-	94,126
General Fund	<u>258,637</u>	<u>76,007</u>	<u>(76,371)</u>	<u>(60,916)</u>	197,357
	<u>352,399</u>	<u>76,371</u>	<u>(76,371)</u>	<u>(60,916)</u>	291,483

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	-	-	237,575
Restricted Funds				
Your Choice	-	490,326	(107,532)	382,794
Leisure Plus	-	112,989	(737)	112,252
Gateway Club	-	19,929	-	19,929
Friendship Skills	-	38,622	-	38,622
FAS	-	83	(83)	-
Adult Day Services (formerly Link Up)	6,830	283,945	(17,174)	273,601
Children's activities	9,938	(6,409)	(3,529)	-
Respite Centre	79,969	17,063	-	97,032
	<u>96,737</u>	<u>956,548</u>	<u>(129,055)</u>	<u>924,230</u>
Unrestricted Funds				
Designated Property Fund	-	94,469	-	94,469
General Funds	200,936	35,077	(31,345)	204,668
	<u>535,248</u>	<u>1,086,094</u>	<u>(160,400)</u>	<u>1,460,942</u>

13a. COMPARATIVE ANALYSIS OF NET ASSETS as at 30 JUNE 2020

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	245,228	-	-	245,228
Restricted Funds				
Your Choice	-	530,315	(88,107)	442,208
Leisure Plus	-	116,008	(519)	115,489
Gateway Club	-	20,903	-	20,903
Friendship Skills	-	33,091	-	33,091
FAS	-	703	(87)	616
Link Up	4,513	287,089	(20,983)	270,619
Childrens activities	13,969	(3,698)	(10,271)	-
Respite Centre	82,551	(253)	-	82,298
	<u>101,033</u>	<u>984,158</u>	<u>(119,967)</u>	<u>965,224</u>
Unrestricted Funds				
Designated Property Fund	-	94,126	-	94,126
General Funds	203,639	30,001	(36,283)	197,357
	<u>549,900</u>	<u>1,108,285</u>	<u>(156,250)</u>	<u>1,501,935</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	60,500	60,500	10,239	3,767
Between 2-5 years	242,000	242,000	16,626	8,821
More than 5 years	651,525	712,025	-	-
	954,025	1,014,525	26,865	12,588

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

	2021	<i>2020</i>
	£	<i>£</i>
Financial assets measured at amortised cost	1,036,605	<i>1,058,284</i>
Financial liabilities measured at amortised cost	160,400	<i>153,699</i>

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

	2021	<i>2020</i>
	£	<i>£</i>
Interest income and expense:		
Interest income	1,711	<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>
INCOME AND ENDOWMENTS FROM:						
<i>Donations & Legacies</i>		15,613	4,367	-	19,980	23,906
<i>Charitable activities</i>	4	-	2,461,652	-	2,461,652	2,405,633
<i>Other trading activities</i>		51,250	3,228	-	54,478	164,856
<i>Investments</i>		3,668	-	-	3,668	3,653
<i>Other Income</i>	3	5,840	104,434	-	110,274	9,259
Total income		<u>73,371</u>	<u>2,573,681</u>	<u>-</u>	<u>2,650,052</u>	<u>2,607,307</u>
EXPENDITURE ON:						
<i>Raising funds</i>		30,698	-	-	30,698	92,558
<i>Charitable activities</i>	5	45,673	2,595,395	7,653	2,648,721	2,477,955
Total resources expended	7	<u>76,371</u>	<u>2,595,395</u>	<u>7,653</u>	<u>2,679,419</u>	<u>2,570,513</u>
Net income/(expenditure)		<u>-</u>	<u>(21,714)</u>	<u>(7,653)</u>	<u>(29,367)</u>	<u>36,794</u>
Transfers between funds	12	<u>(60,916)</u>	<u>60,916</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(60,916)</u>	<u>39,202</u>	<u>(7,653)</u>	<u>(29,367)</u>	<u>36,794</u>
<i>Funds at 1 July 2019</i>		<u>352,399</u>	<u>926,022</u>	<u>252,881</u>	<u>1,531,302</u>	<u>1,494,508</u>
Funds at 30 June 2020		<u>291,483</u>	<u>965,224</u>	<u>245,228</u>	<u>1,501,935</u>	<u>1,531,302</u>

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>

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<https://twitter.com/WestBerksMencap>

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