

BASINGSTOKE MENCAP SERVICES

England & Wales · Charity number 1085576

Details

Other names	BASINGSTOKE AND DISTRICT SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS, BASINGSTOKE MENCAP SERVICES, BASINGSTOKE MENCAP SUPPORT WORKER SCHEME, BASINGSTOKE MENCAP
Status	Registered
Legal form	Charitable company
Company number	04134251
Registered	2001-03-15
Register	View on the Charity Commission register

Contact

Address	Basingstoke Mencap Services The IncuHive Space Brunel House Stephenson Road Basingstoke Hants RG21 6XR
Phone	07561686209
Email	office@basingstokemencap.org.uk
Website	www.basingstokemencap.org.uk

Activities

Objects: A) TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF PEOPLE WITH LEARNING DISABILITIES AND THEIR CARERS IN THE LOCAL GOVERNMENT DISTRICT AND IN THE SURROUNDING AREAS OF THE BOROUGH OF BASINGSTOKE AND DEANE (HEREINAFTER CALLED "THE AREA OF BENEFIT") PARTICULAR THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS.B) TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE ABOVE PURPOSES AND TO THAT END TO BRING TOGETHER REPRESENTATIVES OF THE STATUTORY AUTHORITIES AND VOLUNTARY ORGANISATIONS ENGAGED THE FURTHERANCE OF THE ABOVE PURPOSES WITHIN THE LOCAL GOVERNMENT DISTRICT AND BOROUGH OF BASINGSTOKE AND DEANE. PROVIDED THAT, IN CARING OUT THESE CHARITABLE PURPOSES, THE CHARITY WILL SEEK TO CHALLENGE ALL FORMS OF OPPRESSION AND INEQUALITY AND GIVE PRIORITY TO WORKING WITH PEOPLE WHOSE FULL PARTICIPATION IN SOCIETY IS LIMITED BY ECONOMIC AND SOCIAL DISADVANTAGE.C) TO BE SO CONSTITUTED AND ADMINISTERED THAT IT IS AT NO TIME (FOR THE PURPOSES OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989) UNDER THE CONTROL OR SUBJECT TO THE INFLUENCE OF A LOCAL AUTHORITY.

Activities: Basingstoke Mencap works for the relief of people with learning disabilities in particular by the provision of help and support for them and their families, dependents and carers. The society also provides or assists in the provision of facilities for recreation or other leisure time occupation for people who have a learning disability.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** IN THE LOCAL GOVERNMENT DISTRICT AND IN THE SURROUNDING AREAS OF THE BOROUGH OF BASINGSTOKE .AND DEANE
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£292,133	£285,857	-	-
2024-03-31	£199,315	£233,773	-	-
2023-03-31	£216,958	£195,848	-	-
2022-03-31	£175,826	£197,790	-	-
2021-03-31	£178,839	£137,525	-	-

Trustees

Name	Role	Appointed
Cheryl Claire Edwards	Chair	2022-07-06
JACQUELINE MAIREAD COLUMBUS HEAD TUSTAIN		2025-02-21
Polly Ann Buckland		2022-07-06
STEPHEN PRITCHARD		2018-06-21
Stephen Hallowes Bushell		2022-07-22

BASINGSTOKE MENCAP SERVICES

England & Wales - Charity number 1085576

Accounts

Charity Registration Number : 1085576

Company Registration Number : 04134251

BASINGSTOKE MENCAP SERVICES LTD

A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2025

BASINGSTOKE MENCAP SERVICES LTD

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2025

Trustees

P A Buckland
S H Bushell
C C Edwards
S Pritchard
D G Epifanio Clemente Cardoso Da Silva
J Tustain

Charity Number

1085576

Company Number

04134251

Registered Office

The Orchard
White Hart Lane
Basingstoke
RG21 4AF

Independent Examiner

ADL Admin Assist Limited
8 Vaughan Close
Hartley Wintney
RG27 8EB

BASINGSTOKE MENCAP SERVICES LTD

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BASINGSTOKE MENCAP SERVICES LTD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

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

Trustees' report and financial statements

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OVERVIEW

We successfully increased our income in 2024/2025 through a combination of grants and increasing some of our charging rate to move towards a full cost recovery model. This has enabled us to make a small operating surplus to help replenish our depleted cash reserves currently standing at 2 months operating costs against a long-term free cash reserves target of 6 months operating costs.

It continued to be another challenging year for our learning-disabled service users. The cost-of-living crisis continued throughout the year with rising food inflation at 3.1% and gas prices at 7.8%.

These cost increases exacerbated the pre-existing disability price tag, estimated at £900 a month for our service users, to live the same quality of life as their non-disabled peers. So where possible we continued to hold down our prices to ensure we did not financially exclude vulnerable people from our provision.

We trust that the new government will listen to representation from the learning disability sector in the upcoming Spring Statement to only make changes to the Personal Independence Payment entitlement based on fairness and equality as our service users are extremely nervous and worried about the financial impact any changes will have on their future quality of life and ability to access our vital services.

However, as stated last year, seeking continued subsidisation of our core services by grant awarding Trusts, Foundations and Lottery income is not financially sustainable in the medium to long term so we aim, over the next 2 years, to ensure all frontline services move towards full cost recovery. This will be achieved by improved productivity, cost reduction, increasing attendance and where possible increased charges for new and innovative activities in demand from the client base.

One such example is the successful investment of £120,000 in 2024 by The Wolfson Foundation, Will Charitable Trust and Basingstoke and Deane Community Infrastructure Levy in a new 100m² creative space and new solar powered toilet block at our Greenfingers site. This will not only improve the experience for existing service users but allow us to migrate some of our Leisure Service activities to this new facility by the end of 2025 saving significant annual community hall hire costs.

OBJECTIVES AND ACTIVITIES

The charity continued with our plan of improving both the quality and breadth of the services that we offer. During the year our main charitable activities were as follows:

Adult Day Care Provision = 9,000 hours of provision benefitting 19 service users

Supported Volunteering = 3,200 hours of provision benefitting 8 service users

Leisure Services = 7,000 hours of provision benefitting 120 service users

Gardening in the Community = 900 hours of provision benefitting 120 clients

1-2-1 Home Support = 2,600 hours of provision benefitting 13 service users

IRIS Suicide Ideation Project (NEW) = 3,240 hours of provision benefitting 180 service users

Regular Volunteers = 3,200 hours of provision with a total gift-in-kind contribution valued at just over £48,000 of skilled and non-skilled support across our operations.

KEY EVENTS AND DEVELOPMENTS

Successful monthly plant sales and Christmas Events at Greenfingers.

Significant capital investment secured for a new 100m² flexible space and new toilet facilities.

New partnership formed with Sovereign Network Group for winter garden clearance contract for Gardening in the community that will generate further public engagement as well as grass cutting and land maintenance contracts in the future.

Delivery of the new IRIS Project that we hope will lead to multi-year BIG Lottery funded programme for 2025-2027.

PUBLIC BENEFIT STATEMENT

Our principal charitable object as laid down in our Memorandum of Understanding and Articles of Association is the promotion of any charitable purpose for the benefit of people with learning disabilities and their carers in Basingstoke and Deane through advancement of education, health and relief of poverty, distress and sickness. We believe that our existing services, detailed below, continue to effectively tackle these key inequalities for our target beneficiaries in and around the Basingstoke area.

Trustees are mindful of potential upcoming local authority boundaries changes in the South East and will keep our charitable area under review in consultation with the Charity Commission.

Our overall aim is to support local people with learning disabilities with the objective of leading fulfilling and happy lives through life-long meaningful occupation, leisure and social activities. Currently we offer 4 main charitable activities.

Our 1:1 non-medical home support service offers our elderly learning-disabled residents vital help with banking, cleaning, cooking in their homes, shopping attending appointments and visiting new places.

Our Leisure Service offers a wide range of activities from cooking to sports, bingo to discos, music, dance and life skills.

Our Gardening in the Community service offers to help local residents with disabilities keep their gardens tidy and accessible and thereby maintain their physical and mental health.

Our Adult Day Care Service (also known as Greenfingers) at the Elizabeth Road allotment site in Basingstoke is a 2-acre site that provides a safe and welcoming environment for learning-disabled people to spend time, learn new horticulture and woodworking skills, build friendships and develop their self-confidence.

GOVERNANCE & MANAGEMENT

Conflicts of Interest

A conflict of interest arose in relation to a contract with Inclusion Education, of which one trustee is CEO. The trustee declared the conflict and withdrew from all discussions and decisions relating to this matter. The remaining trustees agreed the contract in accordance with the charity's conflicts of interest policy.

FINANCIAL REVIEW

Financial position.

Please refer to the attached accounts for details about the financial performance of the charity. Questions about financial performance may be submitted to our Office Manager on office@basingstokemencap.org.uk in advance of, or at, our Annual General Meeting held in April.

Principal Funding Sources

The charity benefitted from grants and donations in the period April 2024- March 2025. These include;

Basingstoke & Deane Strengthening Communities Fund

Garfield Weston Foundation

Four Lanes Trust

Hampshire County Council

SNG Thriving Communities Fund

SNG Commercial Contract

National Lottery Awards for All

Inclusion Education Contract

Basingstoke & Deane Community Infrastructure Levy

NISA Award

The Will Charitable Trust

The Wolfson Foundation

Trustees

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

P A Buckland (Appointed On: 06/07/2022)

S H Bushell (Appointed On: 22/07/2022)

C C Edwards (Appointed On: 24/02/2022)

S Pritchard (Appointed On: 21/06/2018)

D G Epifanio Clemente Cardoso Da Silva (Appointed On: 23/07/2024)

J Tustain (Appointed On: 21/02/2025)

Trustees' responsibilities statement

The trustees, who are also the directors of Charity For Basingstoke Mencap Services Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

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

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

This report was approved by the trustees and signed on its behalf by:



C C Edwards
Chair of Trustees

Date : **21 December 2025**

BASINGSTOKE MENCAP SERVICES LTD

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Independent Examiner's Report to the Trustees of Basingstoke Mencap Services Ltd.

I report to the Charity Trustees on my examination of the accounts of the charity for the year ended 31.03.25 which consists of the statement of financial activities, balance sheet and the related notes

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.
- I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Name: **Victoria Burns**

for and on behalf of **ADL Admin Assist Limited**

Date: **31 March 2025**

BASINGSTOKE MENCAP SERVICES LTD**STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDED 31 MARCH 2025

Recommended categories by activity	Notes	Unrestricted funds £	Restricted income funds £	Total Funds 2025 £	Total Funds 2024 £
Income and endowments from:					
Donations and legacies	2	6,418	55,020	61,438	31,476
Charitable activities	3	230,194	-	230,194	167,325
Investments	4	501	-	501	514
Total		237,113	55,020	292,133	199,315
Expenditure on:					
Raising funds	5	3,727	-	3,727	-
Charitable activities	6	245,607	36,524	282,131	233,773
Total		249,334	36,524	285,858	233,773
Net income/(expenditure)		(12,221)	18,496	6,275	(34,458)
Transfers between funds		4,385	(4,385)	-	-
Net movement in funds		(7,836)	14,111	6,275	(34,458)
Reconciliation of funds:					
Total funds brought forward		37,852	12,228	50,080	84,538
Total funds carried forward		30,016	26,339	56,355	50,080

BASINGSTOKE MENCAP SERVICES LTD

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2025

Recommended categories by activity	Notes	Total Funds 2025 £	Total Funds 2024 £
Fixed assets			
Tangible assets	8	3,985	6,958
Total fixed assets		3,985	6,958
Current assets			
Debtors	9	21,204	16,477
Cash at bank and in hand	10	57,926	50,048
Total current assets		79,130	66,525
Creditors: amounts falling due within one year	11	26,761	23,404
Net current assets/(liabilities)		52,369	43,121
Total net assets		56,354	50,079
Funds of the Charity			
Unrestricted funds	12	30,016	37,852
Restricted income funds	12	26,339	12,228
Endowment funds	12	-	-
Total funds		56,355	50,080

For the year ended 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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

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

The financial statements were approved by the trustees on 21 December 2025 and signed on its behalf by:



C C Edwards
Chair of Trustees

Date : **21 December 2025**

BASINGSTOKE MENCAP SERVICES LTD
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting Policies

The principal accounting policies adopted by the Charity, which is a public benefit entity, in the preparation of the accounts are as follows.

1.1 Basis of preparation

These accounts have been prepared under the historical cost convention, as modified by the inclusion of charitable properties and fixed asset investments and investment properties at valuation.

These accounts have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

These accounts are presented in pounds sterling and rounded to the nearest pound.

1.2 Going concern

The Trustees have prepared financial projections, taking into consideration the current economic conditions and have, at the time of approving these accounts, a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the accounts.

2. Income from Donations and Legacies

Analysis	Unrestricted funds	Restricted income funds	Total funds 2025	Total funds 2024
	£	£	£	£
Donation and gifts	6,418	2,000	8,418	4,770
General grants provided by Government/other charities	-	53,020	53,020	26,706
Total	6,418	55,020	61,438	31,476

3. Income from Charitable Activities

Analysis	Unrestricted funds	Total funds 2025	Total funds 2024
	£	£	£
Support Services	230,194	230,194	167,325
Total	230,194	230,194	167,325

4. Income from Investments

Analysis	Unrestricted funds	Total funds 2025	Total funds 2024
	£	£	£
Interest income	501	501	514
Total	501	501	514

5. Expenditure on Raising Funds

Analysis	Unrestricted funds	Total funds 2025	Total funds 2024
	£	£	£
Advertising, marketing, direct mail and publicity	3,727	3,727	-
Total	3,727	3,727	-
Support Costs	-	-	-
	3,727	3,727	-

6. Expenditure on Charitable Activities

Analysis	Unrestricted funds	Restricted income funds	Total funds 2025	Total funds 2024
	£	£	£	£
Rent collection, property repairs and maintenance charges	14,271	-	14,271	14,584
Wages and salaries	147,799	24,590	172,390	123,736
Charity running cost	22,155	500	22,655	15,182
Cost of services	11,959	-	11,959	11,416
Employee costs	14,420	-	14,420	9,795
Printing and stationery	4,298	-	4,298	3,924
Total	214,902	25,090	239,993	178,637
Support Costs	30,705	11,434	42,138	55,136
	245,607	36,524	282,131	233,773

7. Support Costs

Analysis	Total funds 2025	Total funds 2024
	£	£
Support Costs		
Governance Costs		
Depreciation Charge for the Year - Freehold Land & Buildings	2,069	2,069
Depreciation Charge for the Year - Fixtures & Fittings	203	51
Depreciation Charge for the Year - Computer Equipment	272	344
Depreciation Charge for the Year - Plant & Machinery	429	438
Wages & Salaries	34,246	46,286
Insurance	2,248	2,128
Professional Fees	220	-
Accountants fees	2,451	3,820
	42,138	55,136

8. Tangible Fixed Assets

	Freehold Land & Buildings	Plant & Machinery	Motor Vehicles	Fixtures & Fittings	Computer Equipment
	£	£	£	£	£
8.1 Cost or valuation					
At 01 April 2024	10,343	6,194	5,934	1,015	8,965
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluations	-	-	-	-	-
Transfers	-	-	-	-	-
At 31 March 2025	10,343	6,194	5,934	1,015	8,965

8.2 Depreciation and impairments

At 01 April 2024	5,514	5,394	5,934	51	8,519
Charge for the year	2,069	438	-	203	344
Disposals	-	-	-	-	-
Revaluations	-	-	-	-	-
Transfers	-	-	-	-	-
At 31 March 2025	7,583	5,832	5,934	254	8,863

8.3 Net book value

At 01 April 2024	4,829	800	-	964	446
At 31 March 2025	2,760	362	-	761	102

9. Debtors: Amounts falling due within one year

	Total funds 2025	Total funds 2024
	£	£
Prepayments & accrued income	2,944	4,300
Trade debtors	18,260	12,177
Total	21,204	16,477

10. Cash at bank and in hand

	Total funds 2025	Total funds 2024
	£	£
Reserve Account 1253	45,822	33,394
Bank Account 1	11,756	16,923
Cash at bank and in hand	348	(269)
Total	57,926	50,048

11. Creditors: Amounts falling due within one year

	Total funds 2025	Total funds 2024
	£	£
Trade creditors	1,420	1,107
Accruals and deferred income	3,752	7,641
Taxation and social security	5,742	3,298
Payroll Control Account	15,186	10,698
Pension Control Account	661	660
Total	26,761	23,404

12. Charity funds

12.1 Details of material funds held and movements during the CURRENT reporting period

Fund names	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Unrestricted funds						
Unrestricted General Funds	37,852	237,113	249,334	4,385	-	30,016
Restricted income funds						
Restricted income funds	12,228	55,020	36,523	(4,385)	-	26,340
Total	50,080	292,133	285,857	-	-	56,356

12.2 Details of material funds held and movements during the PREVIOUS reporting period

Fund names	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Unrestricted funds						
Unrestricted General Funds	73,008	171,959	201,830	(5,284)	-	37,852
Restricted income funds						
Restricted income funds	11,530	27,356	31,943	5,284	-	12,228
Total	84,538	199,315	233,773	-	-	50,080

13. Average Number of Employees

	This year	Last year
	£	£
Average No of Employees	12	12
Total	12	12

Average number of employees during this year : 12 and last year : 12

14. Related Party Transactions

One of the charity's trustees, C Edwards, is Chair of the charity and is also the Chief Executive Officer of Inclusion Education, a charitable organisation.

During the year, the charity entered into a contract with Inclusion Education for the delivery of green art activities as part of a wider project for young people struggling with suicidal ideation. Payments totalling £26,000 were made by Inclusion Education during the year.

There was no balance outstanding at the year end.

The trustee took no part in discussions or decisions relating to this contract. The trustees confirm that the payments were made on an arm's length basis and that no trustee received any personal benefit from this arrangement.

BASINGSTOKE MENCAP SERVICES

England & Wales - Charity number 1085576

Accounts

Registered Company Number: 04134251 (England and Wales)
Registered Charity Number: 1085576

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
For
BASINGSTOKE MENCAP SERVICES LTD



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For the Year Ended 31 March 2024**

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Report of the Trustees

For the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OVERVIEW

It has been another challenging year for the charity with the on-going cost of living crisis following on from the impact of the Covid-19 pandemic. Whilst the number of learning-disabled service users attending our core services has almost returned to pre-pandemic levels, trustees remained deeply conscious that our service users already pay significantly more per month in living costs than households without disability, as known as the 'disability price tag'. Inflation was at 8.9% in September 2023, down from a 40-year high of 11.1% the previous year, but still over 4 times the inflation target of 2%.

This significant on-going pressure on our service users led trustees to decide not to pass on additional inflationary costs to ensure that our vulnerable users were not financially excluded from our life changing and enhancing activities and were able to continue participation. This led to an impact on the level of our free reserves at year end but this situation has been mitigated by the on-going support of our partners and funders as detailed in the financial review below.

However, continued significant subsidisation of our core services by trusts, foundations and lottery income is not financially sustainable in the longer term. Trustees made the decision just before year end to invest in a new p/t CEO position with the task of growing our core business by 20% a year, for the next 2 years, by reaching more services users in our area as well as the development of the quality of our services to attract more fee-paying service users at higher rates.

Trustees also took the decision to consider sensitive development of our site on the Elizabeth Road allotments over the coming years to improve the quality of learning spaces for our adult day care provision, to re-introduce accredited learning in horticulture studies and to trial small-scale new provision e.g. alternative education and gardening to improve mental health.

Report of the Trustees

For the Year Ended 31 March 2024

OBJECTIVES AND ACTIVITIES

The charity continued with its plan of rebuilding our services and ensuring service users were able to return safely and confidently to activities. During the last year our main charitable activities were as follows:

Adult Day Care Greenfingers = 6325 hours of provision benefitting 18 service users

Supported Volunteers Greenfingers = 2576 hours of provision benefitting 8 users

Gardening in the Community = 1280 hours of provision benefitting 115 customers

Leisure Services = 9996 hours of provision benefitting 120 service users

1:1 home support = 2163 hours of provision benefitting 12 service users

14 regular volunteers donated 3174 hours of provision with a total gift-in-kind value of £47,610 split equally between skilled and non-skilled volunteers.

Moving forward we also plan to start reporting on outcomes, not just activity levels, e.g. improved mental health, confidence and life skills using tools such as Triangle Consulting Outcome Stars.

KEY EVENTS AND DEVELOPMENTS DURING THE YEAR 2023-24

* Bid writing team, ex Chair and Trustee, Michael Stockwell and volunteer bid writer, Emma Lewis secured external funding from The Garfield Weston Foundation

*Successful plant sales and Christmas events held at Greenfingers throughout the year.

*Successful BBQ held at Malshanger Estate gardens hosted by our Patron Lady Judith Colman.

*Leisure, health and wellbeing activities delivered 6 regular activities each week including dance, discos, bingo, drama, life skills and craft sessions

*Successful recruitment of a part time CEO in February 2024

*Wayne Clubb recruited as new Gardening in the Community lead in May 2023.

*Robust income generation strategy agreed with trustees in the form of detailed development tracker

*Outline plans drawn up for new 100m2 learning classroom at Elizabeth Road Allotment site and a new 15-year lease.

Report of the Trustees

For the Year Ended 31 March 2024

PUBLIC BENEFIT STATEMENT

Research has shown that young people and adults with learning disabilities partake in fewer activities than their peers without a disability. Over half report feeling lonely and isolated, with limited access to employment, emotional health problems and social stigmatisation. Our principal charitable object is the promotion of any charitable purpose for the benefit of people with learning disabilities and their carers in Basingstoke and Deane through advancement of education, health and relief of poverty, distress and sickness. We believe that our core services continue to effectively tackle these key inequalities through four main charitable activities in and around the Basingstoke area.

Our 1:1 social support service offers elderly and learning-disabled users vital help with banking, cleaning, cooking, attending appointments, finding work and visiting new places. Our gardening therapy allotment is a safe and peaceful environment for learning-disabled people to spend time, meet new people and gain new skills in horticulture and woodwork. Our Leisure Service covers a wide range of activities from cooking to sports, bingo to discos, art and Zumba. Our Gardening in the Community Service offers local residents with disabilities the opportunity to keep their gardens tidy and accessible using local volunteers. Outcomes for our service users include building confidence/self-esteem through learning new life and employability skills, making friendships and relationships with others, achieving physical and emotional wellbeing through purposeful occupation and engaging with non-disabled people fostering inclusion within the local community.

FINANCIAL REVIEW

Financial position

Please refer to the attached accounts for details about the financial performance of the charity. Questions about the financial performance of the charity may be submitted to our Office Manager on office@basingstokemencap.org.uk in advance of or at the annual meeting itself.

Principal funding sources

The charity benefited from grants and donations in the period from April 2023 to March 2024. These include:

Jeremiah Colman Trust

Edward Gosling Foundation

Gerald Micklem Charity

County Councillor Community Grant

Woodroffe Benton

Hampshire County Council

David Solomon Charitable Trust



Report of the Trustees

For the Year Ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The previous AGM was held on 14th February 2024. No Trustees resigned at the AGM. One new Trustee has joined in the period following the AGM, D. G Epifanio Clemente Cardoso Da Silva and Trustee recruitment continues.

Decision making

The Board of Trustees has provided effective governance of the charity, meeting in excess of the minimum six times per year stated in the charity's Articles of Association. Minutes are kept by the Secretary to the Board of all proceedings at meetings, and all acts undertaken by the trustees in their legal duty to act with reasonable skill and care in managing the charity's resources responsibly and acting within the charity's best interest. All trustees have confirmed, via Basingstoke Mencap's Trustee Code of Conduct, that they understand the charity's purposes as set out in the Memorandum and Articles of Association, and have regard to how these purposes meet the Charity Commission guidance on public benefit.

Throughout the year the trustees have been active in assisting the Charity Manager in strategic activities and with Steve Pritchard, in capacity as Treasurer, continuing to monitor the charity's accounts and 4-weekly payroll.

Engagement with employees

The trustees thank all of the staff for their service during the 12-month period and their commitment to not just to existing service users but the necessary growth of their services

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees, in conjunction with the Secretary to the Board, have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Statutory policies and procedures are continuously being reviewed on yearly, or bi-yearly basis, to ensure the charity remains up to date with relevant statutory regulation.



Report of the Trustees

For the Year Ended 31 March 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number: 04134251 (England and Wales)

Registered Charity number: 1085576

Registered office: The Orchard, White Hart Lane, Basingstoke, Hampshire RG21 4AF

Trustees

Ms P A Buckland (appointed 6.7.22)

S H Bushell (appointed 22.7.22)

Ms C C Edwards (appointed 24.2.22)

Ms R Gilbert (appointed 4.11.22) (resigned 25.4.23)

S Pritchard (appointed 21.6.18)

D. G Epifanio Clemente Cardoso Da Silva (appointed 23.7.24)

Independent Examiner

Miss Victoria Burns FCCA

ADL Admin Assist Limited

8 Vaughan Close

Hartley Wintney

Hampshire

RG27 8EB

Approved by order of the board of trustees on 30/01/25 and signed on its behalf by:

Chair of Trustees

CHERYL EDWARDS



Independent examiner's report

to the trustees of BASINGSTOKE MENCAP SERVICES LTD ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

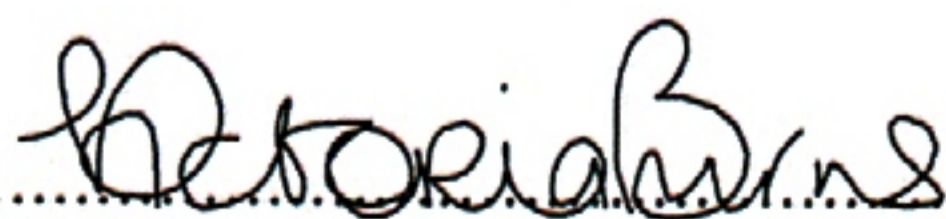
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

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

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

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


.....

Miss Victoria Burns FCCA

8 Vaughan Close, Hartley Wintney, Hampshire, RG27 8EB

Dated: 26/01/2025

Statement of Financial Activities

For the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
Income and endowments from:					
Donations and legacies	2	4,120	27,356	31,476	68,640
Charitable activities	3	167,325	-	167,325	148,225
Investments	4	514	-	514	94
Total		171,959	27,356	199,315	216,959
Expenditure on:					
Raising funds		9,632	4,952	14,584	13,787
Charitable activities		145,907	18,146	164,053	135,330
Governance Costs		46,291	8,845	55,136	46,732
Total		201,830	31,943	233,773	195,849
Net income/(expenditure)		(29,871)	(4,587)	(34,458)	21,110
Transfers between funds		(5,284)	5,284	-	-
Net movement in funds		(35,155)	697	(34,458)	21,110
Reconciliation of funds:					
Total funds brought forward		73,008	11,530	84,538	63,428
Total funds carried forward		37,851	12,228	50,079	84,538

The notes form part of these financial statements

Balance Sheet

31 March 2024

	Notes	Unrestricted funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Fixed assets					
Tangible assets	8	1,602	5,356	6,958	8,985
Total fixed assets		1,602	5,356	6,958	8,985
Current assets					
Debtors	9	16,477	-	16,477	16,149
Cash at bank and in hand		43,176	6,872	50,048	73,587
Total current assets		59,653	6,872	66,525	89,736
Creditors: amounts falling due within one year	10	23,404	-	23,404	14,183
Net current assets/(liabilities)		36,249	6,872	43,121	75,553
Total net assets or liabilities		37,851	12,228	50,079	84,538
Funds of the Charity					
Unrestricted funds	11	37,851		37,851	73,008
Restricted income funds	11		12,228	12,228	11,530
Endowment funds	11			-	-
Total funds		37,851	12,228	50,079	84,538

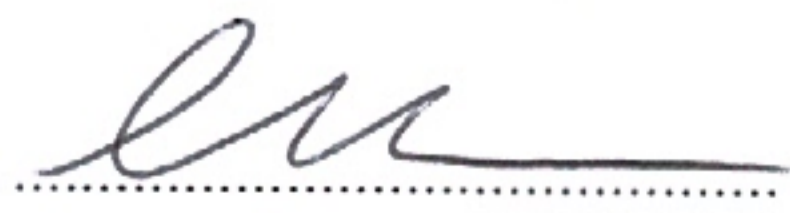
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on ...30/01/25.....and were signed on its behalf by:



Chair of Trustees

CHERYL EDWARDS

The notes form part of these financial statements

Notes to the Financial Statements

For the Year Ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property	- 20% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 33% on cost
Fixtures & Fittings	-20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements

For the Year Ended 31 March 2024

2. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	Total funds 2024	Total funds 2023
	£	£	£	£
Donation and gifts	4,120	650	4,770	18,893
Grant	-	26,706	26,706	49,747
	<u>4,120</u>	<u>27,356</u>	<u>31,476</u>	<u>68,640</u>

3. Income from Charitable Activities

	Unrestricted funds	Total funds 2024	Total funds 2023
	£	£	£
Support Services	167,325	167,325	148,225
	<u>167,325</u>	<u>167,325</u>	<u>148,225</u>

4. Income from Investments

	Unrestricted funds	Total funds 2024	Total funds 2023
	£	£	£
Interest income	514	514	94
	<u>514</u>	<u>514</u>	<u>94</u>

5. Trustee's Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

6. Staff Costs

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Charitable Activities	12	12

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

For Year Ended 31.3.23	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations, grants and legacies	39,616	29,023	68,639
Charitable activities			
Support scheme services	122,526	-	122,526
Leisure activities	25,699	-	25,699
Government grants for core activities	-	-	-
Investment income	94	-	94
Total	187,935	29,023	216,958
EXPENDITURE ON			
Raising funds	216	-	216
Charitable activities			
Support scheme services	94,333	21,221	115,554
Leisure activities	25,077	8,269	33,346
Governance Costs	45,532	1,200	46,732
Total	165,158	30,690	195,848
NET INCOME/(EXPENDITURE)	22,777	(1,667)	21,110
Transfers between funds	1,473	(1,473)	-
Net movement in funds	24,250	(3,140)	21,110
RECONCILIATION OF FUNDS			
Total funds brought forward	48,758	14,670	63,428
TOTAL FUNDS CARRIED FORWARD	73,008	11,530	84,538

8.	TANGIBLE FIXED ASSETS	Plant and machinery	Motor vehicles	Office equipment	Fixtures & Fittings	Totals	
	Property						
	£	£	£	£	£	£	
	COST						
	At 1 April 2023	10,343	6,194	5,934	9,105	-	31,576
	Additions	-	-	-	-	1,015	1,015
	Disposals	-	-	-	(140)	-	(140)
	At 31 March 2024	10,343	6,194	5,934	8,965	1,015	32,451
	DEPRECIATION						
	At 1 April 2023	3,446	4,965	5,934	8,246	-	22,591
	Charge for year	2,069	438	-	344	51	2,902
	At 31 March 2024	5,515	5,403	5,934	8,590	51	25,493
	NET BOOK VALUE						
	At 31 March 2023	6,897	1,229	-	859	-	8,985
	At 31 March 2024	4,828	791	-	375	964	6,958

9. Debtors: Amounts falling due within one year

	Total funds 2024	Total funds 2023
	£	£
Prepayments & accrued income	4,300	3,856
Trade debtors	12,177	12,293
	<u>16,477</u>	<u>16,149</u>

10. Creditors: Amounts falling due within one year

	Total funds 2024	Total funds 2023
	£	£
Trade creditors	1,107	1,155
Accruals and deferred income	7,641	11,129
Taxation and social security	3,298	1,899
Payroll Control Account	10,698	-
Pension Control Account	660	-
	<u>23,404</u>	<u>14,183</u>

11 Movement in Funds

	At 1.4.23	Income	Expenditure	Transfers	At 31.3.24
£	£	£	£	£	£
Unrestricted funds					
General Fund	73,008	171,959	(201,830)	(5,284)	37,851
Restricted funds					
Restricted fund	11,530	27,356	(31,943)	5,284	12,228
Total	84,538	199,315	233,773	-	50,079

Comparatives for movement in funds

	At 01.04.22	Income	Expenditure	Transfers	At 31.3.23
£	£	£	£	£	£
Unrestricted funds					
General Funds	48,758	187,935	(165,158)	1,473	73,008
Restricted funds					
Restricted funds	14,670	29,024	(30,690)	(1,473)	11,530
Total	63,428	216,958	(195,848)	-	84,538

A Current year 12 months and prior 12 months combined position is as follows:

	At 01.04.22	Income	Expenditure	Transfers	At 31.3.24
£	£	£	£	£	£
Unrestricted funds					
General Funds	48,758	359,894	(366,988)	(3,811)	37,851
Restricted funds					
Restricted funds	14,670	56,380	(62,633)	3,811	12,228
Total	63,428	416,274	(429,621)	-	50,079

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

BASINGSTOKE MENCAP SERVICES

England & Wales - Charity number 1085576

Accounts

REGISTERED COMPANY NUMBER: 04134251 (England and Wales)
REGISTERED CHARITY NUMBER: 1085576

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2023
for
BASINGSTOKE MENCAP SERVICES LTD

B20 Limited
Chartered Certified Accountants
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

BASINGSTOKE MENCAP SERVICES LTD

**Contents of the Financial Statements
for the Year Ended 31 March 2023**

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Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 12

BASINGSTOKE MENCAP SERVICES LTD

Report of the Trustees for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity continued with its post pandemic recovery plan of rebuilding its services and ensuring service users were able to return safely and confidently to activities.

The aims of the business plan for the period were to continue to rebuild services and grow capacity across all services within Basingstoke Mencap: Greenfingers, Leisure, Gardening in the Community and the One-to-One Service.

The desired outcome across all areas of the plan was to enable the safe return of service users to much loved activities and services that are a lifeline to many people living with a learning disability in Basingstoke. Plus attract additional new service users, including those reaching adulthood, to partake in activities that provide accessible opportunities and support whilst improving personal health and well-being.

Ambitious targets were set for growth which required a focus on fundraising and strategic planning to ensure all services reached at least pre-pandemic capacity.

Significant activities

KEY EVENTS AND DEVELOPMENTS DURING THE YEAR 2022-23

* Successful bid writing team established, consisting of ex Chair and Trustee, Michael Stockwell and volunteer bid writer, Emma Lewis.

*Successful plant sales and Christmas events held at Greenfingers throughout the year.

*The introduction of the sale of Christmas trees at Greenfingers supported by Enham Trust.

*Successful BBQ held at Malshanger Estate gardens hosted by Lady Judith Colman.

*Leisure, health and wellbeing activities transitioned completely from being online, back to physical attendance and expanded to include the addition of day trips to Beaulieu and Marwell Zoo.

*Successful return of service users to Greenfingers Horticultural Therapy Project with capacity built to welcome new attendees.

*Successful recruitment of a Deputy Manager for Greenfingers, Noelia Rico Cordero.

*New website has been launched and provides regular updates on our events and leisure activities.

*New Service User Voice group established, led by long serving volunteer service user, Nick Skillett, supported by the Charity Manager.

Volunteers

It is a truism that no charities can deliver what they do without dedicated volunteers. The Board of Trustees extends its thanks to volunteers at Greenfingers, for the Leisure, Health and Wellbeing clubs and activities, for the accounts function in the charity and with respect to bid-writing and fundraising.

FINANCIAL REVIEW

Financial position

Please refer to the attached accounts for details about the financial performance of the charity. Questions about the financial performance of the charity may be submitted to our Office Manager on office@basingstokemencap.org.uk in advance of or at the annual meeting itself.

BASINGSTOKE MENCAP SERVICES LTD

Report of the Trustees for the Year Ended 31 March 2023

FINANCIAL REVIEW

Principal funding sources

The charity benefited from grants and donations in the period from April 2022 to March 2023 These include:

Jeremiah Colman Trust
Basingstoke Deane Rotary
Garfield Weston Trust
Sovereign Network Group
The Albert Hunt Trust
Arnold Clark
Basingstoke Voluntary Action
Greenham Trust
The Grocers Charity
Four lanes Trust

The Board of Trustees puts on record that the Leisure, Health and Wellbeing relaunchees would not have been financially sustainable during 2022-23 but for grant funding by Basingstoke and Deane Borough Council and the Garfield Weston Foundation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The previous AGM was held on 17th November 2022, which saw two longer term trustees retire, Conway Marshall and David Sturt. Both have continued to volunteer with Basingstoke Mencap, with Conway participating in the newly formed Service User Voice Group and David continuing to oversee the IT needs of the charity. Additionally since the 2022 AGM we have seen the resignation of 3 further trustees, Nigel Sully, Rachel Gilbert and Nick Skillet. Alongside Conway, Nick continues to volunteer with the Service User Voice Group and at GreenFingers.

No further trustees have joined the charity since the previous AGM but, whilst the number of trustees is less than the number desired by Basingstoke Mencap's Articles of Association, they are the minimum number for quorum for the transaction of the business. Recruitment of further trustees in 2024 is therefore a priority for the Board.

Decision making

The Board of Trustees has provided effective governance of the charity, meeting in excess of the minimum six times per year stated in the charity's Articles of Association. Minutes are kept by the Secretary to the Board of all proceedings at meetings, and all acts undertaken by the trustees in their legal duty to act with reasonable skill and care in managing the charity's resources responsibly and acting within the charity's best interest.

All trustees have confirmed, via Basingstoke Mencap's Trustee Code of Conduct, that they understand the charity's purposes as set out in the Memorandum and Articles of Association, and have regard to how these purposes meet the Charity Commission guidance on public benefit.

Throughout the year the trustees have been active in assisting the Charity Manager in strategic activities and with Steve Pritchard, in capacity as Treasurer, continuing to monitor the charity's accounts and 4-weekly payroll.

Engagement with employees

The trustees thank all of the staff for their service during the 12-month period and their commitment to not just to existing service users but the necessary growth of their services

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees, in conjunction with the Secretary to the Board, have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. Statutory policies and procedures are continuously being reviewed on yearly, or bi-yearly basis, to ensure the charity remains up to date with relevant statutory regulation.

BASINGSTOKE MENCAP SERVICES LTD

**Report of the Trustees
for the Year Ended 31 March 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04134251 (England and Wales)

Registered Charity number

1085576

Registered office

The Orchard
White Hart Lane
Basingstoke
Hampshire
RG21 4AF

Trustees

Ms C N Angafor (resigned 4.4.22)
Ms P A Buckland (appointed 6.7.22)
S H Bushell (appointed 22.7.22)
Ms C C Edwards
Ms R Gilbert (appointed 4.11.22) (resigned 25.4.23)
Ms F L Kebby (resigned 6.9.22)
C R Marshall (resigned 17.11.22)
S Pritchard
N J G Skillett (resigned 15.1.23)
M A D Stockwell (resigned 21.7.22)
D C Sturt (resigned 17.11.22)
N E Sully (appointed 6.7.22) (resigned 16.2.23)
D J Sargeant (resigned 4.4.22)

Independent Examiner

Mrs Caroline Scull BA FCCA
B20 Limited
Chartered Certified Accountants
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

**Independent Examiner's Report to the Trustees of
BASINGSTOKE MENCAP SERVICES LTD**

Independent examiner's report to the trustees of BASINGSTOKE MENCAP SERVICES LTD ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Mrs Caroline Scull BA FCCA

B20 Limited
Chartered Certified Accountants
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Date:

BASINGSTOKE MENCAP SERVICES LTD

**Statement of Financial Activities
for the Year Ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations, grants and legacies	2	39,616	29,023	68,639	44,577
Charitable activities					
Support scheme services		122,526	-	122,526	108,267
Leisure activities		25,699	-	25,699	9,451
Government grants for core activities		-	-	-	13,529
Investment income	3	<u>94</u>	<u>-</u>	<u>94</u>	<u>2</u>
Total		<u>187,935</u>	<u>29,023</u>	<u>216,958</u>	<u>175,826</u>
EXPENDITURE ON					
Raising funds		216	-	216	558
Charitable activities					
Support scheme services		94,333	21,221	115,554	126,711
Leisure activities		25,077	8,269	33,346	37,446
Governance Costs		<u>45,532</u>	<u>1,200</u>	<u>46,732</u>	<u>33,075</u>
Total		<u>165,158</u>	<u>30,690</u>	<u>195,848</u>	<u>197,790</u>
NET INCOME/(EXPENDITURE)		22,777	(1,667)	21,110	(21,964)
Transfers between funds	11	<u>1,473</u>	<u>(1,473)</u>	<u>-</u>	<u>-</u>
Net movement in funds		24,250	(3,140)	21,110	(21,964)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>48,758</u>	<u>14,670</u>	<u>63,428</u>	<u>85,392</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>73,008</u></u>	<u><u>11,530</u></u>	<u><u>84,538</u></u>	<u><u>63,428</u></u>

The notes form part of these financial statements

BASINGSTOKE MENCAP SERVICES LTD

**Balance Sheet
31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	8	2,956	6,029	8,985	12,975
CURRENT ASSETS					
Debtors	9	16,149	-	16,149	21,488
Cash at bank and in hand		<u>68,086</u>	<u>5,501</u>	<u>73,587</u>	<u>51,545</u>
		84,235	5,501	89,736	73,033
CREDITORS					
Amounts falling due within one year	10	(14,183)	-	(14,183)	(22,580)
		<u>70,052</u>	<u>5,501</u>	<u>75,553</u>	<u>50,453</u>
NET CURRENT ASSETS					
		73,008	11,530	84,538	63,428
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>73,008</u>	<u>11,530</u>	<u>84,538</u>	<u>63,428</u>
NET ASSETS					
		<u>73,008</u>	<u>11,530</u>	<u>84,538</u>	<u>63,428</u>
FUNDS	11				
Unrestricted funds				73,008	48,758
Restricted funds				<u>11,530</u>	<u>14,670</u>
TOTAL FUNDS				<u>84,538</u>	<u>63,428</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Trustee

The notes form part of these financial statements

BASINGSTOKE MENCAP SERVICES LTD

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property	- 20% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

BASINGSTOKE MENCAP SERVICES LTD

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

2. DONATIONS, GRANTS AND LEGACIES

	31.3.23	31.3.22
	£	£
Donations	18,892	13,351
Grants	<u>49,747</u>	<u>31,226</u>
	<u>68,639</u>	<u>44,577</u>

Grants received, included in the above, are as follows:

	31.3.23	31.3.22
	£	£
Grants for Core Activities	<u>49,747</u>	<u>31,226</u>

3. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Deposit account interest	<u>94</u>	<u>2</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	<u>5,538</u>	<u>6,470</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
Charitable Activities	<u>12</u>	<u>12</u>

No employees received emoluments in excess of £60,000.

BASINGSTOKE MENCAP SERVICES LTD

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations, grants and legacies	7,351	37,226	44,577
Charitable activities			
Support scheme services	108,267	-	108,267
Leisure activities	9,451	-	9,451
Government grants for core activities	8,251	5,278	13,529
Investment income	<u>2</u>	<u>-</u>	<u>2</u>
Total	<u>133,322</u>	<u>42,504</u>	<u>175,826</u>
EXPENDITURE ON			
Raising funds	558	-	558
Charitable activities			
Support scheme services	88,977	37,734	126,711
Leisure activities	9,756	27,690	37,446
Governance Costs	<u>33,075</u>	<u>-</u>	<u>33,075</u>
Total	<u>132,366</u>	<u>65,424</u>	<u>197,790</u>
NET INCOME/(EXPENDITURE)	956	(22,920)	(21,964)
Transfers between funds	<u>12,095</u>	<u>(12,095)</u>	<u>-</u>
Net movement in funds	13,051	(35,015)	(21,964)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>35,707</u>	<u>49,685</u>	<u>85,392</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>48,758</u></u>	<u><u>14,670</u></u>	<u><u>63,428</u></u>

BASINGSTOKE MENCAP SERVICES LTD

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

8. TANGIBLE FIXED ASSETS

	Property £	Plant and machinery £	Motor vehicles £	Office equipment £	Totals £
COST					
At 1 April 2022	10,343	4,906	5,934	8,845	30,028
Additions	<u>-</u>	<u>1,288</u>	<u>-</u>	<u>260</u>	<u>1,548</u>
At 31 March 2023	<u>10,343</u>	<u>6,194</u>	<u>5,934</u>	<u>9,105</u>	<u>31,576</u>
DEPRECIATION					
At 1 April 2022	1,377	3,642	4,121	7,913	17,053
Charge for year	<u>2,069</u>	<u>1,323</u>	<u>1,813</u>	<u>333</u>	<u>5,538</u>
At 31 March 2023	<u>3,446</u>	<u>4,965</u>	<u>5,934</u>	<u>8,246</u>	<u>22,591</u>
NET BOOK VALUE					
At 31 March 2023	<u>6,897</u>	<u>1,229</u>	<u>-</u>	<u>859</u>	<u>8,985</u>
At 31 March 2022	<u>8,966</u>	<u>1,264</u>	<u>1,813</u>	<u>932</u>	<u>12,975</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade debtors	12,293	16,826
Prepayments	<u>3,856</u>	<u>4,662</u>
	<u>16,149</u>	<u>21,488</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Trade creditors	1,155	4,909
Social security and other taxes	1,899	13,667
Deferred income	6,280	-
Accrued expenses	<u>4,849</u>	<u>4,004</u>
	<u>14,183</u>	<u>22,580</u>

11. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	48,758	22,777	1,473	73,008
Restricted funds				
Restricted fund	14,670	(1,667)	(1,473)	11,530
TOTAL FUNDS	<u>63,428</u>	<u>21,110</u>	<u>-</u>	<u>84,538</u>

BASINGSTOKE MENCAP SERVICES LTD

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	187,935	(165,158)	22,777
Restricted funds			
Restricted fund	29,023	(30,690)	(1,667)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>216,958</u>	<u>(195,848)</u>	<u>21,110</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	35,707	956	12,095	48,758
Restricted funds				
Restricted fund	49,685	(22,920)	(12,095)	14,670
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>85,392</u>	<u>(21,964)</u>	<u>-</u>	<u>63,428</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	133,322	(132,366)	956
Restricted funds			
Restricted fund	42,504	(65,424)	(22,920)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>175,826</u>	<u>(197,790)</u>	<u>(21,964)</u>

BASINGSTOKE MENCAP SERVICES LTD

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	35,707	23,733	13,568	73,008
Restricted funds				
Restricted fund	49,685	(24,587)	(13,568)	11,530
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>85,392</u>	<u>(854)</u>	<u>-</u>	<u>84,538</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	321,257	(297,524)	23,733
Restricted funds			
Restricted fund	71,527	(96,114)	(24,587)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>392,784</u>	<u>(393,638)</u>	<u>(854)</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

BASINGSTOKE MENCAP SERVICES

England & Wales - Charity number 1085576

Accounts

Charity Registration No. 1085576

Company Registration No. 04134251 (England and Wales)

BASINGSTOKE MENCAP SERVICES

**TRUSTEES REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2022**

BASINGSTOKE MENCAP SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr. M Stockwell
Mr. N Skillett
Mr. D Sargent
Mr. S Pritchard
Mr. C Marshall
Mr. D Sturt
Mrs. F Skillett
Mrs. C Angafor
Ms. C Edwards

Charity number

1085576

Company number

04134251

Registered office

The Orchard
White Hart Lane
Basingstoke
Hampshire
RG21 4AF

Independent examiner

David Ravenhill FCCA
The Oaks
Glebe Lane
Hartley Wintney
Hampshire
RG27 8EA

BASINGSTOKE MENCAP SERVICES

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Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 12

BASINGSTOKE MENCAP SERVICES

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document. The Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company, limited by guarantee. The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr. M A D Stockwell	(Appointed) 11-01-17
Mr. N Skillett	(Appointed) 16-12-20
Mr. D Sargeant	(Appointed) 28-05-20
Mr. A Azimi	(Appointed) 23-11-17 (resigned 21-10-21)
Mr. D Lister	(Appointed) 08-03-18 (resigned 21-10-21)
Mr. S Pritchard	(Appointed) 21-06-18
Mr. C Marshall	(Appointed) 22-10-19
Mr. A Dobrock	(Appointed) 05-09-19 (resigned 21-10-21)
Mr. D Sturt	(Appointed) 05-09-19
Mrs. M Morgans	(Appointed) 05-09-19 (resigned 21-10-21)
Ms F Skillett	(Appointed) 22-10-21
Ms C Angafor	(Appointed) 21-02-21 (terminated 04-04-22)
Ms C Edwards	(Appointed) 24-02-22

SUMMARY

The charity sustained a good recovery during the 12 months to 31 March 2022. The phased re-opening of leisure clubs, the return of most of the pre-COVID participants at Greenfingers, and the putting into place of a plan to achieve vital growth in the social/one to one support service each contributed to the building of a sure platform for growth in 2022-23. The new Charity Manager, Tatu Delaney, who started work on 15 March 2021 and during the initial 3-6 months was able to assess the workings of the charity and address priorities, this while delivering the Greenfingers project on site on 3 days per week. The end of the government's furlough scheme (which had rescued the charity during 2020) at the beginning of November 2021 brought into sharp focus the need to ensure that the charity had to move forward on a sure financial footing. By this time, the trustees had also gained a clear steer from Tatu on what had to be in place for the company to move forward as a local charity so that an effective and quality service was to be delivered to our learning-disabled community.

BASINGSTOKE MENCAP SERVICES

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

KEY EVENTS AND DEVELOPMENTS DURING THE YEAR 2021-22

- Successful plant sales and open days held at Greenfingers throughout the summer with attendance by the Mayor of Basingstoke and Deane;
- Successful BBQ held at Malshanger Estate Social Club hosted by Lady Judith Colman, the charity's President;
- A mix of virtual and physical leisure, health and wellbeing activities held through 2021 followed by the phased re-opening of physical indoor clubs and activities beginning in January 2022;
- The return of all but two pre-COVID service users at Greenfingers during 2021;
- The relaunch of the full one to one social support service;
- The charity brought in Peninsula, an HR consultancy to give advice and additional services on all employment matters in the charity;
- We said goodbye to two members of staff, the Horticultural Team Leader, Stefan John and our Leisure, Health and Wellbeing Team Leader, Hayley Jordan. The trustees express their thanks for their service to the charity;
- We welcomed Debbie Chapman as the new Leisure, Health and Wellbeing Team Leader;
- We welcomed new volunteers: Nick Chomiak to Greenfingers (newly retired from his role as gardening team leader).

FINANCIAL OVERVIEW

Please refer to the attached accounts for details about the financial performance of the charity. Questions about the financial performance of the charity may be submitted to our Office Manager on office@basingstokemencap.org.uk in advance of or at the annual meeting itself.

GOVERNANCE

The Board of Trustees provided effective governance of the charity, meeting monthly during the year. No meetings were inquorate. The AGM was held on 21st October and the three longest serving trustees retired: Alex Azimi, David Lister and Michael Stockwell. Michael indicated his willingness to continue as Chair and was re-elected as a trustee at the meeting. The meeting elected Francesca Skillett and Claris Angafor as new trustees. The Board of Trustees were active in assisting the Charity Manager as requested; in fact, three trustees were already performing operational functions when Tatu started her position. David Sturt continued to oversee the IT needs of the charity and Steve Pritchard continued to monitor the Quickbooks accounts and invaluable sign-off the 4-weekly payroll. Daniel Sargeant, the HR Trustee, advised Tatu on general HR and employee matters. The charity as a whole owes a vote of thanks to them.

The trustees confirm they have regard to the Charity Commission guidance on public benefit.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

BASINGSTOKE MENCAP SERVICES

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

THANK YOU

The charity benefited from grants and donations in the period from April 2021 to March 2022 These include:

- Jeremiah Colman Trust
- County Councillors Stephen Reid, Elaine Still, Jane Frankum, Gavin James, Kim Taylor, Jackie Tustain, Arun Mummalaneni
- Basingstoke Deane Rotary
- The Lottery Community Fund
- National Lottery Awards for All
- Baily Thomas Charitable Fund
- The Edward Gostling Foundation
- D'Oyly Carte
- Sport England
- Hampshire and Isle of Wight Community Foundation
- Basingstoke and Deane Borough Council
- POTA IT Ltd, Basingstoke

The Board of Trustees puts on record that the Leisure, Health and Wellbeing relaunches would not have been financially sustainable during 2020-21 but for grant funding by Basingstoke and Deane Borough Council.

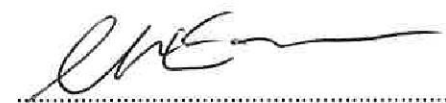
The trustees thank all of the staff for their service during the 12-month period and their commitment to not just to existing service users but the necessary growth of their services

Volunteers

It is a truism that no charities can deliver what they do without dedicated volunteers. The Board of Trustees extends its thanks to volunteers at Greenfingers, for the Leisure, Health and Wellbeing clubs and activities, for the accounts function in the charity and with respect to bid-writing and fundraising.

The Board is truly thankful for the financial and practical help of its individual and corporate supporters during the period covered by the report.

On behalf of the trustees



Ms Cheryl Edwards
Chair of Trustees

Dated: 31/10/22

BASINGSTOKE MENCAP SERVICES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BASINGSTOKE MENCAP SERVICES

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Basingstoke Mencap Services for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

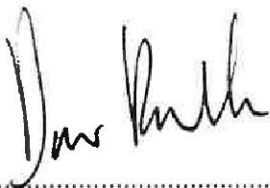
Basis of independent examiners report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiners statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 20,06 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr. David Ravenhill FCCA
The Oaks, Glebe Lane, Hartley Wintney, Hampshire, RG27 8EA

Dated: 24 October 2022

BASINGSTOKE MENCAP SERVICES

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted £	Restricted £	2022 Total £	2021 Total £
INCOMING RESOURCES FROM GENERATED FUNDS:					
Donations and legacies	2	7,351	37,226	44,577	118,575
Investments	3	2	-	2	3
		<u>7,353</u>	<u>37,226</u>	<u>44,579</u>	<u>118,578</u>
Charitable activities	4	117,718	-	117,718	60,261
Government grants	4	8,251	5,278	13,529	-
Other incoming resources		-	-	-	-
Total incoming resources		<u>133,322</u>	<u>42,504</u>	<u>175,826</u>	<u>178,839</u>
RESOURCES EXPENDED:					
Cost of generating funds					
Generating donations and legacies	5	558	-	558	1,770
Net incoming resources		<u>132,764</u>	<u>42,504</u>	<u>175,268</u>	<u>177,069</u>
Charitable activities					
Support schemes services	5	88,977	37,734	126,711	64,447
Grants		-	-	-	3,719
Leisure activities		9,756	27,690	37,446	36,769
Total charitable expenditure		<u>98,733</u>	<u>65,424</u>	<u>164,157</u>	<u>104,935</u>
Governance costs	5	33,075	-	33,075	30,820
Total resources expended		<u>132,366</u>	<u>65,424</u>	<u>197,790</u>	<u>137,525</u>
NET MOVEMENT IN FUNDS					
Transfer between funds		956	(22,920)	(21,964)	41,314
		12,097	(12,097)	-	-
TOTAL FUNDS BROUGHT FORWARD AT 1 APRIL 2021		<u>35,705</u>	<u>49,687</u>	<u>85,392</u>	<u>44,078</u>
TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2022	11	<u>48,758</u>	<u>14,670</u>	<u>63,428</u>	<u>85,392</u>

There are no recognised gains or losses other than those passing through the statement of financial activities.

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

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

The notes on pages 7 to 12 form part of these financial statements.

BASINGSTOKE MENCAP SERVICES

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		12,974		12,540
CURRENT ASSETS					
Cash at bank and in hand		51,546		6,697	
Debtors	9	<u>21,488</u>		<u>78,277</u>	
		73,034		84,974	
CREDITORS: Amounts falling due within one year	10	(22,580)		(12,122)	
NET CURRENT ASSETS			<u>50,454</u>		<u>72,852</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>63,428</u>		<u>85,392</u>
INCOME FUNDS					
Unrestricted funds	11		50,338		35,705
Restricted funds	11		<u>13,090</u>		<u>49,687</u>
			<u>63,428</u>		<u>85,392</u>

In preparing these financial statements:

The directors are of the opinion that for the year ended 31 March 2022 the company was entitled to exemption from audit under section of 477 of the Companies Act 2006;

No notice from members requiring an audit has been deposited under section 476 of the Companies Act 2006; and the trustees acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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

Approved by the Board and authorised for issue on 01/11/22



Ms Cheryl Edwards
Chair of Trustees

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basingstoke Mencap Services is a company limited by guarantee and registered in England and Wales under company number 04134251. The registered office address is The Orchard, White Hart Lane, Basingstoke, Hampshire, RG21 4AF.

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 and the Companies Act 2006 and applicable regulations.

The financial statements have been prepared under the historical cost convention with items recognised at historical cost or transaction value unless otherwise stated in the relevant notes to these accounts. The trustees are confident that the charity will continue to be a going concern and the financial statements have been prepared on this basis.

1.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Company is legally entitled to the income, it is probable that it will be received and the amount can be quantified with reasonable accuracy. Income relates to interest and dividends received from the UK. This is recognised on receipt.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. No allocation of costs is required since the Company has one activity.

Costs of generating funds are those costs incurred in managing investments for income generation and capital maintenance.

Charitable activities are those costs incurred by the Company in order to meet its charitable objectives, including support costs. Sponsorship monies are recognised when committed to make the expenditure.

Governance costs comprise all costs involving the public accountability of the Company and its compliance with regulation and good practice.

1.4 Pension

Contributions payable for the year are charged in the income and expenditure account. The charity contributes to a defined contribution scheme for its employees.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each class over its expected useful life, as follows:

- Fixtures, fittings & equipment	33% straight line
- Motor vehicles	33% straight line
- Property	20% straight line

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

1.6 Recognition of Liabilities

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Company to the expenditure.

1.7 Funds

Unrestricted funds are those funds that are available to the trustees for the general purposes of the company.

Restricted funds are to be used for specific purposes as specified by the donor.

1.8 Government Grants

The charity received government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accruals model and as such are recorded in the statement of financial activities in the period in which the charity is entitled to such grants as a result of having furloughed staff members.

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
Donations and gifts	7,351	6,000	13,351	58,168
Grants receivable for core activities	-	31,226	31,226	60,407
	<u>7,351</u>	<u>37,226</u>	<u>44,577</u>	<u>118,575</u>

Donations and gifts

Unrestricted funds:

Donations	7,088	7,894
Membership	263	42
Grants receivable	-	50,232
	<u>7,351</u>	<u>58,168</u>

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
Interest income	2	-	2	3
	<u>2</u>	<u>-</u>	<u>2</u>	<u>3</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
Support scheme services	108,267	-	108,267	32,275
Grants	-	-	-	-
Leisure activities	9,451	-	9,451	27,986
Government grants				
Coronavirus Job Retention Scheme	8,078	-	8,078	-
Other	173	5,278	5,451	-
	<u>125,969</u>	<u>5,278</u>	<u>131,247</u>	<u>60,261</u>

5. ANALYSIS OF TOTAL RESOURCES EXPENDED

Includes the following:

	Staff Costs £	Depreciation £	Other Costs £	2022 Total £	2021 Total £
Cost of generating funds					
Generating donations and legacies	-	-	558	558	1,770
Charitable activities					
<u>Support scheme services</u>					
Activities undertaken directly	94,884	1,289	30,538	126,711	64,447
<u>Grants</u>					
Activities undertaken directly	-	-	-	-	3,719
<u>Leisure activities</u>					
Activities undertaken directly	28,083	-	9,363	37,446	36,769
	<u>122,967</u>	<u>1,289</u>	<u>39,901</u>	<u>164,157</u>	<u>104,935</u>
Governance costs	17,983	5,181	9,911	33,075	30,820
	<u>140,950</u>	<u>6,470</u>	<u>50,370</u>	<u>197,790</u>	<u>137,525</u>

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6. TRUSTEES

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

7. EMPLOYEES

<u>Number of employees</u>	2022	2021
The average monthly number of employees during the year was:		
Charitable activities	12	12
	<u>12</u>	<u>12</u>
<u>Employment costs</u>	2022	2021
	£	£
Wages and Salaries	135,236	97,854
Social security costs	4,082	-
Pension costs	1,632	798
	<u>140,950</u>	<u>98,652</u>

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

8. TANGIBLE FIXED ASSETS

	Property	Office Equipment	Plant & Machinery	Motor Vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2021	-	12,283	4,906	5,934	23,123
Additions	5,994	910	-	-	6,904
Disposals	-	-	-	-	-
Transfer between classes	4,349	(4,349)	-	-	-
At 31 March 2022	<u>10,343</u>	<u>8,844</u>	<u>4,906</u>	<u>5,934</u>	<u>30,027</u>
Depreciation					
At 1 April 2021	-	6,433	2,007	2,143	10,583
Charge for the year	-	2,857	1,635	1,978	6,470
On disposals	-	-	-	-	-
Transfer between classes	1,377	(1,377)	-	-	-
At 31 March 2022	<u>1,377</u>	<u>7,913</u>	<u>3,642</u>	<u>4,121</u>	<u>17,053</u>
Net book value					
At 31 March 2022	<u>8,966</u>	<u>931</u>	<u>1,264</u>	<u>1,813</u>	<u>12,974</u>
At 31 March 2021	<u>-</u>	<u>5,850</u>	<u>2,899</u>	<u>3,791</u>	<u>12,540</u>

There was a reclassification of tangible fixed assets between Office Equipment and Property.

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

9. DEBTORS

	2022	2021
	£	£
Trade debtors	16,826	2,882
Prepayments and accrued income	4,662	3,815
	<u>21,488</u>	<u>6,697</u>

10. CREDITORS: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	4,908	1,938
Accruals	4,004	1,200
Other taxation and social security	2,652	476
Other creditors	11,016	8,508
	<u>22,580</u>	<u>12,122</u>

The 2021 comparative values have been reclassified.

11. FUNDS

	Unrestricted Funds	Restricted Funds	2022 Total
	£	£	£
Opening funds as previously reported	35,705	49,687	85,392
Income	133,322	42,504	175,826
Expenditure	(132,366)	(65,424)	(197,790)
Transfer between funds	12,097	(12,097)	-
Closing funds	<u>48,758</u>	<u>14,670</u>	<u>63,428</u>

Unrestricted funds are those funds which the Company may use in furtherance of its charitable objectives at the discretion of the trustees.

	Unrestricted Funds	Restricted Funds	2022 Total
	£	£	£
Total funds are represented by:			
Tangible Assets	5,710	7,264	12,974
Current assets	65,628	7,406	73,034
Current liabilities	(22,580)	-	(22,580)
At 31 March 2022	<u>48,758</u>	<u>14,670</u>	<u>63,428</u>

BASINGSTOKE MENCAP SERVICES
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

11. FUNDS (continued)

Comparative amounts for prior year:

	Unrestricted Funds £	Restricted Funds £	2021 Total £
Opening funds as previously reported	25,564	18,514	44,078
Income	116,662	60,407	177,069
Expenditure	(108,291)	(29,234)	(137,525)
	<u>35,705</u>	<u>49,687</u>	<u>85,392</u>

Unrestricted funds are those funds which the Company may use in furtherance of its charitable objectives at the discretion of the trustees.

	Unrestricted Funds £	Restricted Funds £	2021 Total £
Total funds are represented by:			
Tangible Assets	9,642	2,898	12,540
Current assets	38,185	46,789	84,974
Current liabilities	(12,122)	-	(12,122)
	<u>35,705</u>	<u>49,687</u>	<u>85,392</u>
At 31 March 2021	<u>35,705</u>	<u>49,687</u>	<u>85,392</u>

12. RELATED PARTY DISCLOSURE

There were no related party transactions for the year ended 31 March 2022



**POLICY AND PROCEDURE
FOR COVID RELATED ABSENCES**

What To do if you have tested positive for Covid:

- Report absence and positive testing to Line Manager, in line with staff handbook.
- If able, work from home.
- If you are unable to work from home (In the case of Support Workers), stay at home and avoid contact with other people for 5 days.
- If after 5 days, and you have absolutely no symptoms, but are still testing positive, you can return to work.
- If you are still experiencing symptoms, wait for symptoms to stop before returning to work, or you test negative (whatever happens first).

Salary Payments whilst off with Covid:

- Staff will be paid for the 5 days isolation as recommended by organisation. If symptoms persist after 5 days, staff will be paid in line with the terms contained within their contract of employment.

Revision of this Document

Basingstoke Mencap reviews all of its policy documents regularly.

We welcome comments on the contents of this **COVID RELATED ABSENCE POLICY**

Date of Adoption: October 2022

Policy Review Dates:

Date of next review: October 2023

Agreed by Basingstoke Mencap

Signature

Date

31/10/22

BASINGSTOKE MENCAP SERVICES

England & Wales - Charity number 1085576

Accounts

Charity Registration No. 1085576

Company Registration No. 04134251 (England and Wales)

**BASINGSTOKE MENCAP SERVICES
TRUSTEES REPORT AND UNAUDITED ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2021

BASINGSTOKE MENCAP SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr. D Sturt
Mr. M Stockwell
Mr. A Azimi
Mr. C Marshall
Mr. D Lister
Mr. A Dobrock
Mrs. M Morgans
Mr. S Pritchard
Mr. N Skillett
Mr. D Sargeant

Charity number

1085576

Company number

04134251

Registered office

The Orchard
White Hart Lane
Basingstoke
Hampshire
RG21 4AF

Independent examiner

Shorthouse & Martin Limited
Worthy House
14 Winchester Road
Basingstoke
Hampshire
RG21 8UQ

BASINGSTOKE MENCAP SERVICES

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Independent examiners' report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 11

BASINGSTOKE MENCAP SERVICES

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2021

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee. The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr. M A D Stockwell	(Appointed) 11-01-17
Mr. Nicholas Skillett	(Appointed) 16-12-20
Mr. D Sargeant	(Appointed) 28-05-20
Mr. A Azimi	(Appointed) 23-11-17
Mr. D Lister	(Appointed) 08-03-18
Mr. Stephen Pritchard	(Appointed) 21-06-18
Mr. C Marshall	(Appointed) 22-10-19
Mr. A Dobrock	(Appointed) 05-09-19
Mr. D Sturt	(Appointed) 05-09-19
Mrs. M Morgans	(Appointed) 05-09-19

SUMMARY

The charity has come through the worst of the COVID pandemic and is well set for the future following the appointment of a Charity Manager in March 2021.

OBJECTIVES AND ACTIVITIES

Alongside the objects of the charity in the Memorandum and Articles of Association, the Board is also guided by the opening paragraphs of the current Business Plan.:

Vision:

Basingstoke Mencap wants a world in which people who have a learning disability achieve full participation in society

Mission:

Basingstoke Mencap wishes to help, support, enable and encourage people who have a learning disability and associated disabilities to become more independent and improve their quality of life. We strive to deliver services which meet the needs and aspirations of members of our learning-disabled community and their parents and carers.

BASINGSTOKE MENCAP SERVICES

TRUSTEES REPORT CONTINUED

FOR THE YEAR ENDED 31 MARCH 2021

KEY EVENTS AND DEVELOPMENTS DURING THE YEAR 2020-21

There was little activity in the charity during the first 3 months of the period when Basingstoke was under strict lockdown. All staff were furloughed apart from the Office Manager who worked from home and the Gardening Supervisor who took care of the Greenfinger's site.

Some activities restarted in July. Our Leisure Team Leader, Hayley Jordan was highly versatile in designing virtual online activities and clubs for those who could use Zoom. Supervised walks were also arranged to enable clients of the charity some much needed outdoor exercise after lockdown. The social support service resumed under the management of Sandra Joslin, and staff encountered an increasing number of clients whose mental and emotional wellbeing had suffered during lockdown. Hampshire County permitted the re-opening of Greenfingers at the end of August, but the number of funded clients was rationed by them as a precaution against the spreading of the virus. Hampshire County Council have helped by paying a sum of money per month with respect to funded clients at Greenfingers and social support clients who were prevented from accessing their service.

The charity embarked on its autumn programme with optimism, but this was dashed by the re-imposition of restrictions from November. The charity delivered adapted online clubs and activities during the autumn and winter period and the staff of the social support service delivered to those clients who wanted a service. During this period, the government's flexible furlough scheme helped the charity deliver services to those who were able to access them whilst compensating the charity for lost income from those who could not.

The trustees involved key staff in its review of the charity's business plan in the period from August to September 2020. During this review, the trustees identified the need for an overall manager of the charity as being essential in order that the charity could develop and grow. A job role was developed by the Board and a recruitment team of Chair, Vice-Chair and the Trustee with responsibility for HR set about recruiting a Charity Manager. Tatu Delaney was appointed and commenced work in March. The trustees also created a new post of Leisure, Health and Wellbeing Team Leader during the year this role taken on by Hayley Jordan. This development reflected the increasing need for the charity to demonstrate impact with respect to the mental and physical wellbeing of people who have learning disabilities.

COVID prevented the annual BBQ at Malshanger hosted by the charity's Life President, Lady Colman

At the point of writing of this report, the charity has still been unable to re-open its physical flagship clubs, namely the May Club and the Wellie Club. Leisure, Health and Wellbeing activity is a mix of physical small group and virtual online. The charity is participating in the Let's Get Digital initiative run via National Mencap. This has involved the acquisition of 15 free internet enabled tablets for distribution to people who have learning disabilities and training in how to use them. A new IT volunteer has joined the charity and has assisted with the set-up of the tablets.

FINANCIAL OVERVIEW

Please refer to the attached accounts for details about the financial performance of the charity. Questions about the financial performance of the charity may be submitted to our Office Manager on office@basingstokemencap.org.uk in advance of or at the annual meeting itself.

GOVERNANCE

The Board of Trustees increased in size from 8 to 10 during the period in question including 3 disabled trustees. The three longest serving trustees will be retiring at the AGM: Alex Azimi, David Lister and Michael Stockwell. Two trustees will be stepping down: Maggie Morgans and Ash Dobrock.

The trustees confirm they have regard to the Charity Commission guidance on public benefit.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are

BASINGSTOKE MENCAP SERVICES

TRUSTEES REPORT CONTINUED

FOR THE YEAR ENDED 31 MARCH 2021

in place to mitigate exposure to the major risks.

THANK YOU

The charity has benefited from grants and donations in the period from April 2020 to March 2021 These include:

- Jeremiah Colman Trust
- County Councillors Mike Westbrook, Robert Taylor, Stephen Reid, Elaine Still, Jane Frankum, Gavin James, Anna McNair-Scott
- Basingstoke Deane Rotary
- The Lottery Community Fund
- The Charities Aid Foundation
- The Edward Gostling Foundation
- Sport England
- Hampshire and Isle of Wight Community Foundation
- POTA IT Ltd, Basingstoke

The Board of Trustees puts on record that the Greenfingers project would not have been financially sustainable during 2020-21 but for grant funding by Basingstoke and Deane Borough Council. The charity also remains grateful to Basingstoke and Deane Borough Council for its continued provision of $\frac{3}{4}$ acre allotment land at Elizabeth Road for a peppercorn rent.

The staff team underwent a period of significant disruption to their employment during the period, this entirely due to the COVID pandemic. The team have worked in a flexible and safe way so that adapted services can be delivered to our learning-disabled community. The Board of Trustees thanks all staff for this also for their loyalty in sticking with the charity.

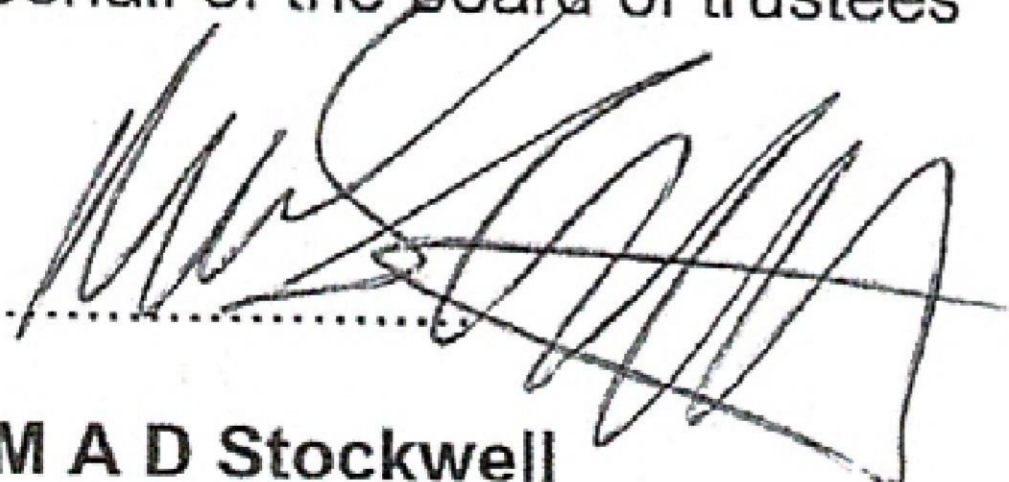
At the end of the period, Nick Chomiak retired after many years' service at Greenfingers and for the Gardening in the Community service. The Board of Trustees thanks him for his service and is grateful that he has offered some ongoing volunteering at the project.

Volunteers

It is a truism that no charities can deliver what they do without dedicated volunteers. The Board of Trustees extends its thanks to volunteers at Greenfingers, for the Leisure, Health and Wellbeing Cookery Club, for the accounts function in the charity and with respect to fundraising.

The Board is truly thankful for the financial and practical help of its individual and corporate supporters during the period covered by the report

On behalf of the board of trustees



Mr. M A D Stockwell

Chair of Trustees

Dated:21/10/21

BASINGSTOKE MENCAP SERVICES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BASINGSTOKE MENCAP SERVICES

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Basingstoke Mencap Services for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

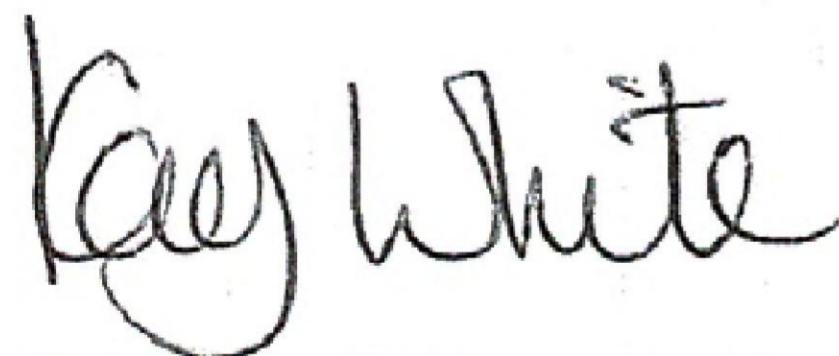
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs Kay White ACA ICAEW for and on behalf of Shorthouse & Martin Limited

Worthy House
14 Winchester Road
Basingstoke
Hampshire
RG21 8UQ

Dated: 21/10/21

BASINGSTOKE MENCAP SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<u>Incoming resources from generated funds</u>					
Donations and legacies	2	58,168	60,407	118,575	43,245
Investment income	3	3	-	3	3
		<u>58,171</u>	<u>60,407</u>	<u>118,578</u>	<u>43,248</u>
Incoming resources from charitable activities	4	60,261	-	60,261	128,273
Other incoming resources	5	-	-	-	22
		<u>-</u>	<u>-</u>	<u>-</u>	<u>22</u>
Total incoming resources		<u>118,432</u>	<u>60,407</u>	<u>178,839</u>	<u>171,543</u>
<u>Resources expended</u>					
Costs of generating funds					
Costs of generating donations and legacies	6	1,770	-	1,770	1,957
		<u>1,770</u>	<u>-</u>	<u>1,770</u>	<u>1,957</u>
Net incoming resources available		<u>116,662</u>	<u>60,407</u>	<u>177,069</u>	<u>169,586</u>
Charitable activities					
Support scheme services		64,447	-	64,447	114,064
Grants		3,719	-	3,719	5,863
Leisure activities		11,586	25,183	36,769	26,841
		<u>79,752</u>	<u>25,183</u>	<u>104,935</u>	<u>146,768</u>
Total charitable expenditure		<u>79,752</u>	<u>25,183</u>	<u>104,935</u>	<u>146,768</u>
Governance costs		26,769	4,051	30,820	29,118
		<u>26,769</u>	<u>4,051</u>	<u>30,820</u>	<u>29,118</u>
Total resources expended		<u>108,291</u>	<u>29,234</u>	<u>137,525</u>	<u>177,843</u>
Net income/(expenditure) for the year/ Net movement in funds		<u>10,141</u>	<u>31,173</u>	<u>41,314</u>	<u>(6,300)</u>
Fund balances at 1 April 2020		25,564	18,514	44,078	50,378
		<u>25,564</u>	<u>18,514</u>	<u>44,078</u>	<u>50,378</u>
Fund balances at 31 March 2021		<u>35,705</u>	<u>49,687</u>	<u>85,392</u>	<u>44,078</u>

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

BASINGSTOKE MENCAP SERVICES

BALANCE SHEET

AS AT 31 MARCH 2021

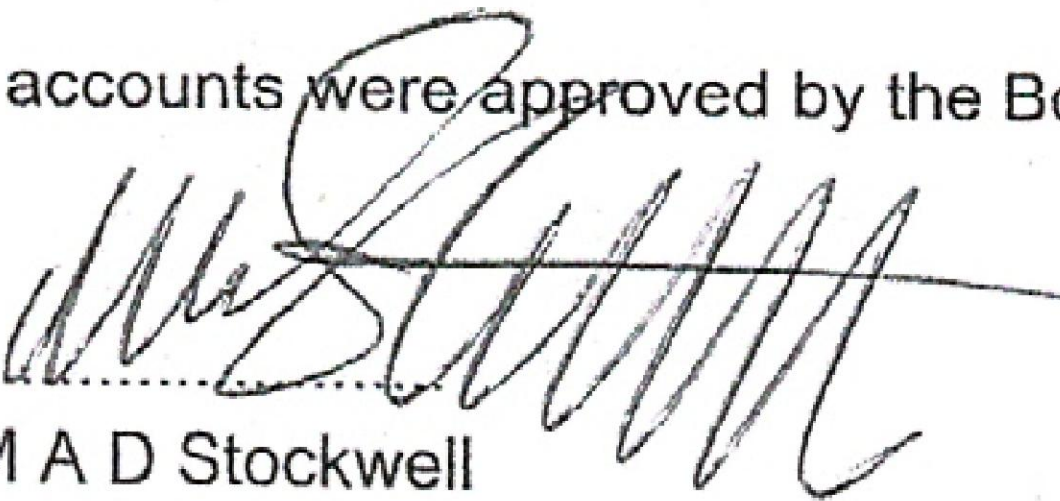
	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	9		12,540		14,157
Current assets					
Debtors	10	6,697		11,877	
Cash at bank and in hand		78,277		32,084	
		<u>84,974</u>		<u>43,961</u>	
Creditors: amounts falling due within one year	11	(12,122)		(14,040)	
Net current assets			<u>72,852</u>		<u>29,921</u>
Total assets less current liabilities			<u>85,392</u>		<u>44,078</u>
Income funds					
Restricted funds			49,687		18,514
Unrestricted funds			<u>35,705</u>		<u>25,564</u>
			<u>85,392</u>		<u>44,078</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 21/10/21


Mr M A D Stockwell
Chair of Trustees

Company Registration No. 04134251

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	33% straight line
Motor vehicles	33% Straight line

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and gifts	58,168	-	58,168	32,124
Grants receivable for core activities	-	60,407	60,407	11,121
	<u>58,168</u>	<u>60,407</u>	<u>118,575</u>	<u>43,245</u>

Donations and gifts

Unrestricted funds:

Donations	7,894	10,123
Membership	42	284
Grants receivable	50,232	21,717
	<u>58,168</u>	<u>32,124</u>

3 Investment income

	2021	2020
	£	£
Interest receivable	<u>3</u>	<u>3</u>

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Incoming resources from charitable activities

	2021 £	2020 £
Support scheme services	32,275	58,595
Leisure activities	27,986	69,678
	<u>60,261</u>	<u>128,273</u>

5 Other incoming resources

	Total 2021 £	Total 2020 £
Other income	-	22
	<u>-</u>	<u>22</u>

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2021 £	Total 2020 £
Costs of generating funds					
Costs of generating donations and legacies	-	-	1,770	1,770	1,957
	<u>-</u>	<u>-</u>	<u>1,770</u>	<u>1,770</u>	<u>1,957</u>
Charitable activities					
<u>Support scheme services</u>					
Activities undertaken directly	64,447	-	-	64,447	114,064
<u>Grants</u>					
Activities undertaken directly	-	-	3,719	3,719	5,863
<u>Leisure activities</u>					
Activities undertaken directly	19,103	-	17,666	36,769	26,841
	<u>83,550</u>	<u>-</u>	<u>21,385</u>	<u>104,935</u>	<u>146,768</u>
Governance costs	15,102	6,035	9,683	30,820	29,118
	<u>98,652</u>	<u>6,035</u>	<u>32,838</u>	<u>137,525</u>	<u>177,843</u>

Governance costs includes payments to the accountants of £1,200 for review fees.

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Trustees

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

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable activities	12	13
	<u> </u>	<u> </u>
Employment costs		
	2021	2020
	£	£
Wages and salaries	97,854	126,216
Social security costs	-	2,244
Other pension costs	798	1,109
	<u> </u>	<u> </u>
	98,652	129,569
	<u> </u>	<u> </u>

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

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Tangible fixed assets

	Office Equipment £	Plant and machinery £	Motor vehicles £	Total £
Cost				
At 1 April 2020	7,934	4,837	5,934	18,705
Additions	4,349	309	-	4,658
Disposals	-	(240)	-	(240)
At 31 March 2021	12,283	4,906	5,934	23,123
Depreciation				
At 1 April 2020	3,927	456	165	4,548
On disposals	-	(67)	-	(67)
Charge for the year	2,506	1,618	1,978	6,102
At 31 March 2021	6,433	2,007	2,143	10,583
Net book value				
At 31 March 2021	5,850	2,899	3,791	12,540
At 31 March 2020	4,007	4,381	5,769	14,157

10 Debtors

	2021 £	2020 £
Trade debtors	2,882	11,361
Prepayments and accrued income	3,815	516
	6,697	11,877

11 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,938	3,535
Other creditors	8,984	9,305
Accruals	1,200	1,200
	12,122	14,040

BASINGSTOKE MENCAP SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Pension and other post-retirement benefit commitments Defined contribution

	2021 £	2020 £
Contributions payable by the company for the year	798	1,109

13 Analysis of net assets between funds

	£	Restricted funds £	Total £
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	9,642	2,898	12,540
Current assets	38,185	46,789	84,974
Creditors: amounts falling due within one year	(12,122)	-	(12,122)
	<u>35,705</u>	<u>49,687</u>	<u>85,392</u>