

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

CONTENTS

| | Page |
|-----------------------------------|--------|
| Trustees report | 1 - 3 |
| 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.

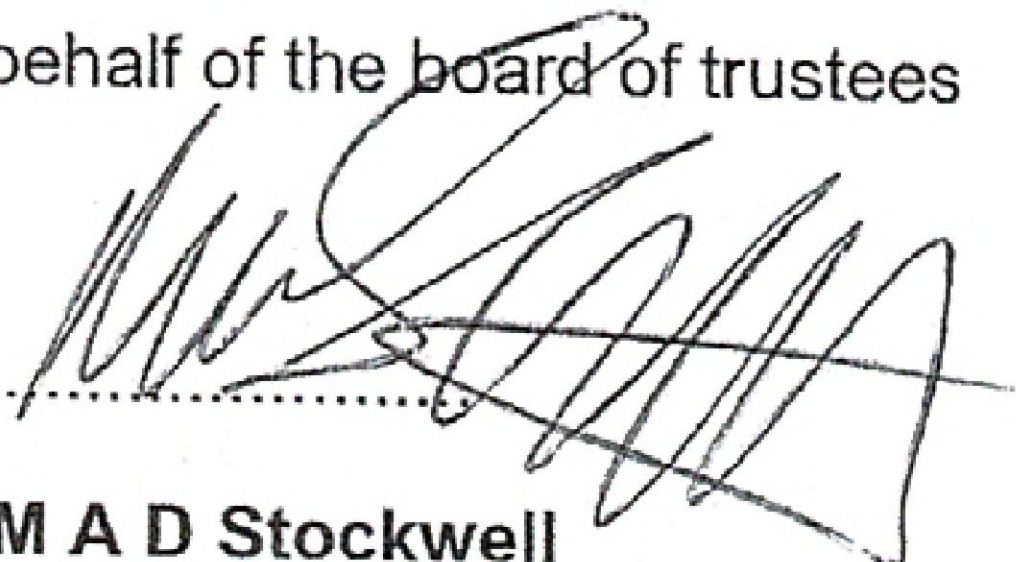
At the end of the period, Nick Chomiak retired after many years' service at Greenfingers and for the Gardening in the Community service. The Board of Trustees thanks him for his service and is grateful that he has offered some ongoing volunteering at the project.

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.

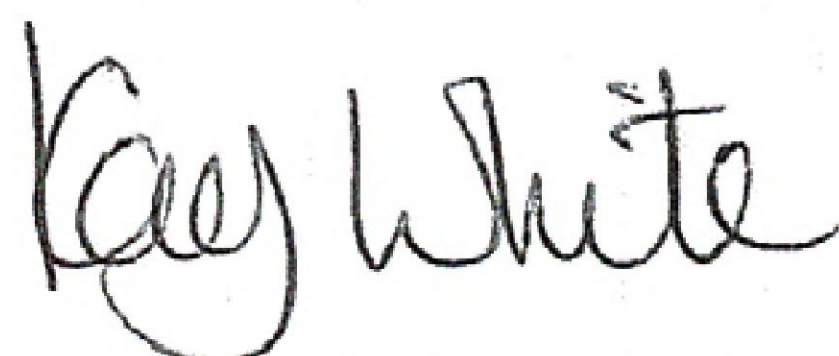
Basis of independent examiner's report

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

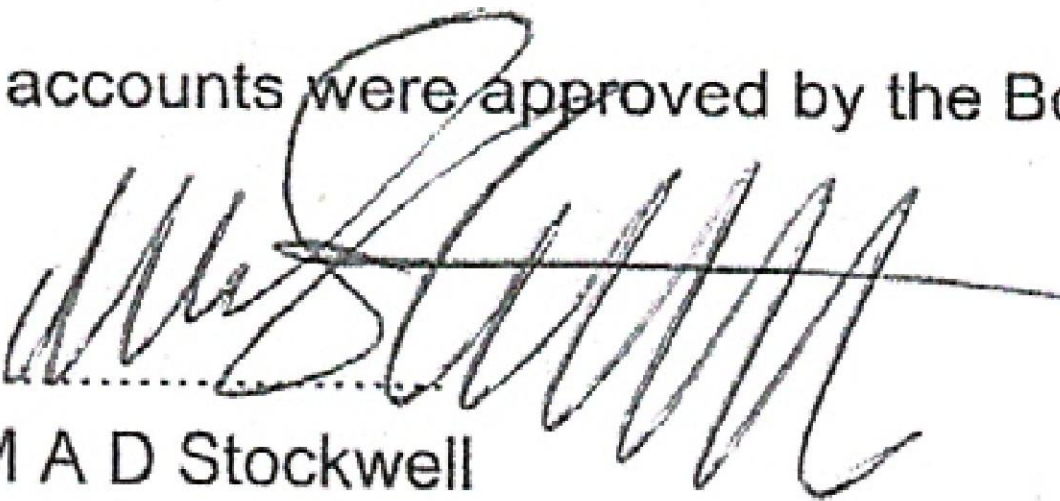
| | Notes | 2021 £ | £ | 2020 £ | £ |
|---|-------|-----------|--------|-----------|--------|
| Fixed assets | | | | | |
| Tangible assets | 9 | | 12,540 | | 14,157 |
| Current assets | | | | | |
| Debtors | 10 | 6,697 | | 11,877 | |
| Cash at bank and in hand | | 78,277 | | 32,084 | |
| | | 84,974 |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

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 |

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 |
| 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>21,385</u> | <u>104,935</u> | <u>146,768</u> |
| Governance costs | <u>15,102</u> | <u>6,035</u> | <u>9,683</u> | <u>30,820</u> | <u>29,118</u> |
| | <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 |
| Employment costs | 2021 £ | 2020 £ |
| Wages and salaries | 97,854 | 126,216 |
| Social security costs | - | 2,244 |
| Other pension costs | 798 | 1,109 |
| | 98,652 | 129,569 |

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> |