

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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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.

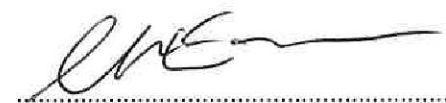
The trustees thank all of the staff for their service during the 12-month period and their commitment to not just to existing service users but the necessary growth of their services

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.

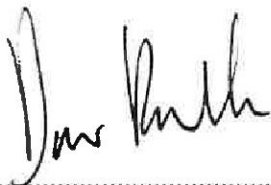
Basis of independent examiners report

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
		<u>12,097</u>	<u>(12,097)</u>	<u>-</u>	<u>-</u>
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

		2022		2021	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	8		12,974		12,540
CURRENT ASSETS					
Cash at bank and in hand		51,546		6,697	
Debtors	9	21,488		78,277	
		<u>73,034</u>		<u>84,974</u>	
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	10,343	8,844	4,906	5,934	30,027
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	1,377	7,913	3,642	4,121	17,053
Net book value					
At 31 March 2022	8,966	931	1,264	1,813	12,974
At 31 March 2021	-	5,850	2,899	3,791	12,540

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)
Closing funds	35,705	49,687	85,392

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)
At 31 March 2021	35,705	49,687	85,392

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