

**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**

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# **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](mailto: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 relaunches 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 £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations, grants and legacies	2	39,616	29,023	68,639	44,577
<b>Charitable activities</b>					
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>
<b>Total</b>		<u>187,935</u>	<u>29,023</u>	<u>216,958</u>	<u>175,826</u>
<b>EXPENDITURE ON</b>					
Raising funds		216	-	216	558
<b>Charitable activities</b>					
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>
<b>Total</b>		<u>165,158</u>	<u>30,690</u>	<u>195,848</u>	<u>197,790</u>
<b>NET INCOME/(EXPENDITURE)</b>		22,777	(1,667)	21,110	(21,964)
<b>Transfers between funds</b>	11	<u>1,473</u>	<u>(1,473)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		24,250	(3,140)	21,110	(21,964)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>48,758</u>	<u>14,670</u>	<u>63,428</u>	<u>85,392</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<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 £
<b>FIXED ASSETS</b>					
Tangible assets	8	2,956	6,029	8,985	12,975
<b>CURRENT ASSETS</b>					
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
<b>CREDITORS</b>					
Amounts falling due within one year	10	(14,183)	-	(14,183)	(22,580)
<b>NET CURRENT ASSETS</b>		<u>70,052</u>	<u>5,501</u>	<u>75,553</u>	<u>50,453</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>73,008</u>	<u>11,530</u>	<u>84,538</u>	<u>63,428</u>
<b>NET ASSETS</b>		<u>73,008</u>	<u>11,530</u>	<u>84,538</u>	<u>63,428</u>
<b>FUNDS</b>	11				
Unrestricted funds				73,008	48,758
Restricted funds				<u>11,530</u>	<u>14,670</u>
<b>TOTAL FUNDS</b>				<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
	<u>12</u>	<u>12</u>
Charitable Activities		

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 £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations, grants and legacies	7,351	37,226	44,577
<b>Charitable activities</b>			
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>
<b>Total</b>	<u>133,322</u>	<u>42,504</u>	<u>175,826</u>
<b>EXPENDITURE ON</b>			
Raising funds	558	-	558
<b>Charitable activities</b>			
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>
<b>Total</b>	<u>132,366</u>	<u>65,424</u>	<u>197,790</u>
<b>NET INCOME/(EXPENDITURE)</b>	956	(22,920)	(21,964)
<b>Transfers between funds</b>	<u>12,095</u>	<u>(12,095)</u>	<u>-</u>
<b>Net movement in funds</b>	13,051	(35,015)	(21,964)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	35,707	49,685	85,392
<b>TOTAL FUNDS CARRIED FORWARD</b>	<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 £
<b>COST</b>					
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>
<b>DEPRECIATION</b>					
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>
<b>NET BOOK VALUE</b>					
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 £
<b>Unrestricted funds</b>				
General fund	48,758	22,777	1,473	73,008
<b>Restricted funds</b>				
Restricted fund	<u>14,670</u>	<u>(1,667)</u>	<u>(1,473)</u>	<u>11,530</u>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	187,935	(165,158)	22,777
<b>Restricted funds</b>			
Restricted fund	29,023	(30,690)	(1,667)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>				
General fund	35,707	956	12,095	48,758
<b>Restricted funds</b>				
Restricted fund	49,685	(22,920)	(12,095)	14,670
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	133,322	(132,366)	956
<b>Restricted funds</b>			
Restricted fund	42,504	(65,424)	(22,920)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>				
General fund	35,707	23,733	13,568	73,008
<b>Restricted funds</b>				
Restricted fund	49,685	(24,587)	(13,568)	11,530
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted funds</b>			
General fund	321,257	(297,524)	23,733
<b>Restricted funds</b>			
Restricted fund	71,527	(96,114)	(24,587)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<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.