

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

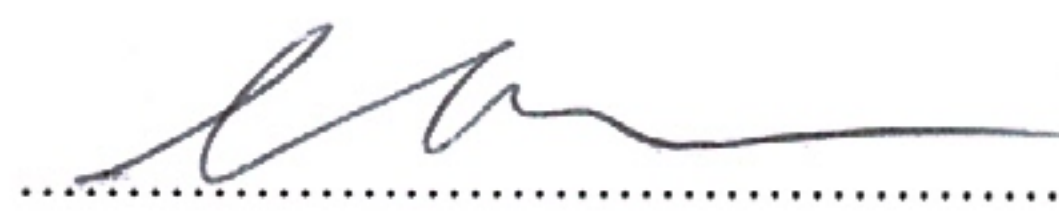
8 Vaughan Close

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.

A handwritten signature in black ink, appearing to read 'Victoria Burns', followed by a dotted line.

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

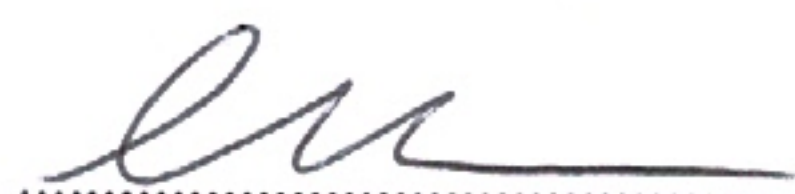
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

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.