

Charity Registration Number : 1085576

Company Registration Number : 04134251

BASINGSTOKE MENCAP SERVICES LTD

A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2025

BASINGSTOKE MENCAP SERVICES LTD
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2025

Trustees	P A Buckland S H Bushell C C Edwards S Pritchard D G Epifanio Clemente Cardoso Da Silva J Tustain
Charity Number	1085576
Company Number	04134251
Registered Office	The Orchard White Hart Lane Basingstoke RG21 4AF
Independent Examiner	ADL Admin Assist Limited 8 Vaughan Close Hartley Wintney RG27 8EB

BASINGSTOKE MENCAP SERVICES LTD

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BASINGSTOKE MENCAP SERVICES LTD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

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

Trustees' report and financial statements

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

OVERVIEW

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

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

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

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

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

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

OBJECTIVES AND ACTIVITIES

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

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

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

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

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

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

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

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

KEY EVENTS AND DEVELOPMENTS

Successful monthly plant sales and Christmas Events at Greenfingers.

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

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

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

PUBLIC BENEFIT STATEMENT

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

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

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

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

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

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

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

GOVERNANCE & MANAGEMENT

Conflicts of Interest

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

FINANCIAL REVIEW

Financial position.

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

Principal Funding Sources

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

Basingstoke & Deane Strengthening Communities Fund

Garfield Weston Foundation

Four Lanes Trust

Hampshire County Council

SNG Thriving Communities Fund

SNG Commercial Contract

National Lottery Awards for All

Inclusion Education Contract

Basingstoke & Deane Community Infrastructure Levy

NISA Award

The Will Charitable Trust

The Wolfson Foundation

Trustees

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

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

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

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

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

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

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

Trustees' responsibilities statement

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

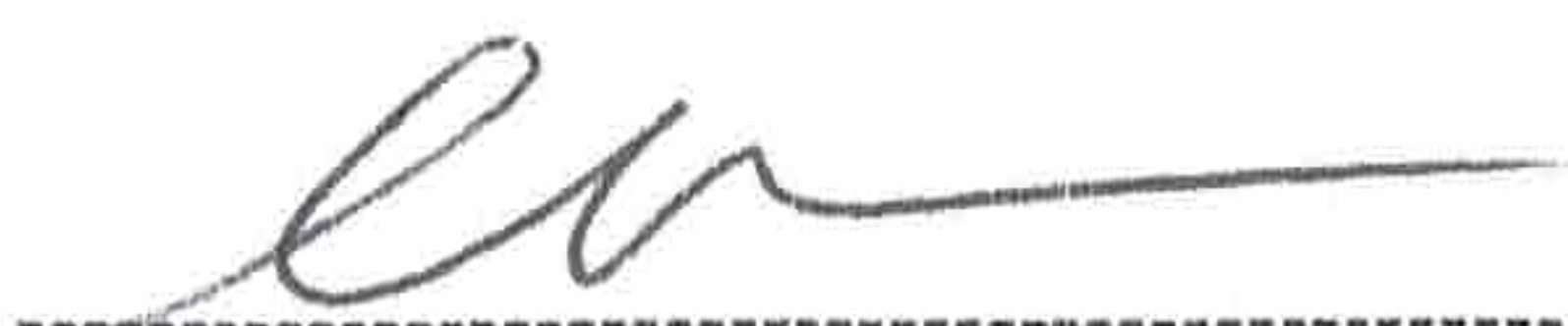
Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

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

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

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



C C Edwards
Chair of Trustees

Date : **21 December 2025**

BASINGSTOKE MENCAP SERVICES LTD

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

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

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

Responsibilities and basis of report

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

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

Independent Examiner's Statement

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

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

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

Name: **Victoria Burns**

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

Date: **31 March 2025**

BASINGSTOKE MENCAP SERVICES LTD

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

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

BASINGSTOKE MENCAP SERVICES LTD

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2025

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

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

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

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

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

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


C C Edwards
Chair of Trustees

Date : **21 December 2025**

BASINGSTOKE MENCAP SERVICES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting Policies

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

1.1 Basis of preparation

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

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

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

1.2 Going concern

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

2. Income from Donations and Legacies

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

3. Income from Charitable Activities

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

4. Income from Investments

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

5. Expenditure on Raising Funds

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

6. Expenditure on Charitable Activities

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

7. Support Costs

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

8. Tangible Fixed Assets

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

8.2 Depreciation and impairments

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

8.3 Net book value

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

9. Debtors: Amounts falling due within one year

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

10. Cash at bank and in hand

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

11. Creditors: Amounts falling due within one year

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

12. Charity funds

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

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

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

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

13. Average Number of Employees

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

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

14. Related Party Transactions

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

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

There was no balance outstanding at the year end.

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