

ELMBRIDGE MENCAP

England & Wales · Charity number 1094666

Details

Status	Registered
Legal form	Charitable company
Company number	04504051
Registered	2002-11-18
Register	View on the Charity Commission register

Contact

Address	Elmbridge Mencap Burview Hall Queens Road Hersham Walton-On-Thames KT12 5AB
Phone	01932221304
Email	elmbridgemencap@btconnect.com
Website	www.elmbridgemencap.org.uk

Activities

Objects: THE OBJECTS OF THE SOCIETY ARE:-1. THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND FOR THEIR FAMILIES DEPENDANTS AND CARERS AND TO PREVENT LEARNING DISABILITIES FOR THE PUBLIC BENEFIT AND TO ADVANCE RELIGION AMONGST PERSONS WITH A LEARNING DISABILITY AND TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASON OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE (PLEASE SEE COPY OF THE MEMORANDUM AND ARTICLES OF ASSOCIATION ON FILE FOR DETAILS).

Activities: We run a weekly day service provision for adults with learning disabilities and social clubs for adults & children. We also hire out our premises to other learning disability groups.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** SURREY
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£272,422	£212,985	-	-
2023-12-31	£152,542	£154,403	-	-
2022-12-31	£91,503	£78,834	-	-
2021-12-31	£126,451	£58,394	-	-
2020-12-31	£53,394	£68,978	-	-

Trustees

Name	Role	Appointed
Dr PAULA WALSH	Chair	
BARRY JOHN SKINNER		
Cynthia Joan Louise Pease		2020-02-17
Fiona Claire Orchard		2025-03-28
Harry Christopher Tomkins		2023-10-16
JAMES ANDREW RICHARDSON		
Kathryn O'Reilly		2025-11-17
Lara Suzanne Taylorson		2022-05-16
MRS JEAN RIGDEN		
NIGEL MALCOLM ANTHONY BLAKE		2017-05-15
Peter James Inkpen		2022-09-26
Philip James Sanders		2022-09-26
Terence Edward Conner		2025-11-17

ELMBRIDGE MENCAP

England & Wales - Charity number 1094666

Accounts

Registered number: 4504051
Charity number: 1094666

Elmbridge Mencap

TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

ELMBRIDGE MENCAP

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1
Trustees' Report	2 - 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 22

ELMBRIDGE MENCAP

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees	Dr P Walsh, Chair Ms C Pease, Vice Chair Mr H Tomkins, Treasurer Mr J Reeves, Trustee (resigned 10 October 2024) Ms E Rigden, Trustee Mr J Richardson, Trustee Mr B Skinner, Trustee Mr N Blake, Trustee Ms L Taylorson, Trustee Mr P Inkpen, Trustee Mr P Sanders, Trustee
Company registered number	4504051
Charity registered number	1094666
Registered office	Burview Hall Queens Road Walton on Thames Surrey KT12 5AB
Company secretary	Mr P Sanders
Independent Examiner	TWP Accounting LLP Chartered Accountants and Statutory Auditors The Old Rectory Church Street Weybridge Surrey KT13 8DE

ELMBRIDGE MENCAP

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees are pleased to present their annual Trustees' report and the Financial Statements of Elmbridge Mencap ("the charity") for the year ended 31 December 2024, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Objectives and activities

a. Governing Document

Elmbridge Mencap is a charitable company limited by guarantee, incorporated on 6 August 2002 and registered as a charity on 18 November 2002. The charity was established under its Memorandum and Articles of Association. In the event of the charity being wound up, members may be required to contribute an amount not exceeding £1. Elmbridge Mencap is an independent charity affiliated to the Royal Mencap Society.

b. Appointment of Trustees

The Articles of Association allow for a maximum of 16 Trustees. Honorary officers are elected from the membership at the AGM until the next AGM, when they are eligible for re-appointment. Trustees serve for a period of three years with one third standing down each year. The Trustees have the power to co-opt a member at any time to fill a vacancy, provided that not more than one-third of the Trustees would be co-opted members. All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations for the AGM.

c. Trustee induction and training

New Trustees are given copies of the Memorandum and Articles of Association, latest accounts and details of current financial standing, and Charity Commission literature regarding their legal obligations under charity and company law, and informed of any changes as and when they become known. They are also given copies of all current policies agreed by the Charity. All Trustees are kept informed about, and vote for, the adoption or otherwise of the annual budget, and are encouraged to attend external training events which could improve their role as Trustees.

ELMBRIDGE MENCAP

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Objectives and activities (continued)

d. Organisation

The Board of Trustees, which normally meets ten times a year, administer the charity and are responsible for all major decisions of the charity regarding activities, pricing, staff salaries, capital expenditure and investment of funds as well as the strategic direction and policy of the charity. Job specifications give clear detail of roles and responsibilities.

Risk Management

The Trustees have a risk management process which comprises:

A regular review of the risks the charity may face, both financial and non-financial. This appears as a standing item on the agenda of every executive committee meeting of Trustees. Procedures are in place to minimise the impact should those risks occur.

At the present time the Trustees believe that there are no risks connected with the internal management of the charity beyond those of staff dishonesty, which are managed by supervision of income and accounting functions and internal control processes and are insured. Because the charity operates its activities from Burview Hall it is exposed to risk should their landlord not extend or renew their lease.

Fundraising

The charity does not utilise professional fundraisers or commercial participators in our fundraising activities. The charity carries out limited scale fundraising events that contribute consistently to the reserves. The Trustees were delighted to be able to hold 2 successful jumble sales and a Christmas Fair during 2024.

Objectives and Activities

The objectives of the charity are to provide support for people with a learning disability, in particular by the provision of practical help for them and for their families, dependents and carers, and to provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their quality of life.

To achieve its objectives the charity leases Burview Hall in Walton-on-Thames from Walton Charity. The hall is equipped and used by the charity as the main venue for its activities. When not required by the charity the hall is hired to other organisations and individuals who support people with learning disabilities. It is the charity's policy to keep this hire charge as low as possible to ensure full use of the hall. We encourage employment and integration with the general public of people with learning disabilities.

The main activities for the year continued to be the upkeep and hiring out of Burview Hall and the running of the charity's own programme of events, which comprised the following:

Day Service: Offering a variety of activities for adults with learning disabilities three days a week.

Nova Club: An evening social club for adults with learning disabilities held fortnightly throughout the year.

Youth Club: An evening club for the 16-25 year olds with learning disabilities, which are held fortnightly throughout the year.

Cinema Night: A monthly showing of DVD's on a large screen;

Family Fun: A monthly afternoon session for families with a child or children with a learning disability or additional needs to get together;

One to One: An evening social club for adults with learning disabilities held weekly throughout the year.

The policies used to achieve the objectives have continued to be:

To grow and promote the Day Service offering.

To keep the hiring of Burview Hall affordable and attract new hirers.

To keep the structure and decoration of the building well maintained;

To work and cooperate with other similar minded learning disability organisations.

To increase our volunteer base.

ELMBRIDGE MENCAP

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Objectives and activities (continued)

Achievements and performance

The Day Service has grown from strength to strength with an increase in the number of clients attending (30+) far exceeding initial projections. This is due in part to the hard work and enthusiasm displayed by the Day Service staff but also due to the decision by Elmbridge Borough Council to close many of its day services. We were approached by Elmbridge Borough Council in October 2023 and held discussions for several months regarding the council's plans to close Cobham Link and our ability to take more clients. This has resulted in an increase in day service clients, with financial support from the council taking effect in April 2024.

We were pleased to return to hiring out the Walton Playhouse for a performance by the Desborough Players in January 2024. The annual pantomime is immensely enjoyed by our clients and club members in a safe and non-judgmental environment.

We were delighted to receive a grant from the Baily Thomas Charitable Fund for the purpose of replacing the front door with upgraded automatic sliding doors more suited to the increase footfall now experienced and for use by those in wheelchairs.

The new website which went live during 2023 has proved a great success in promoting our services and giving visitors a chance to view online all the wonderful facilities at the hall. This continues to lead to an increase in awareness of Elmbridge Mencap and has driven more enquiries about our activities and the letting of our facilities.

Elmbridge Mencap Activities

A description of our activities is set out below.

Day Service

Run three days a week, offering a range of activities including arts and crafts, bowling, sound bowl yoga, hand and arm massage, films, gardening, pool and snooker, as well as sensory room sessions. Clients are also encouraged to help in the preparation of their own lunch.

Nova Club

Our evening club for adults has 40 members, many of whom regularly attend the fortnightly sessions held throughout the year. A published diary of events allow club members to know what activities will be run each evening.

Youth Club

The number of attendees continues to increase over the year with members enjoying a range of activities including judo, movie nights, craft activities and treasure hunts in our outdoor spaces.

Family Fun Afternoon

This activity has become more popular with at least 5 or more families attending each session.

Cinema Night

Once a month, on a Saturday, we hold the cinema night. This is regularly attended by up to 25 people, some with their carers.

One to One

One to One provide a weekly evening leisure activity which includes discos, dancing, crafts, boccia and curling.

Other Organisations' Open Activities

There follows a list of activities arranged by others at Burview Hall on a regular basis open to anyone with a learning disability. Charges vary.

Music workshops for adults once a month Run by Elmbridge Community Link
Wednesday Arts/Craft Workshop Run by Elmbridge Community Link

Financial Review

The charity had a good year, showing an overall surplus of £74,947 (2023: £5,209). Hall letting income continues steady £23,711. In addition, many of our regular fundraising activities were held including jumble sales and

ELMBRIDGE MENCAP

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Objectives and activities (continued)

Christmas fairs that generated £6,566. The Day Service has generated an income of £181,886. Our fundraising activities and the generosity of our friends and supporters has resulted in grant and donation income of £44,928. We spend time reviewing our annual budget and reserve policy to enable us to meet our financial challenges as a viable charity. All means of making savings plus extra fundraising will still need to continue to be thoroughly investigated in 2024.

The Trustees believe that the performance of the charity during 2024 leaves us well placed for 2025 and beyond.

Achievements and performance

Financial review

a. Reserves policy

At the end of 2024 the charity's reserves stood at £494,710 of which £111,278 represents restricted reserves and £304,846 represents designated reserves. This leaves the general funds in a surplus position of £78,586. Our Reserves policy is based on Designated and any Restricted Funds, which are reviewed annually. The review is carried out together with our annual budget and strategic plan review towards the end of our financial year. The charity had no Permanent or Expendable endowments during 2024.

b. Investment policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds have historically been spent in the short term (under 5 years) and the Trustees require that a generous level of reserves is maintained in liquid savings accounts. However, following receipt of a large legacy during 2019, the Trustees have taken the decision that a large investment should be made in an investment portfolio with a longer-term horizon with a view to securing the long-term future of the charity, this may involve funding from reserves both projects that the Trustees believe are crucial to the future of the charity and operating deficits incurred whilst providing our core services.

Structure, governance and management

a. Plans

The Trustees' policy of working with other groups will continue. We will continue to review approaches from organisations that meet the objectives of the charity.

b. Public benefit

The Trustees are satisfied that the activities undertaken by the charity as outlined under Objectives and Activities and Achievements and Performance constitute a significant public benefit to members of the local community with learning disabilities and that they have therefore complied with the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

c. Statement as to disclosure to our Independent Examiner

In so far as the Trustees are aware at the time of approving our annual report: there is no relevant information, being information needed by the Independent Examiner in connection with preparing their report, of which the Independent Examiner is unaware, and the Trustees, having made enquires of fellow Trustees and the Independent Examiner that they ought to have independently taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

ELMBRIDGE MENCAP

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity for the purposes 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. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:



Paula Walsh (Sep 16, 2025, 11:34am)

Dr Paula Walsh
Chair

16 Sep 2025

ELMBRIDGE MENCAP

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Independent Examiner's Report to the Trustees of Elmbridge Mencap ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2024.

Responsibilities and Basis of Report

As the Trustees of the charity 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 the company's accounts carried out under section 145 of the Charities Act 2011 ("the 2011 Act") and in carrying out my examination I have followed the application Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

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 charity 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 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

TWP Accounting LLP

Paul Hawksley (Sep 18, 2025, 8:39pm)

Signed:

Dated: 18 Sep 2025

Paul Hawksley FCA, MAAT, CTA

TWP Accounting LLP

Chartered Accountants and Statutory Auditors

The Old Rectory

Church Street

Weybridge

Surrey, KT13 8DE

ELMBRIDGE MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	-	8,904	8,904	14,672
Charitable activities	4	35,810	214,715	250,525	122,489
Other trading activities	5	-	7,330	7,330	9,390
Investment income	6	-	5,663	5,663	5,991
Total income		35,810	236,612	272,422	152,542
Expenditure on:					
Raising funds	7	-	196	196	568
Charitable activities	8	15,998	122,816	138,814	84,503
Support costs	9	-	73,975	73,975	69,332
Total expenditure		15,998	196,987	212,985	154,403
Net movement in funds before other recognised gains/(losses)		19,812	39,625	59,437	(1,861)
Other recognised gains/(losses):					
Gains on revaluation of fixed assets		-	15,510	15,510	7,070
Net movement in funds		19,812	55,135	74,947	5,209
Reconciliation of funds:					
Total funds brought forward		91,466	328,297	419,763	414,554
Net movement in funds		19,812	55,135	74,947	5,209
Total funds carried forward		111,278	383,432	494,710	419,763

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 10 to 22 form part of these financial statements.

ELMBRIDGE MENCAP
REGISTERED NUMBER: 4504051

BALANCE SHEET
AS AT 31 DECEMBER 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	104,240	115,661
		104,240	115,661
Current assets			
Debtors	14	29,095	25,038
Investments	15	228,703	213,193
Cash at bank and in hand		141,221	73,510
		399,019	311,741
Current liabilities			
Creditors: amounts falling due within one year	16	(8,549)	(7,639)
		390,470	304,102
Net current assets		390,470	304,102
Total net assets		494,710	419,763
Charity funds			
Restricted funds	18	111,278	91,466
Unrestricted funds	18	383,432	328,297
		494,710	419,763
Total funds		494,710	419,763

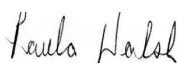
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on and signed on their behalf by:



16 Sep 2025

Paula Walsh (Sep 16, 2025, 11:34am)

Dr P Walsh

The notes on pages 10 to 22 form part of these financial statements.

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. General information

Elmbridge Mencap is a registered charity in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements.

2. Accounting policies

2.1 Basis of preparation of 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 (FRS102) "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 (FRS102) (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 historic cost convention.

2.2 Going concern

At the date of signing the accounts there were no material uncertainties about the charity's ability to continue.

2.3 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that this income will be received and the amount can be measured reliably.

2.4 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 a particular restricted purpose.

2.5 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, inclusive of any VAT which cannot be recovered 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.

All expenditure is inclusive of irrecoverable VAT.

2.6 Taxation

The charity is exempt from corporation tax on its charitable activities.

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.7 Investments

Investments are valued at fair value through the Statement of Financial Activities. Pooled investment vehicles are valued at bid price. The objective for the managed funds is to provide a higher investment return than could be achieved by a high-quality bond investment over the medium to long-term. Short-term highly liquid investments are included as cash at bank.

2.8 Tangible fixed assets and depreciation

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Improvements to Premises	- 10% per annum straight line
Interactive floor	- 20% per annum straight line
Equipment including office fittings	- 25% per annum straight line
Computer equipment	- 25% per annum straight line
Sensory Garden	- 10% - 33% per annum straight line

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Debtors

Short-term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

2.11 Creditors

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Short-term creditors are measured at transaction price.

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

3. Donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £
Donations and legacies		
Subscriptions and donations	8,904	8,904
	<u> </u>	<u> </u>
	Unrestricted funds 2023 £	Total funds 2023 £
Donations and legacies		
Subscriptions and donations	14,672	14,672
	<u> </u>	<u> </u>

4. Income from charitable activities

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Grants received	35,810	-	35,810
Hall hire	-	23,711	23,711
Clubs, activities and other events	-	191,004	191,004
Total 2024	<u>35,810</u>	<u>214,715</u>	<u>250,525</u>
	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Grants received	250	-	250
Hall hire	-	21,877	21,877
Clubs, activities and other events	-	100,362	100,362
Total 2023	<u>250</u>	<u>122,239</u>	<u>122,489</u>

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

5. Other trading activities

Income from non charitable trading activities

	Unrestricted funds 2024 £	Total funds 2024 £
Fundraising events, sale of donated goods	6,566	6,566
Other	764	764
Total 2024	<u>7,330</u>	<u>7,330</u>
	Unrestricted funds 2023 £	Total funds 2023 £
Fundraising events, sale of donated goods	8,180	8,180
Other	1,210	1,210
Total 2023	<u>9,390</u>	<u>9,390</u>

6. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Dividend income	5,456	5,456
Bank account interest	207	207
Total 2024	<u>5,663</u>	<u>5,663</u>
	Unrestricted funds 2023 £	Total funds 2023 £
Dividend income	5,352	5,352
Bank account interest	639	639
Total 2023	<u>5,991</u>	<u>5,991</u>

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

7. Expenditure on raising funds

	Unrestricted funds 2024 £	Total funds 2024 £
Raising Funds	196	196
	<u>196</u>	<u>196</u>
	Unrestricted funds 2023 £	Total funds 2023 £
Raising Funds	568	568
	<u>568</u>	<u>568</u>

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Wages	-	101,759	101,759
Rent, light, heat and water	-	9,580	9,580
Activities costs	15,998	5,891	21,889
Sensory garden project	-	336	336
Bad debts	-	5,250	5,250
Total 2024	<u>15,998</u>	<u>122,816</u>	<u>138,814</u>

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

8. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £
Wages	15,852	55,932	71,784
Rent, light, heat and water	-	8,729	8,729
Activities costs	-	2,244	2,244
Sensory garden project	-	302	302
Bad debts	-	1,444	1,444
	<hr/>	<hr/>	<hr/>
Total 2023	15,852	68,651	84,503
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Summary by expenditure type

	Other costs 2024 £	Total 2024 £
Wages	101,759	101,759
Rent, light, heat and water	9,580	9,580
Activities costs	21,889	21,889
Sensory garden project	336	336
Bad debts	5,250	5,250
	<hr/>	<hr/>
Total 2024	138,814	138,814
	<hr/> <hr/>	<hr/> <hr/>

	Other costs 2023 £	Total 2023 £
Wages	71,784	71,784
Rent, light, heat and water	8,729	8,729
Activities costs	2,244	2,244
Sensory garden project	302	302
Bad debts	1,444	1,444
	<hr/>	<hr/>
Total 2023	84,503	84,503
	<hr/> <hr/>	<hr/> <hr/>

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

9. Support costs

	Unrestricted funds 2024 £	Total funds 2024 £
Insurance	3,091	3,091
Phone, stationery and office costs	3,189	3,189
Cleaning	12,685	12,685
Refuse disposal	4,325	4,325
Equipment - small items and repairs	333	333
Repairs, maintenance and gardening	19,504	19,504
Depreciation of tangible assets	22,901	22,901
Bank charges	7	7
Software, support and training	3,396	3,396
Sundries	1,573	1,573
Accountants' preparation and independent examination, inc. VAT	2,667	2,667
Companies House filing fee & data protection	304	304
Total 2024	73,975	73,975
	Unrestricted funds 2023 £	Total funds 2023 £
Insurance	2,549	2,549
Phone, stationery and office costs	1,158	1,158
Cleaning	11,487	11,487
Refuse disposal	3,417	3,417
Equipment - small items and repairs	49	49
Repairs, maintenance and gardening	23,664	23,664
Depreciation of tangible assets	19,673	19,673
Bank charges	1	1
Software, support and training	3,787	3,787
Sundries	1,444	1,444
Accountants' preparation and independent examination, inc. VAT	1,777	1,777
Companies House filing fee & data protection	326	326
Total 2023	69,332	69,332

ELMBRIDGE MENCAP

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

10. Independent examiner's remuneration

	2024	2023
	£	£
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	2,667	1,777
	<u><u>2,667</u></u>	<u><u>1,777</u></u>

11. Staff costs

	2024	Total funds 2024
	£	£
<-- Enter row heading -->	101,759	101,759
	<u><u>101,759</u></u>	<u><u>101,759</u></u>
		Total funds 2023
	2023	£
	£	£
Wages & salaries	71,784	71,784
	<u><u>71,784</u></u>	<u><u>71,784</u></u>

The average monthly number of employees during the year was 2 (2023 : 2), There are an average of 7 part-time staff on a monthly basis. No employees received employer benefits exceeding £60,000.

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 December 2024, expenses totalling £20 were paid and applicable to 1 Trustee (2023 - £40 to 1 Trustee). These were in relation to travel.

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

13. Tangible fixed assets

	Office equipment £	Sensory Garden £	Total £
Cost or valuation			
At 1 January 2024	164,408	111,301	275,709
Additions	10,358	1,122	11,480
At 31 December 2024	<u>174,766</u>	<u>112,423</u>	<u>287,189</u>
Depreciation			
At 1 January 2024	140,214	19,834	160,048
Charge for the year	7,947	14,954	22,901
At 31 December 2024	<u>148,161</u>	<u>34,788</u>	<u>182,949</u>
Net book value			
At 31 December 2024	<u>26,605</u>	<u>77,635</u>	<u>104,240</u>
At 31 December 2023	<u>24,194</u>	<u>91,467</u>	<u>115,661</u>

14. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	14,172	19,168
Prepayments and accrued income	14,923	5,870
	<u>29,095</u>	<u>25,038</u>

15. Current asset investments

	2024 £	2023 £
Investments	<u>228,703</u>	<u>213,193</u>

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

16. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	650	1,730
Other taxation and social security	4,635	2,960
Other creditors	255	315
Accruals and deferred income	3,009	2,634
	<u>8,549</u>	<u>7,639</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	91,466	12,774	104,240
Current assets	19,812	379,207	399,019
Creditors due within one year	-	(8,549)	(8,549)
Total	<u>111,278</u>	<u>383,432</u>	<u>494,710</u>

Analysis of net assets between funds - prior period

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	91,466	24,195	115,661
Current assets	-	311,741	311,741
Creditors due within one year	-	(7,639)	(7,639)
Total	<u>91,466</u>	<u>328,297</u>	<u>419,763</u>

ELMBRIDGE MENCAP

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

18. Statement of funds

Statement of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2024 £
Unrestricted funds					
Designated funds					
Long Term Hall Maintenance	50,000	-	-	-	50,000
Operating Contingency	30,000	-	-	-	30,000
T H freeman Legacy	224,846	-	-	-	224,846
	<u>304,846</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>304,846</u>
General funds					
General funds	23,451	236,612	(196,987)	15,510	78,586
Total Unrestricted funds	<u>328,297</u>	<u>236,612</u>	<u>(196,987)</u>	<u>15,510</u>	<u>383,432</u>
Restricted funds					
Sensory Garden Development	86,397	35,810	(15,998)	-	106,209
Musical instruments	5,069	-	-	-	5,069
	<u>91,466</u>	<u>35,810</u>	<u>(15,998)</u>	<u>-</u>	<u>111,278</u>
Total of funds	<u>419,763</u>	<u>272,422</u>	<u>(212,985)</u>	<u>15,510</u>	<u>494,710</u>

Statement of funds - prior year

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2023 £
Unrestricted funds					
Designated funds					
Long Term Hall Maintenance	50,000	-	-	-	50,000
Operating Contingency	30,000	-	-	-	30,000
T H Freeman Legacy	224,846	-	-	-	224,846

ELMBRIDGE MENCAP

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

18. Statement of funds (continued)

Statement of funds - prior year (continued)

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2023 £
	304,846	-	-	-	304,846
General funds					
General funds	3,366	159,362	(138,551)	(726)	23,451
Total Unrestricted funds	308,212	159,362	(138,551)	(726)	328,297
	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2023 £
Restricted funds					
Sensory Garden Development	97,532	-	(11,135)	-	86,397
Musical instruments	8,810	-	(3,741)	-	5,069
One to One	-	-	(726)	726	-
	106,342	-	(15,602)	726	91,466
Total of funds	414,554	159,362	(154,153)	-	419,763

ELMBRIDGE MENCAP

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

19. Summary of funds

Summary of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2024 £
Designated funds	304,846	-	-	-	304,846
General funds	23,451	236,612	(196,987)	15,510	78,586
Restricted funds	91,466	35,810	(15,998)	-	111,278
	<u>419,763</u>	<u>272,422</u>	<u>(212,985)</u>	<u>15,510</u>	<u>494,710</u>

Summary of funds - prior year

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2023 £
Designated funds	304,846	-	-	-	304,846
General funds	3,366	159,362	(138,551)	(726)	23,451
Restricted funds	106,342	-	(15,602)	726	91,466
	<u>414,554</u>	<u>159,362</u>	<u>(154,153)</u>	<u>-</u>	<u>419,763</u>



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Parties involved with this document

Document processed	Party + Fingerprint
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Thu, 18th Sep 2025 20:39:23 BST	Veronica Beesley - Copied In (b909a1bc77d8612b6aa002142e401571)

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Mon, 15th Sep 2025 13:46:59 BST	Envelope generated by Jonathan Graham (46.249.198.183)
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Thu, 18th Sep 2025 20:39:23 BST	Sent the envelope to Veronica Beesley (elmbridgemencap@btconnect.com) for signing (46.249.198.183)
Thu, 18th Sep 2025 20:39:23 BST	This envelope has been signed by all parties (46.249.198.183)
Thu, 18th Sep 2025 20:39:25 BST	Document emailed to elmbridgemencap@btconnect.com

ELMBRIDGE MENCAP

England & Wales - Charity number 1094666

Accounts



Elmbridge Mencap

(Company Limited by Guarantee)

Company Number 4504051
Registered Charity Number 1094666

Report and Financial Statements

Year Ended: 31 December 2023

Contents	Page
Reference and Administrative Details _____	1
Structure, Governance and Management _____	2
Objectives and Activities _____	3
Achievements and Performance _____	3
Financial Review _____	4
Reserves Policy _____	5
Future Plans _____	6
Public Benefit _____	6
Statement of Trustees' Responsibilities _____	7
Statement as to Disclosure to our Independent Examiner _____	7
Independent Examiner's Report _____	8
Statement of Financial Activities _____	9
Balance Sheet _____	10-11
Notes to the Accounts _____	12-21

Elmbridge Mencap

Report of the Trustees for the year ended 31 December 2023

The Trustees are pleased to present their annual Trustees' report and the Financial Statements of Elmbridge Mencap ("the charity") for the year ended 31 December 2023, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Reference and administrative details

Charity Name:	Elmbridge Mencap
Charity Number:	1094666
Company Number:	4504051
Registered Office and Operational Address	Burview Hall Queens Road Walton on Thames Surrey KT12 5AB

Directors and Officers

The Directors of the charity are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. The following served as Trustees and officers during the year.

Dr P Walsh	Chair
Ms C Pease	Vice Chair
Mr S Peckham	Treasurer - Resigned 10 July 2023
Ms L Bassani	Treasurer - Appointed 23 February 2023, Resigned 22 June 2023
Mr H Tomkins	Treasurer - Appointed 18 October 2023
Mr J Reeves	Appointed 23 February 2023
Ms E Rigden	
Mr J Richardson	
Mr B Skinner	
Mr N Blake	
Ms L Taylorson	
Mr P Inkpen	
Mr P Sanders	

Company Secretary

Mr P Sanders	Appointed 10 July 2023
Mr S Peckham	Resigned 10 July 2023

Accountants

Heyburn Bennett Ltd
9 Bridge Street
Walton on Thames
Surrey KT12 1AE

Bankers

Barclays Bank PLC
P.O. Box 193 8/12 Church Street
Walton on Thames
Surrey KT12 2YW

Solicitors

Nichols Marcy Dawson LLP
Portman House
Colby Road
Walton on Thames
Surrey KT12 2RN

Structure, Governance and Management

Governing Document

Elmbridge Mencap is a charitable company limited by guarantee, incorporated on 6 August 2002 and registered as a charity on 18 November 2002. The charity was established under its Memorandum and Articles of Association. In the event of the charity being wound up, members may be required to contribute an amount not exceeding £1.

Elmbridge Mencap is an independent charity affiliated to the Royal Mencap Society.

Appointment of Trustees

The Articles of Association allow for a maximum of 16 Trustees. Honorary officers are elected from the membership at the AGM until the next AGM, when they are eligible for re-appointment. Trustees serve for a period of three years with one third standing down each year. The Trustees have the power to co-opt a member at any time to fill a vacancy, provided that not more than one-third of the Trustees would be co-opted members.

All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations for the AGM.

Trustee induction and training

New Trustees are given copies of the Memorandum and Articles of Association, latest accounts and details of current financial standing, and Charity Commission literature regarding their legal obligations under charity and company law, and informed of any changes as and when they become known. They are also given copies of all current policies agreed by the Charity. All Trustees are kept informed about, and vote for, the adoption or otherwise of the annual budget, and are encouraged to attend external training events which could improve their role as Trustees.

Organisation

The Board of Trustees, which normally meets ten times a year, administer the charity and are responsible for all major decisions of the charity regarding activities, pricing, staff salaries, capital expenditure and investment of funds as well as the strategic direction and policy of the charity. Job specifications give clear detail of roles and responsibilities.

Risk Management

The Trustees have a risk management process which comprises:

- An annual review of the risks the charity may face, both financial and non-financial:
- Procedures to minimise the impact should those risks occur.

At the present time the Trustees believe that there are no risks connected with the internal management of the charity beyond those of staff dishonesty, which are managed by supervision of income and accounting functions and internal control processes and are insured. Because the charity operates its activities from Burview Hall it is exposed to risk should their landlord not extend or renew their lease.

Fundraising

The charity does not utilise professional fundraisers or commercial participators in our fundraising activities. The charity carries out limited scale fundraising events that contribute consistently to the reserves. The Trustees were delighted to be able to hold 2 successful jumble sales and a Christmas Fair during 2023.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds have historically been spent in the short term (under 5 years) and the Trustees require that a generous level of reserves is maintained in liquid savings accounts. However, following receipt of a large legacy during 2019, the Trustees have taken the decision that a large investment should be made in an investment portfolio with a longer-term horizon with a view to securing the long-term future of the charity, this may involve funding from reserves both projects that the Trustees believe are crucial to the future of the charity and operating deficits incurred whilst providing our core services.

Objectives and Activities

The objectives of the charity are to provide support for people with a learning disability, in particular by the provision of practical help for them and for their families, dependants and carers, and to provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their quality of life.

To achieve its objectives the charity leases Burview Hall in Walton-on-Thames from Walton Charity. The hall is equipped and used by the charity as the main venue for its activities. When not required by the charity the hall is hired to other organisations and individuals who support people with learning disabilities. It is the charity's policy to keep this hire charge as low as possible to ensure full use of the hall. We encourage employment and integration with the general public of people with learning disabilities.

The main activities for the year continued to be the upkeep and hiring out of Burview Hall and the running of the charity's own programme of events, which comprised the following:

- Day Service: Offering a variety of activities for adults with learning disabilities three days a week;
- Nova Club: An evening social club for adults held fortnightly throughout the year;
- Youth Club: An evening club for the 16-25 year olds, which are held fortnightly throughout the year;
- Cinema Night: A monthly showing of DVD's on a large screen;
- Family Fun: A monthly afternoon session for the under 18's and their families.
- One to One: An evening social club for adults held weekly throughout the year.

The policies used to achieve the objectives have continued to be:

- To grow and promote the Day Service offering.
- To keep the hiring of Burview Hall affordable and attract new hirers.
- To keep the structure and decoration of the building well maintained;
- To work and cooperate with other similar minded learning disability organisations.
- To increase our volunteer base.

Achievements and performance

The Day Service has grown from strength to strength with an increase in the number of clients attending (30+) far exceeding initial projections. This is due in part to the hard work and enthusiasm displayed by the Day Service staff but also due to the decision by Elmbridge Borough Council to close many of its day services. We were approached by Elmbridge Borough Council in October 2023 and held discussions for several months regarding the council's plans to close Cobham Link and our ability to take more clients. This has resulted in an increase in day service clients, with financial support from the council taking effect in April 2024.

Hall hirings have now almost returned to levels approaching those before the pandemic. The mainstays of our own activities continue to be our staff and volunteers.

We were delighted to be able to return to hiring out the Walton Playhouse for a performance by the Desborough Players.

We were very pleased to be chosen by Squires Garden Centre to be their Charity of the Year (2022-23). We are grateful for the support Squires have given us, including donations of items for the Sensory Garden.

We are delighted by the refurbishment of the kitchen, with increased storage capacity, new convection hob and double oven and large fridge/freezer. A rising work surface has been installed to enable those in a wheelchair or less mobile to prepare food while seated.

Our new website went live during 2023 giving visitors a chance to view online all the wonderful facilities at the hall and help promote the services on offer. This has led to an increase in awareness of Elmbridge Mencap and driven more enquiries about our activities and the letting of our facilities.

Elmbridge Mencap Activities

A description of our activities is set out below.

Day Service

Run three days a week, offering a range of activities including arts and crafts, bowling, films, gardening, pool, and snooker, as well as sensory room sessions. Clients are also encouraged to help in the preparation of their own lunch.

Nova Club

Our evening club for adults has 40 members, many of whom regularly attend the fortnightly sessions held throughout the year. A diary of events allowed club members to know what activities would be run each evening.

Youth Club

The number of attendees has gradually increased over the year with members enjoying a range of activities including judo, movie nights, craft activities and treasure hunts in our outdoor spaces.

Family Fun Afternoon

This activity has become more popular with at least 5 or more families attending each session.

Cinema Night

Once a month, on a Saturday, we hold the cinema night. This is regularly attended by up to 25 people, some with their carers.

One to One

One to One provide a weekly evening leisure activity.

Other Organisations' Open Activities

There follows a list of activities arranged by others at Burview Hall on a regular basis open to anyone with a learning disability. Charges vary.

Music workshops for adults once a month
Wednesday Arts/Craft Workshop
Young Carers sessions four times a year

Run by Elmbridge Community Link
Run by Elmbridge Community Link
Run by Action For Carers, Surrey

Financial Review

The charity had a satisfactory year, showing an overall surplus of £5,209 (2022: £9,102). Hall letting income continues steady £21,877. In addition, many of our regular fundraising activities were held including two jumble sales and Christmas fair that generated £4,910. The Day Service has generated an income of £92,194. Our fundraising activities and the generosity of our friends and supporters has resulted in grant and donation income of £14,922. We spend time reviewing our annual budget and reserve policy to enable us to meet our financial challenges as a viable charity. All means of making savings plus extra fundraising will still need to continue to be thoroughly investigated in 2024.

The Trustees believe that the performance of the charity during 2023 leaves us well placed for 2024 and beyond.

Reserves Policy

At the end of 2023 the charity's reserves stood at £419,763 of which £91,466 represents restricted reserves and £304,846 represents designated reserves. This leaves the general funds in a surplus position of £23,451.

Our Reserves policy is based on Designated and any Restricted Funds, which are reviewed annually. The review is carried out together with our annual budget and strategic plan review towards the end of our financial year. The charity had no Permanent or Expendable endowments during 2023.

	Fund Policy
Long Term Hall Maintenance	Under the terms of our lease, we are obliged to redecorate internally. The fund now also covers the five yearly fixed wiring testing and emergency lighting testing; and any future major repairs and replacement.
Operating Contingency	This fund is intended to enable us to carry out our basic services, such as running the adult and youth evening clubs, pay for insurances, etc, if Burview Hall was unable to be used for up to a year and we had no access to or income from the hall hire. This fund is reviewed annually.
The H Freeman Legacy Fund	During December 2019 the trustees were informed that the charity had been left a legacy by a past member. This legacy will be invested in accordance with our investment policy with the aim of securing the future of the charity for the long-term.

Current Designated & Restricted Funds

	At 1.01.23 £	Incoming resources £	Resources expended £	Transfers between funds £	At 31.12.23 £
Unrestricted Funds					
General funds	3,365	159,362	(138,551)	(726)	23,450
Designated funds					
Long Term Hall Maintenance	50,000	-	-	-	50,000
Operating Contingency	30,000	-	-	-	30,000
T H Freeman Legacy	224,846	-	-	-	224,846
Restricted Funds					
Restricted funds					
Sensory Garden Development	97,532	-	(11,135)	-	86,397
Musical Instruments	8,810	-	(3,741)	-	5,069
Website Development	-	-	-	-	-
One to One	-	-	(726)	726	-
TOTAL FUNDS	<u>414,554</u>	<u>159,362</u>	<u>(154,153)</u>	<u>-</u>	<u>419,763</u>

Plans

The Trustees' policy of working with other groups will continue. We will continue to review approaches from organisations that meet the objectives of the charity.

Public Benefit

The Trustees are satisfied that the activities undertaken by the charity as outlined under Objectives and Activities and Achievements and Performance constitute a significant public benefit to members of the local community with learning disabilities and that they have therefore complied with the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

Statement of Trustees' Responsibilities

Company law requires the Trustees, who as stated above are the Directors of the charity for the purposes of the Companies Act 2006, to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure for that period. 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 Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Statement as to disclosure to our Independent Examiner

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the Independent Examiner in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquires of fellow Trustees and the Independent Examiner that they ought to have independently taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

For and on behalf of the Trustees

.....
Dr Paula Walsh, Chair

Dated.....

Independent Examiner's Report to the Trustees of Elmbridge Mencap (the company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023 which are set out on pages 4 to 21.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 to 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.

Mark John Heyburn FCCA,
Heyburn Bennett Limited
9 Bridge Street
Walton on Thames
Surrey
KT12 1AE

Date:

Statement of Financial Activities (incorporating the income and expenditure account)
For the Year Ended 31 December 2023.

		Unrestricted Funds £	Restricted Funds £	Total Funds 31.12.23 £	Total Funds 31.12.22 £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	16	14,672	-	14,672	48,562
Charitable activities					
Charitable activities	16	122,239	250	122,489	29,139
Other trading activities	16	9,390		9,390	8,334
Investment income	16	5,991		5,991	5,468
Other income	16	-		-	-
Total		152,292	250	152,542	91,503
EXPENDITURE ON					
Charitable activities					
Raising funds	17	568		568	527
Charitable activities	17	68,651	15,852	84,503	30,733
Support costs	17	69,332		69,332	47,574
Total		138,551	15,852	154,403	78,834
NET INCOME/(EXPENDITURE)					
		13,741	(15,602)	(1,861)	12,669
Net gains/(losses) on investments		7,070		7,070	(3,567)
NET INCOME/(EXPENDITURE)		20,811	(15,602)	5,209	9,102
Transfers between Funds	12	(726)	726	-	-
Net movement in Funds		20,085	(14,876)	5,209	9,102
RECONCILIATION OF FUNDS					
Total Funds brought forward		308,212	106,342	414,554	405,452
TOTAL FUNDS CARRIED FORWARD		328,297	91,466	419,763	414,554

Balance Sheet
At 31 December 2023

		Unrestricted Funds £	Restricted Funds £	Total Funds 31.12.23 £	Total Funds 31.12.22 £
FIXED ASSETS					
Tangible Assets	8	24,195	91,466	115,661	107,661
CURRENT ASSETS					
Debtors	9	25,038	-	25,038	9,570
Investments	10	213,193	-	213,193	235,831
Cash at bank and in hand		73,510	-	73,510	71,000
		<u>311,741</u>	<u>-</u>	<u>311,741</u>	<u>316,401</u>
CREDITORS					
Amounts due within one year	11	(7,639)	-	(7,639)	(9,508)
		<u>304,102</u>	<u>-</u>	<u>304,102</u>	<u>306,893</u>
NET CURRENT ASSETS					
		<u>304,102</u>	<u>-</u>	<u>304,102</u>	<u>306,893</u>
TOTAL ASSETS LESS CURRENT LIABILITES					
		<u>328,297</u>	<u>91,466</u>	<u>419,763</u>	<u>414,554</u>
NET ASSETS					
		<u>328,297</u>	<u>91,466</u>	<u>419,763</u>	<u>414,554</u>
FUNDS					
Restricted Funds	12			91,466	106,342
Unrestricted Funds					
General funds	12			23,451	3,366
Designated funds	12			304,846	304,846
TOTAL FUNDS					
				<u>419,763</u>	<u>414,554</u>

Balance Sheet – continued

At 31 December 2023

The trustees/directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies and that members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with section 477 of the Companies Act 2006.

The trustees/directors accept their responsibilities for:

1. Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
2. 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.

These financial statements were approved by the Board of Trustees on 15 July 2024 and were signed on their behalf by:

Dr P Walsh - Chair

Notes to the Financial Statements

For the Year Ended 31 December 2023

1. ACCOUNTING POLICIES

Identification

Elmbridge Mencap is a Private Company Limited by Guarantee incorporated in England. The principal place of business is Burview Hall, Queens Road, Walton on Thames, Surrey, KT12 5AB. The charity is a public benefit entity.

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 (FRS102) "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 (FRS102) (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 historic 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 this 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, inclusive of any VAT which cannot be recovered 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.

Equipment including Office Fittings	-	25% per annum straight line
Computer Equipment	-	25% per annum straight line
Improvements to Premises	-	10% per annum straight line
Interactive Floor	-	20% per annum straight line
Sensory Garden	-	10% - 33% per annum straight line

Investments

Investments are valued at fair value through the Statement of Financial Activities. Pooled investment vehicles are valued at bid price. The objective for the managed funds is to provide a higher investment return than could be achieved by a high-quality bond investment over the medium to long-term. Short-term highly liquid investments are included as cash at bank.

Debtors

Short-term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

Creditors

Short-term creditors are measured at transaction price.

Going Concern

At the date of signing the accounts there were no material uncertainties about the charity's ability to continue.

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 a particular restricted purpose.

2. CHARITABLE ACTIVITIES

	31.12.23	31.12.22
	£	£
Hall hire	21,848	20,263
Clubs, activities and other events	100,361	6,876
Grants received	250	2,000
	<u>122,459</u>	<u>29,139</u>

3. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Deposit account interest	639	587
Dividends	5,352	4,881
	<u>5,991</u>	<u>5,468</u>

4. NET INCOME/EXPENDITURE

	31.12.23	31.12.22
	£	£
This is stated after charging:		
Depreciation - owned assets	19,673	5,789
Accountants' preparation and Independent Examination inc. VAT	<u>1,777</u>	<u>1,689</u>

5. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees Expenses

There were £40 trustees' expenses paid for the year ended 31 December 2023 (£40 for the year ended 31 December 2022). These were in relation to travel and applicable to one trustee.

6. STAFF COSTS

	31.12.23	31.12.22
Wages & salaries	<u>71,784</u>	<u>18,961</u>

The average monthly number of employees during the year was as follows:

	31.12.23	31.12.22
Average number of employees - full time equivalent	<u>2</u>	<u>1</u>

There are an average of 7 part-time staff on a monthly basis

No employees received employer benefits exceeding £60,000

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	41,093	7,469	48,562
Charitable activities			
Charitable activities	28,041	1,098	29,139
Other trading activities	8,334		8,334
Investment income	5,468		5,468
Other income	-		-
Total	<u>82,936</u>	<u>8,567</u>	<u>91,503</u>
EXPENDITURE ON			
Charitable activities			
Raising funds	527		527
Charitable activities	12,805	17,928	30,733
Support costs	47,574		47,574
Total	<u>60,906</u>	<u>17,928</u>	<u>78,834</u>
NET INCOME/(EXPENDITURE)	22,030	(9,361)	12,669
Net gains/(losses) on investments	(3,567)		(3,567)
NET INCOME/(EXPENDITURE)	<u>18,463</u>	<u>(9,361)</u>	<u>9,102</u>
Transfers between Funds	(23,920)	23,920	-
Net movement in Funds	<u>(5,457)</u>	<u>14,559</u>	<u>9,102</u>
RECONCILIATION OF FUNDS			
Total Funds brought forward	313,669	91,783	405,452
TOTAL FUNDS CARRIED FORWARD	<u><u>308,212</u></u>	<u><u>106,342</u></u>	<u><u>414,554</u></u>

8. TANGIBLE FIXED ASSETS

	Unrestricted £	Restricted £	Total £
COST			
At 1 January 2023	136,735	111,301	248,036
Additions	27,673	-	27,673
At 31 December 2023	<u>164,409</u>	<u>111,301</u>	<u>275,709</u>
DEPRECIATION			
At 1 January 2023	135,417	4,959	140,375
Charge for the year	4,797	14,876	19,673
At 31 December 2023	<u>140,214</u>	<u>19,834</u>	<u>160,048</u>
NET BOOK VALUE			
At 31 December 2023	<u>24,195</u>	<u>91,466</u>	<u>115,661</u>
At 31 December 2022	<u>1,318</u>	<u>106,342</u>	<u>107,661</u>

9. DEBTORS: AMOUNTS FALLING DUE UNDER ONE YEAR

	31.12.23 £	31.12.22 £
Trade debtors	19,168	3,725
Prepayments and accrued income	5,870	5,845
Other debtors	-	-
	<u>25,038</u>	<u>9,570</u>

10. INVESTMENTS

	31.12.23 £	31.12.22 £
Unlisted investments	213,193	235,831
	<u>213,193</u>	<u>235,831</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23	31.12.22
	£	£
Trade creditors	1,730	5,246
Social security and other taxes	2,960	1,241
Accruals and deferred income	2,634	2,578
Other creditors	315	443
	<u>7,639</u>	<u>9,508</u>

12. MOVEMENT IN FUNDS

	At 1.01.23	Net movement in funds	Transfers between funds	At 31.12.23
	£	£	£	£
Unrestricted Funds				
General funds	3,366	20,811	(726)	23,451
Designated funds				
Long Term Hall Maintenance	50,000	-	-	50,000
Operating Contingency	30,000	-	-	30,000
T H Freeman Legacy	224,846	-	-	224,846
Restricted Funds				
Restricted funds				
Sensory Garden Development	97,532	(11,135)	-	86,397
Musical Instruments	8,810	(3,741)	-	5,069
Website Development	-	-	-	-
One to One	-	(726)	726	-
TOTAL FUNDS	<u>414,554</u>	<u>5,209</u>	<u>-</u>	<u>419,763</u>

Net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General funds	159,362	(138,551)	20,811
Designated funds			
Long Term Hall Maintenance	-	-	-
Operating Contingency	-	-	-
T H Freeman Legacy	-	-	-
Restricted Funds			
Restricted funds			
Sensory Garden Development	-	(11,135)	(11,135)
Musical Instruments	-	(3,741)	(3,741)
Website Development	-	-	-
One to One	-	(726)	(726)
TOTAL FUNDS	<u>159,362</u>	<u>(154,153)</u>	<u>5,209</u>

Comparatives for movement in funds

	At 1.01.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted Funds				
General funds	7,076	(19,790)	16,080	3,366
Designated funds				
Long Term Hall Maintenance	50,000	-	-	50,000
Operating Contingency	30,000	-	-	30,000
Sensory Garden Development	226,593	38,253	(40,000)	224,846
T H Freeman Legacy				
Restricted Funds				
Restricted fund				
Sensory Garden Development	80,428	(904)	18,008	97,532
Musical Instruments	10,057	(1,247)	-	8,810
Website Development	1,000	(6,100)	5,100	-
One to One	298	(1,110)	812	-
TOTAL FUNDS	<u>405,452</u>	<u>9,102</u>	<u>-</u>	<u>414,554</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General funds	44,683	(64,473)	(19,790)
Designated funds			
Long Term Hall Maintenance	-	-	-
Operating Contingency	-	-	-
Sensory Garden Development	38,253	-	38,253
T H Freeman Legacy			
Restricted Funds			
Restricted fund			
Sensory Garden Development	8,567	(9,471)	(904)
Musical Instruments	-	(1,247)	(1,247)
Website Development	-	(6,100)	(6,100)
One to One	-	(1,110)	(1,110)
TOTAL FUNDS	<u>91,503</u>	<u>(82,401)</u>	<u>9,102</u>

13. RELATED PARTY TRANSACTIONS

Aggregate donations received from trustees without conditions were £384 (2022: £2,067). There are no other related party transactions in the operating period which require disclosure.

14. CAPITAL COMMITMENTS

There were no capital commitments as at 31 December 2023 or 31 December 2022.

15. OPERATING LEASE COMMITMENTS

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	31.12.23 £	31.12.22 £
due within one year	2,070	1,514
	<u>2,070</u>	<u>1,514</u>

Lease payments recognised as an expense total £1,977 (2022: £1,514).

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

16. INCOME

	Total Funds 31.12.23 £	Total Funds 31.12.22 £
INCOME AND ENDOWMENTS FROM		
Donations and legacies		
Subscriptions and donations	14,672	5,309
Legacies	-	43,253
	<hr/> 14,672	<hr/> 48,562
Charitable activities		
Hall hire	21,877	20,263
Clubs, activities and other events	100,362	6,876
Grants received	250	2,000
	<hr/> 122,489	<hr/> 29,139
Other trading activities		
Fundraising events, sale of donated goods	8,180	6,120
Brick fundraising	-	1,098
Other	1,210	1,116
	<hr/> 9,390	<hr/> 8,334
Investment income		
Bank account interest	639	587
Dividend income	5,352	4,881
	<hr/> 5,991	<hr/> 5,468
Other income		
JRCS Grant	-	-
	<hr/>	<hr/>
Total incoming resources	<hr/> 152,542	<hr/> 91,503

17. EXPENDITURE

Charitable activities

Raising Funds 568 527

Charitable activities

Wages 71,784 18,961
Rent, light, heat and water 8,729 5,943
Activities costs 2,244 2,251
Sensory garden project 302 3,265
Bad debts 1,444 313

84,503 30,733

Support costs

Management

Insurance 2,549 2,114
Phone, stationery and office costs 1,158 977
Cleaning 11,487 9,886
Refuse disposal 3,417 3,214
Equipment - small items and repairs 49 333
Repairs, maintenance and gardening 23,664 13,717
Depreciation of tangible assets 19,673 5,789

61,997 36,030

Finance

Bank charges 1 105

Information technology

Software, support and training 3,787 8,185

Other

Sundries 1,444 1,303

Governance costs

Accountants' preparation and independent examination, inc. VAT 1,777 1,689
Companies House filing fee & data protection 326 262

Total resources expended

154,403 78,834

NET INCOME/(EXPENDITURE)

(1,861) 12,669

ELMBRIDGE MENCAP

England & Wales - Charity number 1094666

Accounts



Elmbridge Mencap

(Company Limited by Guarantee)

Company Number 4504051
Registered Charity Number 1094666

Report and Financial Statements

Year Ended: 31 December 2022

Contents	Page
Reference and Administrative Details _____	1
Structure, Governance and Management _____	2
Objectives and Activities _____	3
Achievements and Performance _____	3
Financial Review _____	4
Reserves Policy _____	5
Future Plans _____	6
Public Benefit _____	6
Statement of Trustees' Responsibilities _____	7
Statement as to Disclosure to our Independent Examiner _____	7
Independent Examiner's Report _____	8
Statement of Financial Activities _____	9
Balance Sheet _____	10-11
Notes to the Accounts _____	12-21

Elmbridge Mencap

Report of the Trustees for the year ended 31 December 2022

The Trustees are pleased to present their annual Trustees' report and the Financial Statements of Elmbridge Mencap ("the charity") for the year ended 31 December 2022, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Reference and administrative details

Charity Name:	Elmbridge Mencap
Charity Number:	1094666
Company Number:	4504051
Registered Office and Operational Address	Burview Hall Queens Road Walton on Thames Surrey KT12 5AB

Directors and Officers

The Directors of the charity are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. The following served as Trustees and officers during the year.

Dr P Walsh	Chair
Ms C Pease	Vice Chair
Mr S Peckham	Treasurer
Mr J Reeves	Resigned 18 July 2022
Ms E Rigden	
Mr J Richardson	
Mr B Skinner	
Mr N Blake	
Ms L Taylorson	Appointed 16 May 2022
Mr P Inkpen	Appointed 27 September 2022
Mr P Sanders	Appointed 27 September 2022
Ms E Hoaen	Resigned 4 July 2022
Mr E Rigden	Resigned 4 July 2022

Company Secretary

Mr E Rigden	Resigned 4 July 2022
Mr S Peckham	Appointed 2 July 2022

Accountants

Heyburn Bennett Ltd
9 Bridge Street
Walton on Thames
Surrey KT12 1AE

Bankers

Barclays Bank PLC
P.O. Box 193 8/12 Church Street
Walton on Thames
Surrey KT12 2YW

Solicitors

Nichols Marcy Dawson LLP
Portman House
Colby Road
Walton on Thames
Surrey KT12 2RN

Structure, Governance and Management

Governing Document

Elmbridge Mencap is a charitable company limited by guarantee, incorporated on 6 August 2002 and registered as a charity on 18 November 2002. The charity was established under its Memorandum and Articles of Association. In the event of the charity being wound up, members may be required to contribute an amount not exceeding £1.

Elmbridge Mencap is an independent charity affiliated to the Royal Mencap Society.

Appointment of Trustees

The Articles of Association allow for a maximum of 16 Trustees. Honorary officers are elected from the membership at the AGM until the next AGM, when they are eligible for re-appointment. Trustees serve for a period of three years with one third standing down each year. The Trustees have the power to co-opt a member at any time to fill a vacancy, provided that not more than one-third of the Trustees would be co-opted members.

All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations for the AGM.

Trustee induction and training

New Trustees are given copies of the Memorandum and Articles of Association, latest accounts and details of current financial standing, and Charity Commission literature regarding their legal obligations under charity and company law, and informed of any changes as and when they become known. They are also given copies of all current policies agreed by the Charity. All Trustees are kept informed about, and vote for, the adoption or otherwise of the annual budget, and are encouraged to attend external training events which could improve their role as Trustees.

Organisation

The Board of Trustees, which normally meets ten times a year, administer the charity and are responsible for all major decisions of the charity regarding activities, pricing, staff salaries, capital expenditure and investment of funds as well as the strategic direction and policy of the charity. Job specifications give clear detail of roles and responsibilities.

Risk Management

The Trustees have a risk management process which comprises:

- An annual review of the risks the charity may face, both financial and non-financial:
- Procedures to minimise the impact should those risks occur.

At the present time the Trustees believe that there are no risks connected with the internal management of the charity beyond those of staff dishonesty, which are managed by supervision of income and accounting functions and internal control processes and are insured. Because the charity operates its activities from Burview Hall it is exposed to risk should their landlord not extend or renew their lease.

Fundraising

The charity does not utilise professional fundraisers or commercial participators in our fundraising activities. The charity carries out limited scale fundraising events that contribute consistently to the reserves. The Trustees were delighted to be able to hold a successful jumble sale and a Christmas Fair during 2022. Fundraising for the sensory garden continued during the year with many generous donations secured.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds have historically been spent in the short term (under 5 years) and the Trustees require that a generous level of reserves is maintained in liquid savings accounts. However, following receipt of a large legacy during 2019, the Trustees have taken the decision that a large investment should be made in an investment portfolio with a longer-term horizon with a view to securing the long-term future of the charity, this may involve funding from reserves both projects that the Trustees believe are crucial to the future of the charity and operating deficits incurred whilst providing our core services.

Objectives and Activities

The objectives of the charity are to provide support for people with a learning disability, in particular by the provision of practical help for them and for their families, dependants and carers, and to provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their quality of life.

To achieve its objectives the charity leases Burview Hall in Walton-on-Thames from Walton Charity. The hall is equipped and used by the charity as the main venue for its activities. When not required by the charity the hall is hired to other organisations and individuals who support people with learning disabilities. It is the charity's policy to keep this hire charge as low as possible to ensure full use of the hall. We encourage employment and integration with the general public of people with learning disabilities.

The main activities for the year continued to be the upkeep and hiring out of Burview Hall and the running of the charity's own programme of events, which comprised the following:

- Nova Club: An evening social club for adults held fortnightly throughout the year;
- Youth Club: An evening club for the 16-25 year olds, which are held fortnightly throughout the year;
- Cinema Night: A monthly showing of DVD's on a large screen;
- Family Fun: A monthly afternoon session for the under 18's and their families.
- One to One: An evening social club for adults held weekly throughout the year.

The Trustees decided during the year that Get up and Go could no longer be offered.

The policies used to achieve the objectives have continued to be:

- To keep the hiring of Burview Hall affordable;
- To keep the structure and decoration of the building well maintained;
- To work and cooperate with other similar minded learning disability organisations.
- To increase our volunteer base.

In addition to the above during the year the Trustees resolved that the Burview Hall premises have sufficient capacity to be able to offer a Day Service for customers with Learning Disabilities. This opened in November 2022 on 3 days per week and is intended to eventually cater for up to 25 clients.

Achievements and performance

During the year we were able to return to providing our full range of activities after the suspension of the COVID-19 pandemic restrictions. We were delighted that our hall hirings returned to levels approaching those before the pandemic. The mainstays of our own activities continue to be our staff and volunteers.

We were delighted to be able to return to hiring out the Walton Playhouse for a performance by the Desborough Players.

We were delighted to be chosen by Squires Garden Centre to be their Charity of the Year (2022-23). We are grateful for the support Squires have given us, including donations of items for the Sensory Garden.

The highlight of the year was the opening our sensory garden, with a soft opening on 29 August 2022. The Trustees are extremely proud of this achievement having raised just over £100,000 to fund the development. The Trustees believe that the Charity now has a major asset that will provide great joy and interest to our customers. The Trustees would also like to express the gratitude to all those who participated in the project – donors, suppliers, volunteers and staff.

Elmbridge Mencap Activities

A description of our activities is set out below.

Nova Club

Our evening club for adults has 40 members, many of whom regularly attend the fortnightly sessions held throughout the year. We were able to return Nova Club to more normal operations this year and to increase the activities on offer. A diary of events allowed club members to know what activities would be run each evening.

Youth Club

This activity has a small but increasing number of attendees, but we continue to believe in the benefit of this event.

Family Fun Afternoon

This activity was re-opened during the year.

Get Up & Go

This activity has had to be discontinued due to issues in securing staff or volunteers to run it.

Cinema Night

Once a month, on a Saturday, we hold the cinema night. This is regularly attended by up to 25 people, some with their carers.

One to One

One to One provide a weekly evening leisure activity.

Other Organisations' Open Activities

There follows a list of activities arranged by others at Burview Hall on a regular basis open to anyone with a learning disability. Charges vary.

Music workshops for adults once a month
Wednesday Arts/Craft Workshop
Sunday Club – once a fortnight

Run by Elmbridge Community Link
Run by Elmbridge Community Link
Run by White Lodge Centre

Play Schemes

Due to other activities planned the Trustees determined not to accommodate the Summer Play Scheme which is normally run by the White Lodge Centre.

Financial Review

The charity had a satisfactory year, showing an overall surplus of £9,102 (2021: £77,224). The resumption of services after the pandemic resulted in hall letting income being £7,444 higher than 2021. In addition, many of our regular fundraising events restarted, including a jumble sale and Christmas fair that generated £4,267. Our fundraising activities and the generosity of our friends and supporters has resulted in grant and donation income of £56,381, with £1,681 of that specifically donated for the sensory garden and a further £38,253 received as the final instalment from the Herbert Freeman Trust. We spend time reviewing our annual budget and reserve policy to enable us to meet our financial challenges as a viable charity. All means of making savings plus extra fundraising will still need to continue to be thoroughly investigated in 2022.

The Trustees believe that the performance of the charity during 2022 leaves us well placed for 2023 and beyond.

Reserves Policy

At the end of 2022 the charity's reserves stood at £414,554 of which £106,342 represents restricted reserves and £304,846 represents designated reserves. This leaves the general funds in a surplus position of £3,366.

Our Reserves policy is based on Designated and any Restricted Funds, which are reviewed annually. The review is carried out together with our annual budget and strategic plan review towards the end of our financial year. The charity had no Permanent or Expendable endowments during 2022.

	Fund Policy
Long Term Hall Maintenance	Under the terms of our lease, we are obliged to redecorate internally. The fund now also covers the five yearly fixed wiring testing and emergency lighting testing; and any future major repairs and replacement.
Operating Contingency	This fund is intended to enable us to carry out our basic services, such as running the adult and youth evening clubs, pay for insurances, etc, if Burview Hall was unable to be used for up to a year and we had no access to or income from the hall hire. This fund is reviewed annually.
The H Freeman Legacy Fund	During December 2019 the trustees were informed that the charity had been left a legacy by a past member. This legacy will be invested in accordance with our investment policy with the aim of securing the future of the charity for the long-term.

Current Designated & Restricted Funds

	At 1.01.22 £	Incoming resources £	Resources expended £	Transfers between funds £	At 31.12.22 £
Unrestricted Funds					
General funds	7,076	44,683	(64,473)	16,080	3,365
Designated funds					
Long Term Hall Maintenance	50,000	-	-	-	50,000
Operating Contingency	30,000	-	-	-	30,000
T H Freeman Legacy	226,593	38,253	-	(40,000)	224,846
Restricted Funds					
Restricted funds					
Sensory Garden Development	80,428	8,567	(9,471)	18,008	97,532
Musical Instruments	10,057	-	(1,247)	-	8,810
Website Development	1,000	-	(6,100)	5,100	-
One to One	298	-	(1,110)	812	-
TOTAL FUNDS	405,452	91,503	(82,401)	-	414,554

Plans

The Trustees' policy of working with other groups will continue. We will continue to review approaches from organisations that meet the objectives of the charity.

Public Benefit

The Trustees are satisfied that the activities undertaken by the charity as outlined under Objectives and Activities and Achievements and Performance constitute a significant public benefit to members of the local community with learning disabilities and that they have therefore complied with the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

Statement of Trustees' Responsibilities

Company law requires the Trustees, who as stated above are the Directors of the charity for the purposes of the Companies Act 2006, to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure for that period. 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 Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Statement as to disclosure to our Independent Examiner

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the Independent Examiner in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquires of fellow Trustees and the Independent Examiner that they ought to have independently taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

For and on behalf of the Trustees

.....
Dr Paula Walsh, Chair

Dated.....

Independent Examiner's Report to the Trustees of Elmbridge Mencap (the company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022 which are set out on pages 4 to 20.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 to 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.

David Alan Bennett FCCA, CTA, TEP
Heyburn Bennett Limited
9 Bridge Street
Walton on Thames
Surrey
KT12 1AE

Date:

Statement of Financial Activities (incorporating the income and expenditure account)
For the Year Ended 31 December 2022.

		Unrestricted Funds £	Restricted Funds £	Total Funds 31.12.22 £	Total Funds 31.12.21 £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	16	41,093	7,469	48,562	3,717
Charitable activities					
Charitable activities	16	28,041	1,098	29,139	106,489
Other trading activities	16	8,334		8,334	7,885
Investment income	16	5,468		5,468	5,560
Other income	16	-		-	2,800
Total		82,936	8,567	91,503	126,451
EXPENDITURE ON					
Charitable activities					
Raising funds	17	527		527	1,280
Charitable activities	17	12,805	17,928	30,733	29,633
Support costs	17	47,574		47,574	27,481
Total		60,906	17,928	78,834	58,394
NET INCOME/(EXPENDITURE)		22,030	(9,361)	12,669	68,057
Net gains/(losses) on investments		(3,567)		(3,567)	9,167
NET INCOME/(EXPENDITURE)		18,463	(9,361)	9,102	77,224
Transfers between Funds	12	(23,920)	23,920	-	-
Net movement in Funds		(5,457)	14,559	9,102	77,224
RECONCILIATION OF FUNDS					
Total Funds brought forward		313,669	91,783	405,452	328,228
TOTAL FUNDS CARRIED FORWARD		308,212	106,342	414,554	405,452

Balance Sheet
At 31 December 2022

		Unrestricted Funds £	Restricted Funds £	Total Funds 31.12.22 £	Total Funds 31.12.21 £
FIXED ASSETS					
Tangible Assets	8	1,319	106,342	107,661	2,149
CURRENT ASSETS					
Debtors	9	9,570	-	9,570	5,999
Investments	10	235,831	-	235,831	239,397
Cash at bank and in hand		71,000	-	71,000	166,694
		316,401	-	316,401	412,090
CREDITORS					
Amounts due within one year	11	(9,508)	-	(9,508)	(8,787)
		306,893	-	306,893	403,303
NET CURRENT ASSETS					
		308,212	106,342	414,554	405,452
TOTAL ASSETS LESS CURRENT LIABILITES					
		308,212	106,342	414,554	405,452
NET ASSETS					
FUNDS					
Restricted Funds	12			106,342	91,783
Unrestricted Funds					
General funds	12			3,366	7,076
Designated funds	12			304,846	306,593
				414,554	405,452
TOTAL FUNDS					

Balance Sheet – continued **At 31 December 2022**

The trustees/directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies and that members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with section 477 of the Companies Act 2006.

The trustees/directors accept their responsibilities for:

1. Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
2. 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.

These financial statements were approved by the Board of Trustees on 19 May 2023 and were signed on their behalf by:

Dr P Walsh - Chair

Notes to the Financial Statements

For the Year Ended 31 December 2022

1. ACCOUNTING POLICIES

Identification

Elmbridge Mencap is a Private Company Limited by Guarantee incorporated in England. The principal place of business is Burview Hall, Queens Road, Walton on Thames, Surrey, KT12 5AB. The charity is a public benefit entity.

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 (FRS102) "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 (FRS102) (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 historic 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 this 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, inclusive of any VAT which cannot be recovered 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.

Equipment including Office Fittings	-	25% per annum straight line
Computer Equipment	-	25% per annum straight line
Improvements to Premises	-	10% per annum straight line
Interactive Floor	-	20% per annum straight line
Sensory Garden	-	10% - 33% per annum straight line

Investments

Investments are valued at fair value through the Statement of Financial Activities. Pooled investment vehicles are valued at bid price. The objective for the managed funds is to provide a higher investment return than could be achieved by a high-quality bond investment over the medium to long-term. Short-term highly liquid investments are included as cash at bank.

Debtors

Short-term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

Creditors

Short-term creditors are measured at transaction price.

Going Concern

At the date of signing the accounts there were no material uncertainties about the charity's ability to continue.

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 a particular restricted purpose.

2. CHARITABLE ACTIVITIES

	31.12.22	31.12.21
	£	£
Hall hire	20,263	12,818
Clubs, activities and other events	6,876	4,060
Grants received	2,000	89,609
	<u>29,139</u>	<u>106,488</u>

A grant of £1,500 was received from Elmbridge Borough Council in response to additional restrictions created by the Covid 19 Pandemic. This has been used to fund general operating costs of the charity.

3. INVESTMENT INCOME

	31.12.22	31.12.21
	£	£
Deposit account interest	587	843
Dividends	4,881	4,717
	<u>5,468</u>	<u>5,560</u>

4. NET INCOME/EXPENDITURE

	31.12.22	31.12.21
	£	£
This is stated after charging:		
Depreciation - owned assets	5,789	2,177
Accountants' preparation and Independent Examination inc. VAT	<u>1,689</u>	<u>1,614</u>

5. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees Expenses

There were £40 trustees' expenses paid for the year ended 31 December 2022 (£NIL for the year ended 31 December 2021). These were in relation to travel and applicable to one trustee.

6. STAFF COSTS

	31.12.22	31.12.21
Wages & salaries	<u>18,961</u>	<u>15,421</u>

The average monthly number of employees during the year was as follows:

	31.12.22	31.12.21
Average number of employees - full time equivalent	<u>1</u>	<u>1</u>

There are an average of 8 part-time staff on a monthly basis

No employees received employer benefits exceeding £60,000

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,474	2,243	3,717
Charitable activities			
Charitable activities	29,971	76,518	106,489
Other trading activities	7,885		7,885
Investment income	5,560		5,560
Other income	2,800		2,800
Total	<u>47,690</u>	<u>78,761</u>	<u>126,451</u>
EXPENDITURE ON			
Charitable activities			
Raising funds	1,280		1,280
Charitable activities	21,248	8,385	29,633
Support costs	27,481		27,481
Total	<u>50,009</u>	<u>8,385</u>	<u>58,394</u>
NET INCOME/(EXPENDITURE)	(2,319)	70,376	68,057
Net gains/(losses) on investments	9,167		9,167
NET INCOME/(EXPENDITURE)	<u>6,848</u>	<u>70,376</u>	<u>77,224</u>
Transfers between Funds	(21,407)	21,407	-
Net movement in Funds	<u>(14,559)</u>	<u>91,783</u>	<u>77,224</u>
RECONCILIATION OF FUNDS			
Total Funds brought forward	328,228		328,228
TOTAL FUNDS CARRIED FORWARD	<u><u>313,669</u></u>	<u><u>91,783</u></u>	<u><u>405,452</u></u>

8. TANGIBLE FIXED ASSETS

	Unrestricted £	Restricted £	Total £
COST			
At 1 January 2022	136,735	-	136,735
Additions	-	111,301	111,301
At 31 December 2022	<u>136,735</u>	<u>111,301</u>	<u>248,036</u>
DEPRECIATION			
At 1 January 2022	134,586	-	134,586
Charge for the year	831	4,959	5,789
At 31 December 2022	<u>135,417</u>	<u>4,959</u>	<u>140,375</u>
NET BOOK VALUE			
At 31 December 2022	<u>1,319</u>	<u>106,342</u>	<u>107,661</u>
At 31 December 2021	<u>2,149</u>	<u>-</u>	<u>2,149</u>

9. DEBTORS: AMOUNTS FALLING DUE UNDER ONE YEAR

	31.12.22 £	31.12.21 £
Trade debtors	3,725	1,766
Prepayments and accrued income	5,845	4,233
Other debtors	-	-
	<u>9,570</u>	<u>5,999</u>

10. INVESTMENTS

	31.12.22 £	31.12.21 £
Unlisted investments	235,831	239,397
	<u>235,831</u>	<u>239,397</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Trade creditors	5,246	5,503
Social security and other taxes	1,241	389
Accruals and deferred income	2,578	2,640
Other creditors	443	255
	<u>9,508</u>	<u>8,787</u>

12. MOVEMENT IN FUNDS

	At 1.01.22	Net movement in funds	Transfers between funds	At 31.12.22
	£	£	£	£
Unrestricted Funds				
General funds	7,076	(19,790)	16,080	3,366
Designated funds				
Long Term Hall Maintenance	50,000	-	-	50,000
Operating Contingency	30,000	-	-	30,000
T H Freeman Legacy	226,593	38,253	(40,000)	224,846
Restricted Funds				
Restricted funds				
Sensory Garden Development	80,428	(904)	18,008	97,532
Musical Instruments	10,057	(1,247)	-	8,810
Website Development	1,000	(6,100)	5,100	-
One to One	298	(1,110)	812	-
TOTAL FUNDS	<u>405,452</u>	<u>9,102</u>	<u>-</u>	<u>414,554</u>

Net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General funds	44,683	(64,473)	(19,790)
Designated funds			
Long Term Hall Maintenance	-	-	-
Operating Contingency	-	-	-
T H Freeman Legacy	38,253	-	38,253
Restricted Funds			
Restricted funds			
Sensory Garden Development	8,567	(9,471)	(904)
Musical Instruments	-	(1,247)	(1,247)
Website Development	-	(6,100)	(6,100)
One to One	-	(1,110)	(1,110)
TOTAL FUNDS	<u>91,503</u>	<u>(82,401)</u>	<u>9,102</u>

Comparatives for movement in funds

	At 1.01.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted Funds				
General funds	228	8,331	(1,483)	7,076
Designated funds				
Long Term Hall Maintenance	50,000	(1,483)	1,483	50,000
Operating Contingency	30,000	-	-	30,000
Sensory Garden Development	21,407	-	(21,407)	-
T H Freeman Legacy	226,593	-	-	226,593
Restricted Funds				
Restricted fund				
Sensory Garden Development	-	59,021	21,407	80,428
Musical Instruments	-	10,057	-	10,057
Website Development	-	1,000	-	1,000
One to One	-	298	-	298
TOTAL FUNDS	<u>328,228</u>	<u>77,224</u>	<u>-</u>	<u>405,452</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General funds	56,857	(48,526)	8,331
Designated funds			
Long Term Hall Maintenance	-	(1,483)	(1,483)
Operating Contingency	-	-	-
Sensory Garden Development	-	-	-
T H Freeman Legacy	-	-	-
Restricted Funds			
Restricted fund			
Sensory Garden Development	67,079	(8,058)	59,021
Musical Instruments	10,057	-	10,057
Website Development	1,000	-	1,000
One to One	625	(327)	298
TOTAL FUNDS	<u>135,618</u>	<u>(58,394)</u>	<u>77,224</u>

13. RELATED PARTY TRANSACTIONS

Aggregate donations received from trustees without conditions were £2,067 (£2021 : £1,560). There are no other related party transactions in the operating period which require disclosure.

14. CAPITAL COMMITMENTS

There were no capital commitments as at 31 December 2022 or 31 December 2021.

15. OPERATING LEASE COMMITMENTS

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	31.12.22 £	31.12.21 £
due within one year	1,514	1,514
	<u>1,514</u>	<u>1,514</u>

Lease payments recognised as an expense total £1,514 (2021: £1,514).

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

16. INCOME

	Total Funds 31.12.22 £	Total Funds 31.12.21 £
INCOME AND ENDOWMENTS FROM		
Donations and legacies		
Subscriptions and donations	5,309	3,717
Legacies	43,253	-
	<hr/> 48,562	<hr/> 3,717
Charitable activities		
Hall hire	20,263	12,819
Clubs, activities and other events	6,876	4,061
Grants received	2,000	89,609
	<hr/> 29,139	<hr/> 106,489
Other trading activities		
Fundraising events, sale of donated goods	6,120	5,657
Brick fundraising	1,098	1,908
Other	1,116	320
	<hr/> 8,334	<hr/> 7,885
Investment income		
Bank account interest	587	843
Dividend income	4,881	4,717
	<hr/> 5,468	<hr/> 5,560
Other income		
JRCS Grant	-	2,800
	<hr/> 91,503	<hr/> 126,451
Total incoming resources		

17. EXPENDITURE

Charitable activities

Raising Funds	527	1,280
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Charitable activities

Wages	18,961	15,421
Rent, light, heat and water	5,943	4,599
Activities costs	2,251	1,120
Sensory garden project	3,265	8,058
Bad debts	313	435

	<u>30,733</u>	<u>29,633</u>
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Support costs

Management

Insurance	2,114	2,124
Phone, stationery and office costs	977	332
Cleaning	9,886	5,999
Refuse disposal	3,214	1,546
Equipment - small items and repairs	333	1,103
Repairs, maintenance and gardening	13,717	10,190
Depreciation of tangible assets	5,789	2,177

	<u>36,030</u>	<u>23,471</u>
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Finance

Bank charges	105	-
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Information technology

Software, support and training	8,185	1,712
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Other

Sundries	1,303	454
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Governance costs

Accountants' preparation and independent examination, inc. VAT	1,689	1,614
Companies House filing fee & data protection	262	230

Total resources expended

	<u>78,834</u>	<u>58,394</u>
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NET INCOME/(EXPENDITURE)

	<u>12,669</u>	<u>68,057</u>
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ELMBRIDGE MENCAP

England & Wales - Charity number 1094666

Accounts



Elmbridge Mencap

(Company Limited by Guarantee)

Company Number 4504051
Registered Charity Number 1094666

Report and Financial Statements

Year Ended: 31 December 2021

Contents	Page
Reference and Administrative Details _____	1
Structure, Governance and Management _____	2
Objectives and Activities _____	2
Achievements and Performance _____	3
Financial Review _____	4
Reserves Policy _____	4
Future Plans _____	5
Public Benefit _____	5
Statement of Trustees' Responsibilities _____	6
Statement as to Disclosure to our Independent Examiner _____	6
Independent Examiner's Report _____	7
Statement of Financial Activities _____	8
Balance Sheet _____	9-10
Notes to the Accounts _____	11-20

Elmbridge Mencap

Report of the Trustees for the year ended 31 December 2021

The Trustees are pleased to present their annual Trustees' report and the Financial Statements of Elmbridge Mencap ("the charity") for the year ended 31 December 2021, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Reference and administrative details

Charity Name:	Elmbridge Mencap
Charity Number:	1094666
Company Number:	4504051
Registered Office and Operational Address	Burview Hall Queens Road Walton on Thames Surrey KT12 5AB

Directors and Officers

The Directors of the charity are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. The following served as Trustees and officers during the year.

Dr P Walsh	Chair
Mrs C Pease	Vice Chair
Mr S Peckham	Treasurer
Mr J Reeves	
Mrs E Rigden	
Mrs E Hoaen	
Mr J Richardson	
Mr B Skinner	
Mr N Blake	
Mr E Rigden	
Mrs R Jackson	Resigned 31 May 2021

Company Secretary

Mr E Rigden

Accountants

Heyburn Bennett Ltd
9 Bridge Street
Walton on Thames Surrey KT12 1AE

Bankers

Barclays Bank PLC
P.O. Box 193 8/12 Church Street
Walton on Thames Surrey KT12 2YW

Solicitors

Nichols Marcy Dawson LLP
Portman House
Colby Road
Walton on Thames, Surrey, KT12 2RN

Structure, Governance and Management

Governing Document

Elmbridge Mencap is a charitable company limited by guarantee, incorporated on 6 August 2002 and registered as a charity on 18 November 2002. The charity was established under its Memorandum and Articles of Association. In the event of the charity being wound up, members may be required to contribute an amount not exceeding £1.

Elmbridge Mencap is an independent charity affiliated to the Royal Mencap Society.

Appointment of Trustees

The Articles of Association allow for a maximum of 16 Trustees. Honorary officers are elected from the membership at the AGM until the next AGM, when they are eligible for re-appointment. Trustees serve for a period of three years with one third standing down each year. The Trustees have the power to co-opt a member at any time to fill a vacancy, provided that not more than one-third of the Trustees would be co-opted members.

All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations for the AGM.

Trustee induction and training

New Trustees are given copies of the Memorandum and Articles of Association, latest accounts and details of current financial standing, and Charity Commission literature regarding their legal obligations under charity and company law, and informed of any changes as and when they become known. They are also given copies of all current policies agreed by the Charity. All Trustees are kept informed about, and vote for, the adoption or otherwise of the annual budget, and are encouraged to attend external training events which could improve their role as Trustees.

Organisation

The Board of Trustees, which normally meets ten times a year, administer the charity and are responsible for all major decisions of the charity regarding activities, pricing, staff salaries, capital expenditure and investment of funds as well as the strategic direction and policy of the charity. Job specifications give clear detail of roles and responsibilities.

Risk Management

The Trustees have a risk management process which comprises:

- An annual review of the risks the charity may face, both financial and non-financial:
- Procedures to minimise the impact should those risks occur.

At the present time the Trustees believe that there are no risks connected with the internal management of the charity beyond those of staff dishonesty, which are managed by supervision of income and accounting functions and internal control processes and are insured. Because the charity operates its activities from Burview Hall it is exposed to risk should their landlord not extend or renew their lease.

Fundraising

The charity does not utilise professional fundraisers or commercial participators in our fundraising activities. The charity carries out limited scale fundraising events that contribute consistently to the reserves. Due to Covid-19 the two annual Jumble Sales were not held but the Trustees were delighted to be able to hold a successful Christmas Fair during 2021. Fundraising for the sensory garden continued during the year with many generous donations secured.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds have historically been spent in the short term (under 5 years) and the Trustees require that a generous level of reserves is maintained in liquid savings accounts. However, following receipt of a large legacy during 2019, the Trustees have taken the decision that a large investment should be made in an investment portfolio with a longer-term horizon with a view to securing the long-term future of the charity.

Objectives and Activities

The objectives of the charity are to provide support for people with a learning disability, in particular by the provision of practical help for them and for their families, dependants and carers, and to provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their quality of life.

To achieve its objectives the charity leases Burview Hall in Walton-on-Thames from Walton Charity. The hall is equipped and used by the charity as the main venue for its activities. When not required by the charity the hall is hired to other organisations and individuals who support people with learning disabilities. It is the charity's policy to keep this hire charge as low as possible to ensure full use of the hall. We encourage employment and integration with the general public of people with learning disabilities.

The main activities for the year continued to be the upkeep and hiring out of Burview Hall and the running of the charity's own programme of events, which comprised the following:

- Nova Club: An evening social club for adults held fortnightly throughout the year;
- Youth Club: An evening club for the 16–25-year-olds, which are held fortnightly throughout the year;
- Cinema Night: A monthly showing of DVDs on a large screen;
- One to One: A weekly evening of leisure activities, recently taken over from another charity;
- Get up & Go: A weekly daytime session for those with profound and multiple learning disabilities;

Family Fun was not offered during the year due to difficulties in offering a safe environment that met Covid-19 requirements. At the end of the year Get Up & Go has also been discontinued due to being unable to source suitable replacement staff.

The policies used to achieve the objectives have continued to be:

- To keep the hiring of Burview Hall affordable;
- To keep the structure and decoration of the building well maintained;
- To work and cooperate with other similar minded learning disability organisations.
- To increase our volunteer base.

Achievements and performance

Like most charities Elmbridge Mencap was severely impacted by the COVID-19 pandemic and the government lockdowns. At all times the Trustees have sought to safeguard our vulnerable clients and comply with government restrictions. As such our services were suspended during lockdown. Any exceptions to that for other users (mainly children's activities) were granted where clients could provide us with a clear and comprehensive risk assessment. To the extent that we were able to offer our services, the mainstays of our own activities are our staff and volunteers.

For many years we hired out the Walton Playhouse for a performance by the Desborough Players. Unfortunately, the 2021 performance was cancelled

During the year we were advised that due to the disruption caused by the pandemic we would remain as the Mayor of Elmbridge's sponsored charity into 2021. We are delighted to report that we secured a cheque for £22,722 arising from this support. We would like to sincerely thank Mayor Mary Sheldon for her considerable and generous support.

Elmbridge Mencap Activities

As stated above all of the activities of the charity have been severely impacted by the COVID-19 pandemic. However, a description of our activities is set out below.

Nova Club

Our evening club for adults has 40 members, many of whom regularly attend the fortnightly sessions held throughout the year. However, when we were allowed to reopen after the first lockdown, we restricted the number of members allowed to attend to keep to social distancing rules. Some of the younger members of Nova Club joined with the regular youth club members and by careful planning we managed to give all Nova & Youth Club members the chance to attend an evening activity on a fortnightly basis. Due to Covid restrictions, the regular disco parties and summer BBQ were cancelled. We were able to return Nova Club to more normal operations towards the end of the year and to increase the activities on offer. A diary of events allowed club members to know what activities would be run each evening.

Unfortunately, Covid-19 meant we could not join up with Elmbridge Community Link for our joint sessions during the year.

Youth Club

This activity has a small but increasing number of attendees, but we continue to believe in the benefit of this event.

Family Fun Afternoon

This activity is the most difficult for the charity to operate in a socially distanced environment and accordingly, it is unlikely that this activity will be able to take place until COVID-19 measures are able to be substantially relaxed.

Get Up & Go

This activity has had to be discontinued due to issues in securing staff or volunteers to run it.

Cinema Night

Once a month, on a Saturday, we hold the cinema night. This is regularly attended by up to 25 people, some with their carers.

One to One

One to One provide a weekly evening leisure activity. The activity is now operated by the charity.

Other Organisations' Open Activities

There follows a list of activities arranged by others at Burview Hall on a regular basis open to anyone with a learning disability. Charges vary.

Music workshops for adults once a month
Wednesday Arts/Craft Workshop
Sunday Club – once a fortnight

Run by Elmbridge Community Link
Run by Elmbridge Community Link
Run by White Lodge Centre

All of the above activities were affected by the Covid-19 pandemic.

Play Schemes

We were able to open the building for the 2021 Summer Play Scheme which is normally run by the White Lodge Centre for three weeks.

Financial Review

The charity had a good year showing a surplus of £77,224 (2020: deficit £15,584), of which £70,376 relates to restricted funds. The charity has still faced ongoing problems caused by the impact of the COVID-19 pandemic as described above. The necessary suspension of services resulted in hall letting income being £12,819, which although in line with last year is still significantly lower than in 2019 (i.e., prior to Covid-19). In addition, a number of our regular fundraising events were cancelled. This notwithstanding, our fundraising activities and the generosity of our friends and supporters has resulted in grant and donation income of £93,326, with £67,079 of that specifically donated for the sensory garden, and a further £10,057 for musical instruments as part of the sensory garden. We spend time reviewing our annual budget and reserve policy to enable us to meet our financial challenges as a viable charity. This had particular rigour and focus during 2021. All means of making savings plus extra fundraising will still need to continue to be thoroughly investigated in 2022.

The Trustees believe that the performance of the charity during 2021 leaves us well placed survive the impact of the COVID-19 pandemic to provide and hopefully continue the majority of its services in 2022.

Reserves Policy

At the end of 2021 the charity's reserves stood at £405,453 of which £91,783 represents restricted reserves and £306,593 represents designated reserves. This leaves the general funds in a surplus position of £7,076.

Our Reserves policy is based on Designated and Restricted Funds, which are reviewed annually. The review is carried out together with our annual budget and strategic plan review towards the end of our financial year. The charity had no Permanent or Expendable endowments during 2021.

	Fund Policy
Long Term Hall Maintenance	Under the terms of our lease, we are obliged to redecorate internally. The fund now also covers the five yearly fixed wiring testing and emergency lighting testing; and any future major repairs and replacement.
Operating Contingence	This fund is intended to enable us to carry out our basic services, such as running the adult and youth evening clubs, pay for insurances, etc, if Burview Hall was unable to be used for up to a year and we had no access to or income from the hall hire. This fund is reviewed annually.

Sensory Garden Development	This fund is intended to support a plan to improve the facilities offered to our customers in the woodland area. Plans have been produced and can be completed in incremental stages. The final scope of the redevelopment will depend on the ability to raise external funding.
The H Freeman Legacy Fund	During December 2019 the trustees were informed that the charity had been left a legacy by a past member. This legacy will be invested in accordance with our investment policy with the aim of securing the future of the charity for the long-term.

Current Designated & Restricted Funds

		Fund Level 01/01/21	Expenditure & Additions During 2021		Transfers between Funds During 2021	Transfers (to) / from General Fund 2021	Fund Level 31/12/21
Designated Funds			Additions	Expenditure			
1	Long Term Hall Maintenance	50,000	-	(1,483)	-	1,483	50,000
2	Operating Contingence	30,000	-	-	-	-	30,000
3	Sensory Garden development	21,407	-	-	(21,407)	-	-
5	The H Freeman Legacy Fund	226,593	-	-	-	-	226,593
Totals		328,000	-	(1,483)	(21,407)	1,483	306,593
Restricted Funds							
	Sensory Garden development		67,079	(8,058)	21,407		80,428
	Musical Instruments		10,057				10,057
	Website		1,000				1,000
	One to One		625	(327)			298
Totals		-	78,761	(8,385)	21,407	-	91,783
General Reserves		228	56,857	(48,526)		(1,483)	7,076
Grand Totals		328,228	135,618	(58,391)	-	-	405,452

Plans

The Trustees' policy of working with other groups will continue. We will continue to review approaches from organisations that meet the objectives of the charity.

Public Benefit

The Trustees are satisfied that the activities undertaken by the charity as outlined under Objectives and Activities and Achievements and Performance constitute a significant public benefit to members of the local community with learning disabilities and that they have therefore complied with the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

Statement of Trustees' Responsibilities

Company law requires the Trustees, who as stated above are the Directors of the charity for the purposes of the Companies Act 2006, to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure for that period. 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 Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Statement as to disclosure to our Independent Examiner

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the Independent Examiner in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquires of fellow Trustees and the Independent Examiner that they ought to have independently taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

For and on behalf of the Trustees

.....
Dr Paula Walsh, Chair

Dated.....

Independent Examiner's Report to the Trustees of Elmbridge Mencap (the company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021 which are set out on pages 4 to 20.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 to 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.

David Alan Bennett FCCA, CTA, TEP
Heyburn Bennett Limited
9 Bridge Street
Walton on Thames
Surrey
KT12 1AE

Date:

Statement of Financial Activities (incorporating the income and expenditure account)
For the Year Ended 31 December 2021.

		Unrestricted Funds £	Restricted Funds £	Total Funds 31.12.21 £	Total Funds 31.12.20 £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	16	1,474	2,243	3,717	22,876
Charitable activities					
Charitable activities	16	29,971	76,518	106,489	18,813
Other trading activities	16	7,885		7,885	5,321
Investment income	16	5,560		5,560	1,729
Other income	16	2,800		2,800	3,534
Total		47,690	78,761	126,451	52,273
EXPENDITURE ON					
Charitable activities					
Raising funds	17	1,280		1,280	12
Charitable activities	17	21,248	8,385	29,633	22,019
Support costs	17	27,481		27,481	46,947
Total		50,009	8,385	58,394	68,978
NET INCOME/(EXPENDITURE)		(2,319)	70,376	68,057	(16,705)
Net gains/(losses) on investments		9,167		9,167	1,121
NET INCOME/(EXPENDITURE)		6,848	70,376	77,224	(15,584)
Transfers between Funds	12	(21,407)	21,407	-	-
Net movement in Funds		(14,559)	91,783	77,224	(15,584)
RECONCILIATION OF FUNDS					
Total Funds brought forward		328,228	-	328,228	343,812
TOTAL FUNDS CARRIED FORWARD		313,669	91,783	405,452	328,228

Balance Sheet
At 31 March 2021

		Unrestricted Funds £	Restricted Funds £	Total Funds 31.12.21 £	Total Funds 31.12.20 £
FIXED ASSETS					
Tangible Assets	8	2,149	-	2,149	3,545
CURRENT ASSETS					
Debtors	9	5,999	-	5,999	3,914
Investments	10	239,397	-	239,397	30,231
Cash at bank and in hand		74,911	91,783	166,694	295,927
		<u>320,307</u>	<u>91,783</u>	<u>412,090</u>	<u>330,072</u>
CREDITORS					
Amounts due within one year	11	(8,787)	-	(8,787)	(5,389)
NET CURRENT ASSETS		<u>311,520</u>	<u>91,783</u>	<u>403,303</u>	<u>324,683</u>
TOTAL ASSETS LESS CURRENT LIABILITES		313,669	91,783	405,452	328,228
NET ASSETS		<u>313,669</u>	<u>91,783</u>	<u>405,452</u>	<u>328,228</u>
FUNDS					
Restricted Funds	12			91,783	-
Unrestricted Funds					
General funds	12			7,076	228
Designated funds	12			306,593	328,000
TOTAL FUNDS				<u>405,452</u>	<u>328,228</u>

Balance Sheet – continued
At 31 December 2021

The trustees/directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies and that members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with section 477 of the Companies Act 2006.

The trustees/directors accept their responsibilities for:

1. Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
2. 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.

These financial statements were approved by the Board of Trustees on 16 May 2022 and were signed on their behalf by:

Dr P Walsh - Chair

Notes to the Financial Statements

For the Year Ended 31 December 2021

1. ACCOUNTING POLICIES

Identification

Elmbridge Mencap is a Private Company Limited by Guarantee incorporated in England. The principal place of business is Burview Hall, Queens Road, Walton on Thames, Surrey, KT12 5AB. The charity is a public benefit entity.

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 (FRS102) "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 (FRS102) (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 historic 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 this 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, inclusive of any VAT which cannot be recovered 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.

Equipment including Office Fittings	-	25% per annum straight line
Computer Equipment	-	25% per annum straight line
Improvements to Premises	-	10% per annum straight line
Interactive Floor	-	20% per annum straight line

Investments

Investments are valued at fair value through the Statement of Financial Activities. Pooled investment vehicles are valued at bid price. The objective for the managed funds is to provide a higher investment return than could be achieved by a high-quality bond investment over the medium to long-term. Short-term highly liquid investments are included as cash at bank.

Debtors

Short-term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

Creditors

Short-term creditors are measured at transaction price.

Going Concern

At the date of signing the accounts there were no material uncertainties about the charity's ability to continue.

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 a particular restricted purpose.

2. CHARITABLE ACTIVITIES

	31.12.21	31.12.20
	£	£
Hall hire	12,818	12,068
Clubs, activities and other events	4,060	2,745
Grants received	89,609	4,000
	<u>106,488</u>	<u>18,813</u>

A grant of £10,000 was received from Elmbridge Borough Council in response to the Covid 19 Pandemic. This has been used to fund general operating costs of the charity.

3. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Deposit account interest	843	1,729
Dividends	4,717	-
	<u>5,560</u>	<u>1,729</u>

4. NET INCOME/EXPENDITURE

	31.12.21	31.12.20
	£	£
This is stated after charging:		
Depreciation - owned assets	2,177	5,487
Accountants' preparation and Independent Examination inc. VAT	<u>1,614</u>	<u>1,849</u>

5. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees Expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

6. STAFF COSTS

	31.12.21	31.12.20
Wages & salaries	<u>15,421</u>	<u>15,836</u>

The average monthly number of employees during the year was as follows:

	31.12.21	31.12.20
Average number of employees - full time equivalent	<u>1</u>	<u>1</u>

There are an average of 7 part-time staff on a monthly basis

No employees received employer benefits exceeding £60,000

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	22,876		22,876
Charitable activities			
Charitable activities	18,813		18,813
Other trading activities	5,321		5,321
Investment income	1,729		1,729
Other income	3,534		3,534
Total	52,273	-	52,273
EXPENDITURE ON			
Charitable activities			
Raising funds	12		12
Charitable activities	22,019		22,019
Support costs	46,947		46,947
Total	68,978	-	68,978
NET INCOME/(EXPENDITURE)	(16,705)		(16,705)
Net gains/(losses) on investments	1,121		1,121
NET INCOME/(EXPENDITURE)	(15,584)	-	(15,584)
Transfers between Funds			-
Net movement in Funds	(15,584)	-	(15,584)
RECONCILIATION OF FUNDS			
Total Funds brought forward	343,812		343,812
TOTAL FUNDS CARRIED FORWARD	328,228	-	328,228

8. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 January 2021	135,955
Additions	780
At 31 December 2021	<u>136,735</u>
DEPRECIATION	
At 1 January 2021	132,410
Charge for the year	2,177
At 31 December 2021	<u>134,586</u>
NET BOOK VALUE	
At 31 December 2021	<u><u>2,149</u></u>

9. DEBTORS: AMOUNTS FALLING DUE UNDER ONE YEAR

	31.12.21 £	31.12.20 £
Trade debtors	1,766	1,528
Prepayments and accrued income	4,233	2,307
Other debtors	-	79
	<u>5,999</u>	<u>3,914</u>

10. INVESTMENTS

	31.12.21 £	31.12.20 £
Unlisted investments	239,397	30,231
	<u>239,397</u>	<u>30,231</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade creditors	5,503	795
Social security and other taxes	389	316
Accruals and deferred income	2,640	4,023
Other creditors	255	255
	<u>8,787</u>	<u>5,389</u>

12. MOVEMENT IN FUNDS

	At 1.01.21	Net movement in funds	Transfers between funds	At 31.12.21
	£	£	£	£
Unrestricted Funds				
General funds	228	8,331	(1,483)	7,076
Designated funds				
Long Term Hall Maintenance	50,000	(1,483)	1,483	50,000
Operating Contingency Sensory Garden	30,000	-	-	30,000
Development Equipment & Activities	21,407	-	(21,407)	-
Reserve	-	-	-	-
T H Freeman Legacy	226,593	-	-	226,593
Restricted Funds				
Restricted funds				
Sensory Garden Development	-	59,021	21,407	80,428
Musical Instruments	-	10,057	-	10,057
Website Development	-	1,000	-	1,000
One to One	-	298	-	298

Net movement in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General funds	56,857	(48,526)	8,331
Designated funds			
Long Term Hall Maintenance	-	(1,483)	(1,483)
Operating Contingency	-	-	-
Sensory Garden Development	-	-	-
Equipment & Activities Reserve	-	-	-
T H Freeman Legacy	-	-	-
Restricted Funds			
Restricted funds			
Sensory Garden Development	67,079	(8,058)	59,021
Musical Instruments	10,057	-	10,057
Website Development	1,000	-	1,000
One to One	625	(327)	298

Comparatives for movement in funds

	At 1.01.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted Funds				
General funds	812	(3,639)	3,055	228
Designated funds				
Long Term Hall Maintenance	50,000	(4,352)	4,352	50,000
Operating Contingency	34,000	-	(4,000)	30,000
Sensory Garden Development	25,000	(3,593)	-	21,407
Equipment & Activities Reserve	4,000	(4,000)	-	-
T H Freeman Legacy	230,000	-	(3,407)	226,593
Restricted Funds				
Restricted fund				-

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General funds	48,394	(52,033)	(3,639)
Designated funds			
Long Term Hall Maintenance	-	(4,352)	(4,352)
Operating Contingency	-	-	-
Sensory Garden Development	5,000	(8,593)	(3,593)
Equipment & Activities Reserve	-	(4,000)	(4,000)
T H Freeman Legacy	-	-	-
Restricted Funds			
Restricted fund			-

13. RELATED PARTY TRANSACTIONS

Aggregate donations received from trustees without conditions were £1,560 (£2020 : £1,282). There are no other related party transactions in the operating period which require disclosure.

14. CAPITAL COMMITMENTS

There were no capital commitments as at 31 December 2021 or 31 December 2020.

15. OPERATING LEASE COMMITMENTS

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	31.12.21 £	31.12.20 £
due within one year;	1,514	1,514
	<u>1,514</u>	<u>1,514</u>

Lease payments recognised as an expense total £1,514 (2020: £1,514).

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

16. INCOME

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

	Total Funds 31.12.21 £	Total Funds 31.12.20 £
INCOME AND ENDOWMENTS FROM		
Donations and legacies		
Subscriptions and donations	3,717	22,876
Legacies	-	-
	<hr/> 3,717	<hr/> 22,876
Charitable activities		
Hall hire	12,819	12,068
Clubs, activities and other events	4,061	2,745
Grants received	89,609	4,000
	<hr/> 106,489	<hr/> 18,813
Other trading activities		
Fundraising events, sale of donated goods	5,657	5,321
Brick fundraising	1,908	-
Other	320	-
	<hr/> 7,885	<hr/> 5,321
Investment income		
Bank account interest	843	1,729
Dividend income	4,717	-
	<hr/> 5,560	<hr/> 1,729
Other income		
JRCS Grant	2,800	3,534

17. EXPENDITURE

EXPENDITURE

Charitable activities

Raising Funds	1,280	12
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Charitable activities

Wages	15,421	15,836
Rent, light, heat and water	4,599	5,281
Activities costs	1,120	480
Sensory garden project	8,058	515
Bad debts	435	(93)

	<u>29,633</u>	<u>22,019</u>
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Support costs

Management

Insurance	2,124	2,036
Phone, stationery and office costs	332	1,536
Cleaning	5,999	6,465
Refuse disposal	1,546	2,299
Equipment - small items and repairs	1,103	1,231
Repairs, maintenance and gardening	10,190	22,335
Depreciation of tangible assets	2,177	5,487

	<u>23,471</u>	<u>41,389</u>
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Finance

Bank charges	-	1
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Information technology

Software, support and training	1,712	3,036
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Other

Sundries	454	455
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Governance costs

Accountants' preparation and independent examination, inc. VAT	1,614	1,849
Companies House filing fee & data protection	230	217

Total resources expended

	<u>58,394</u>	<u>68,978</u>
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NET INCOME/(EXPENDITURE)

	<u>77,224</u>	<u>(15,584)</u>
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ELMBRIDGE MENCAP

England & Wales - Charity number 1094666

Accounts



Elmbridge Mencap

(Company Limited by Guarantee)

Company Number 4504051
Registered Charity Number 1094666

Report and Financial Statements

Year Ended: 31 December 2020

Contents	Page
Reference and Administrative Details _____	1
Structure, Governance and Management _____	2
Objectives and Activities _____	2
Achievements and Performance _____	3
Financial Review _____	4
Reserves Policy _____	4
Future Plans _____	5
Public Benefit _____	5
Statement of Trustees' Responsibilities _____	6
Statement as to Disclosure to our Independent Examiner _____	6
Statement of Financial Activities _____	7
Balance Sheet _____	8
Notes to the Accounts _____	9-13
Independent Examiner's Report _____	14

Elmbridge Mencap

Report of the Trustees for the year ended 31 December 2020

The Trustees are pleased to present their annual Trustees' report and the Financial Statements of Elmbridge Mencap ("the charity") for the year ended 31 December 2020, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Reference and administrative details

Charity Name:	Elmbridge Mencap
Charity Number:	1094666
Company Number:	4504051
Registered Office and Operational Address	Burview Hall Queens Road Walton on Thames Surrey KT12 5AB

Directors and Officers

The Directors of the charity are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. The following served as Trustees and officers during the year.

Dr P Walsh	Chair
Mr J Reeves	Resigned as Vice Chair 27 July 2020
Mrs C Pease	Co-opted 17 February 2020, Appointed 27 July 2020, Appointed Vice Chair 27 July 2020
Mr S Peckham	Co-opted 17 February 2020, Appointed 27 July 2020
Mrs E Rigden	
Mrs R Jackson	Resigned as Treasurer 27 July 2020, remains as Trustee
Mrs E Hoaen	
Mr J Richardson	
Mr B Skinner	
Mr N Blake	
Mr E Rigden	

Company Secretary

Mr E Rigden

Accountants

Heyburn Bennett Ltd
9 Bridge Street
Walton on Thames Surrey KT12 1AE

Bankers

Barclays Bank PLC
P.O. Box 193 8/12 Church Street
Walton on Thames Surrey KT12 2YW

Solicitors

Nichols Marcy Dawson LLP
Portman House
Colby Road
Walton on Thames, Surrey, KT12 2RN

Structure, Governance and Management

Governing Document

Elmbridge Mencap is a charitable company limited by guarantee, incorporated on 6 August 2002 and registered as a charity on 18 November 2002. The charity was established under its Memorandum and Articles of Association. In the event of the charity being wound up, members may be required to contribute an amount not exceeding £1.

Elmbridge Mencap is an independent charity affiliated to the Royal Mencap Society.

Appointment of Trustees

The Articles of Association allow for a maximum of 16 Trustees. Honorary officers are elected from the membership at the AGM until the next AGM, when they are eligible for re-appointment. Trustees serve for a period of three years with one third standing down each year. The Trustees have the power to co-opt a member at any time to fill a vacancy, provided that not more than one-third of the Trustees would be co-opted members.

All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations for the AGM.

Trustee induction and training

New Trustees are given copies of the Memorandum and Articles of Association, latest accounts and details of current financial standing, and Charity Commission literature regarding their legal obligations under charity and company law, and informed of any changes as and when they become known. They are also given copies of all current policies agreed by the Charity. All Trustees are kept informed about, and vote for, the adoption or otherwise of the annual budget, and are encouraged to attend external training events which could improve their role as Trustees.

Organisation

The Board of Trustees, which normally meets ten times a year, administer the charity and are responsible for all major decisions of the charity regarding activities, pricing, staff salaries, capital expenditure and investment of funds as well as the strategic direction and policy of the charity. Job specifications give clear detail of roles and responsibilities.

Risk Management

The Trustees have a risk management process which comprises:

- An annual review of the risks the charity may face, both financial and non-financial:
- Procedures to minimise the impact should those risks occur.

At the present time the Trustees believe that there are no risks connected with the internal management of the charity beyond those of staff dishonesty, which are managed by supervision of income and accounting functions and internal control processes and are insured. Because the charity operates its activities from Burview Hall it is exposed to risk should their landlord not extend or renew their lease.

Fundraising

The charity does not utilise professional fundraisers or commercial participators in our fundraising activities. The charity carries out limited scale fundraising events that contribute consistently to the reserves. Due to Covid-19 the two annual Jumble Sales & the Xmas Fair were not held during 2020. A planned "Elephant Race Night" was also cancelled. The charity received various support grants as a consequence of Covid-19 to support ongoing expenses and start up again in 2021.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term (under 5 years) so there are few funds for long term investment. Having considered the options available, the Trustees have decided to continue to invest the small amount that it has available in investment funds. However, following receipt of a large legacy at the end of last year, plans are in hand to invest this legacy with a view to securing the long-term future of the charity.

Objectives and Activities

The objectives of the charity are to provide support for people with a learning disability, in particular by the provision of practical help for them and for their families, dependants and carers, and to provide or assist in the provision of facilities

for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their quality of life.

To achieve its objectives the charity leases Burview Hall in Walton-on-Thames from Walton Charity. The hall is equipped and used by the charity as the main venue for its activities. When not required by the charity the hall is hired to other organisations and individuals who support people with learning disabilities. It is the charity's policy to keep this hire charge as low as possible to ensure full use of the hall. We encourage employment and integration with the general public of people with learning disabilities.

The main activities for the year continued to be the upkeep and hiring out of Burview Hall and the running of the charity's own programme of events, which comprised the following:

- Nova Club: An evening social club for adults held fortnightly throughout the year;
- Youth Club: An evening club for the 16-25 year olds, which are held fortnightly throughout the year;
- Cinema Night: A monthly showing of DVD's on a large screen;
- Get up & Go: A weekly daytime session for those with profound and multiple learning disabilities;
- Family Fun: A monthly afternoon session for the under 18's and their families. This activity has now ceased, at least until 2022, when subject to Covid-19 restrictions & funding it is hoped to restart .

The policies used to achieve the objectives have continued to be:

- To keep the hiring of Burview Hall affordable;
- To keep the structure and decoration of the building well maintained;
- To work and cooperate with other similar minded learning disability organisations.
- To increase our volunteer base.

Achievements and performance

Like most charities Elmbridge Mencap was severely impacted by the COVID-19 pandemic and the government lockdown and tier restrictions. At all times the Trustees have sought to safeguard our vulnerable clients and comply with government restrictions. As such our services were suspended during lockdown and applicable tier restrictions. Any exceptions to that for other users (mainly children's activities) were granted where clients could provide us with a clear and comprehensive risk assessment. To the extent that we were able to offer our services, the mainstays of our own activities are our staff and volunteers.

Back in January 2020 we hired out the Walton Playhouse for a performance by the Desborough Players. This was attended by nearly 160 people. Unfortunately, the 2021 performance was cancelled

During the year we were advised that due to the disruption caused by the pandemic we would remain as the Mayor of Elmbridge's sponsored charity for 2020/21. We would like to sincerely thank Mayor Mary Sheldon for her considerable and generous support.

Elmbridge Mencap Activities

As stated above all of the activities of the charity have been severely impacted by the COVID-19 pandemic. However, a description of our activities is set out below.

Nova Club

Our evening club for adults has 40 members, many of whom regularly attend the fortnightly sessions held throughout the year. However, when we were allowed to reopen after the first lockdown, we restricted the number of members allowed to attend to keep to social distancing rules. Some of the younger members of Nova Club joined with the regular youth club members and by careful planning we managed to give all Nova & Youth Club members the chance to attend an evening activity on a fortnightly basis. Due to Covid restrictions, the regular disco parties and summer BBQ were cancelled. When Nova Club is able to operate again, a diary of future events is planned, allowing club members to know what activities will be run each evening.

Unfortunately, Covid-19 meant we could not join up with Elmbridge Community Link for our joint sessions during the year.

Youth Club

This activity has a small but increasing number of attendees, but we continue to believe in the benefit of this event.

Family Fun Afternoon

On one Sunday each month we invite families who have a disabled child or children to attend as a family, with any siblings, to have a two hour get together. This year has seen the same increased level of take up that we first experienced

last year, which is very encouraging as we believe that it is an extremely worthwhile event allowing shared experiences between families and siblings.

This activity is the most difficult for the charity to operate in a socially distanced environment and accordingly, it is unlikely that this activity will be able to take place until COVID-19 measures are able to be substantially relaxed.

Get Up & Go

This runs during the day time for the more profoundly disabled who attend with their carers. It is attended by up to 12 persons with carers each session, which is about the practical maximum that can be accommodated. This activity now runs for one two hour session.

Cinema Night

Once a month, on a Saturday, we hold the cinema night. This is regularly attended by up to 25 people, some with their carers.

One to One

During 2020 a local charity (One to One - North West Surrey. Charity No.1061508) decided to cease operation. The volunteers who used to run this weekly evening session at Burview Hall asked if Elmbridge Mencap could take over the activity, which after consideration we agreed to. However, Covid-19 restrictions has meant we have not yet been able to reopen it so far, but it is planned to reopen in 2021. One to One provide a weekly evening leisure activity.

Other Organisations' Open Activities

There follows a list of activities arranged by others at Burview Hall on a regular basis open to anyone with a learning disability. Charges vary.

Saturday Club for children	Run by Surrey Crossroads - Elmbridge
Music workshops for adults once a month	Run by Elmbridge Community Link
Wednesday Arts/Craft Workshop	Run by Elmbridge Community Link
Friday Music Night – once a fortnight	Run by Elmbridge Community Link
One to One evening leisure activities (Adults)	Run by One to One - North West Surrey

All of the above activities were affected by the Covid-19 pandemic.

Play Schemes

Due to Covid-19 we were unable to open the building for the 2020 Summer Play Scheme which is normally run by the White Lodge Centre for three weeks.

Financial Review

The charity had a satisfactory year despite showing a deficit of £15,584 (2019: deficit £10,084 when the large legacy that was received is removed). Clearly the charity was severely impacted by the impact of the COVID-19 pandemic as described above. The necessary suspension of services resulted in hall letting income being £24,301 lower than the previous year. In addition, many of our regular fundraising events were cancelled. This notwithstanding, our fundraising activities and the generosity of our friends and supporters has resulted in grant and donation income of £32,198. Furthermore, as reported last year we were informed of a legacy in the region of £270,000, of which £230,000 was received during the year. We spend time reviewing our annual budget and reserve policy to enable us to meet our financial challenges as a viable charity. This had particular rigour and focus during 2020. All means of making savings plus extra fundraising will still need to continue to be thoroughly investigated in 2021.

The Trustees believe that the performance of the charity during 2020 leaves us well placed survive the impact of the COVID-19 pandemic to provide and hopefully continue the majority of its services in 2021.

Reserves Policy

At the end of 2020 the charity's reserves stood at £328,228 of which £328,000 represents designated reserves. This leaves the general funds in a surplus position of £228.

Our Reserves policy is based on Designated and any Restricted Funds, which are reviewed annually. The review is carried out together with our annual budget and strategic plan review towards the end of our financial year. The charity had no Permanent or Expendable endowments during 2020.

		Fund Policy
Long Term Hall Maintenance		Under the terms of our lease we are obliged to redecorate internally. The fund now also covers the five yearly fixed wiring testing and emergency lighting testing; and any future major repairs and replacement.
Operating Contingence		This fund is intended to enable us to carry out our basic services, such as running the adult and youth evening clubs, pay for insurances, etc, if Burview Hall was unable to be used for up to a year and we had no access to or income from the hall hire. This fund is reviewed annually.
Sensory Garden Development		This fund is intended to support a plan to improve the facilities offered to our customers in the woodland area. Plans have been produced and can be completed in incremental stages. The final scope of the redevelopment will depend on the ability to raise external funding.
Equipment & Activities Reserve Fund		This is money raised by our Jumble Sales & Xmas Fair. It was felt that due to an increasing age group of both our trustees & volunteers that these activities may not continue in the long term, thus it would not be good practice to rely on this money to cover running costs. It was agreed that this money should be spent on major equipment or "treats" for our activities. It was agreed to start with a fund of £4K & increase that fund by the CPI inflation Rate.
The H Freeman Legacy Fund		During December 2019 the trustees were informed that they had been left a legacy by a past member. This legacy will be invested in accordance with our investment policy with the aim of securing the future of the charity for the long-term.

Current Designated & Restricted Funds

		Fund Level 01/01/20	Expenditure & Additions During 2020		Transfers between Funds During 2020	Transfers (to) / from General Fund 2020	Fund Level 31/12/20
Designated Funds			Additions	Expenditure			
1	Long Term Hall Maintenance	50,000	0	(4,352)	0	4,352	50,000
2	Operating Contingence	34,000	0	0	0	(4,000)	30,000
3	Sensory Garden development	25,000	5,000	(8,593)	0	0	21,407
4	Equipment & Activities Reserve Fund	4,000	0	(4,000)	0	0	0
5	The H Freeman Legacy Fund	230,000	0	0	0	(3,407)	226,593
Totals		343,000	5,000	(16,945)	0	(3,055)	328,000

Plans

The Trustees' policy of working with other groups will continue. We will continue to review approaches from organisations that meet the objectives of the charity.

Public Benefit

The Trustees are satisfied that the activities undertaken by the charity as outlined under Objectives and Activities and Achievements and Performance constitute a significant public benefit to members of the local community with learning disabilities and that they have therefore complied with the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

Statement of Trustees' Responsibilities

Company law requires the Trustees, who as stated above are the Directors of the charity for the purposes of the Companies Act 2006, to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure for that period. 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 Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our Independent Examiner

In so far as the Trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the Independent Examiner in connection with preparing their report, of which the Independent Examiner is unaware, and
- the Trustees, having made enquires of fellow Trustees and the Independent Examiner that they ought to have independently taken, have each taken all steps that he/she is obliged to take as a Trustee in order to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

For and on behalf of the Trustees

.....
Dr Paula Walsh, Chair

Dated.....

ELMBRIDGE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES (Incorporating the income and expenditure account)

		2020 Unrestricted	2020 Restricted	2020 Total	2019 Total
	<u>Notes</u>	£	£	£	£
Income from:					
Donations and legacies	2	22,876		22,876	236,981
Charitable Activities	2	18,813	-	18,813	42,551
Other trading activities	2	5,321	-	5,321	6,110
Investments	2	2,850	-	2,850	3,534
Other Income	2	3,534		3,534	-
TOTAL		53,394	-	53,394	289,176
Expenditure on:					
Raising funds	3	12	-	12	1,374
Charitable activities	3	68,966		68,966	67,886
TOTAL		68,978	-	68,978	69,260
Net (expenditure) / income		(15,584)	-	(15,584)	219,916
Net movement in funds		(15,584)	-	(15,584)	219,916
Reconciliation of funds:					
Total funds brought forward		343,812	-	343,812	123,896
Total funds carried forward		328,228	-	328,228	343,812

The notes on pages 9 to 13 form part of these accounts.

**ELMBRIDGE MENCAP
BALANCE SHEET**

AS AT 31ST DECEMBER 2020

	<u>Notes</u>	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	7		3,545		6,490
CURRENT ASSETS					
Investments	8	30,231		29,110	
Debtors	9	3,914		235,331	
Cash at bank & in hand		295,927		85,403	
		330,072		349,844	
CREDITORS: Amounts falling due within one year	10		5,389		12,522
NET CURRENT ASSETS			324,683		337,322
NET ASSETS			328,228		343,812
THE FUNDS OF THE CHARITY					
Unrestricted funds	11, 12				
Designated funds			328,000		343,000
General fund			228		812
TOTAL CHARITY FUNDS			328,228		343,812

The trustees/directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

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

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on and signed on their behalf by :

.....
Dr P Walsh
Chair

.....
Mr Stephen Peckham
Trustee

Registered Charity Number 1094666
Company Number 4504051

The notes on pages 9 to 13 form part of these accounts.

**ELMBRIDGE MENCAP
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31st DECEMBER 2020

1 ACCOUNTING POLICIES

a) Identification

Elmbridge Mencap Ltd is a Private Limited Company by guarantee incorporated in England. The principal place of business is Burview Hall, Queens Road, Walton On Thames, Surrey, KT12 5AB. The charity is a public benefit entity.

b) Accounting conventions

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 FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard) and the Companies Act 2006.

c) Incoming resources

Income in respect of hall hire is included in the period to which the invoice relates.
All other income is included when received.

d) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

e) Fixed assets

Tangible fixed assets are capitalised at cost, with depreciation provided at a rate calculated to write off the cost, less estimated residual value, of each asset over its expected useful life, as follows:

Equipment, including office fittings	25% per annum straight line
Computer equipment	25% per annum straight line
Improvements to premises	10% per annum straight line
Interactive floor	20% per annum straight line

f) Donated goods and services

Income from donated goods is included when received. Volunteer time is not recognised.

g) Investments

Investments are valued at fair value through The Statement of Financial Activities. Pooled investment vehicles are valued at bid price. The objective for the managed funds is to provide a higher investment return than could be achieved by a high quality bond investment over the medium to long-term. Short-term highly liquid investments are included as cash at bank.

h) Debtors

Short-term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

i) Creditors

Short-term creditors are measured at transaction price.

j) Going concern

At the date of signing the accounts there were no material uncertainties about the charity's ability to continue.

**ELMBRIDGE MENCAP
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31st DECEMBER 2020

2 INCOME

	2020	2019
	£	£
<u>Donations and legacies</u>		
Subscriptions and donations	22,876	6,981
Legacies	-	230,000
<u>Charitable activities</u>		
Hire fees - Burview Hall	12,068	36,369
Clubs, activities and other events	2,745	5,094
Grants received	4,000	1,088
<u>Other trading activities</u>		
Fund raising events and sale of donated goods	5,321	6,110
<u>Investment income:</u>		
Bank interest received	1,729	931
Unrealised gains on investments	1,121	2,603
<u>Other Income</u>		
JRCS Grant	3,534	-
	<u>53,394</u>	<u>289,176</u>

Two grants totalling £4,000 were received from Elmbridge Borough Council in response to the Covid-19 pandemic. These have been used to fund general operating costs of the charity.

A donation of £5,000 was made towards the development of the sensory garden.

3 EXPENDITURE

	2020	2019
	£	£
On raising funds	<u>12</u>	<u>1,374</u>
On charitable activities		
Cost of activities & events	480	1,318
Rent, light, heat & water	5,281	5,557
Staff costs (see note 4)	15,836	13,007
Cleaning	6,465	9,527
Refuse disposal	2,299	2,716
Repairs, maintenance & gardening	22,335	21,755
Sensory garden project	515	-
Equipment - small items & repairs	1,231	120
Depreciation of equipment	5,487	6,489
Insurances	2,036	1,996
Administration: phone, stationery & office costs	1,536	1,400
Software, support & training	3,036	1,100
Bank and credit card charges	1	-
Bad Debts	(93)	574
Accountants preparation and independent examination, including VAT	1,849	1,789
Companies House filing fee & data protection	217	201
Unrealised loss on investments	-	-
Other expenses	455	337
	<u>68,966</u>	<u>67,886</u>

4 STAFF COSTS

	2020	2019
	£	£
Wages and salaries	15,836	13,007
	<u>15,836</u>	<u>13,007</u>

There are an average of 7 part-time staff on a monthly basis.

Average number of employees - full time equivalent	<u>1</u>	<u>1</u>
--	----------	----------

No employees received employer benefits exceeding £60,000.

**ELMBRIDGE MENCAP
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31st DECEMBER 2020

5 TRUSTEES' REMUNERATION

None of the trustees received remuneration in the period and no expenses were reimbursed during the year.

6 NET INCOME/EXPENDITURE

	2020	2019
	£	£
This is stated after charging:		
Depreciation	5,487	6,489
Accountants preparation and independent examination, including VAT	1,849	1,789

7 TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
<u>COST</u>		
At 1st January 2020	133,413	133,413
Additions	2,542	2,542
At 31st December 2020	135,955	135,955
<u>DEPRECIATION</u>		
At 1st January 2020	126,923	126,923
Charge for the year	5,487	5,487
At 31st December 2020	132,410	132,410
<u>NET BOOK VALUE</u>		
At 31st December 2020	3,545	3,545
At 31st December 2019	6,490	6,490

8 INVESTMENTS

	2020	2019
	£	£
Unlisted investments	30,231	29,110

9 DEBTORS

	2020	2019
	£	£
Trade debtors	1,528	3,053
Prepayments	2,307	2,199
Other Debtors	79	79
Accrued income	-	230,000
	3,914	235,331

**ELMBRIDGE MENCAP
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31st DECEMBER 2020

10 CREDITORS: amounts falling due within one year	2020	2019
	£	£
Trade creditors	795	8,055
Accruals	4,023	3,968
Other taxes and social security	316	299
Other creditors	255	200
	<u>5,389</u>	<u>12,522</u>

11 RESERVES	2020	2019
	£	£
Designated funds	328,000	343,000
General fund	228	812
	<u>328,228</u>	<u>343,812</u>

Designated funds are held for long term hall maintenance, woodland redevelopment, equipment & activities and operating contingency, as well as in relation to a large legacy received.

12 ANALYSIS OF MOVEMENT ON FUNDS

	Balance at 1 January 2020	Incoming Resources	Outgoing Resources	Transfers	Balance at 31 December 2020
	£	£	£	£	£
Restricted funds	-				-
Designated funds					
Long Tern Hall Maintenance	50,000		(4,352)	4,352	50,000
Operating Contingency	34,000			(4,000)	30,000
Sensory Garden Development	25,000	5,000	(8,593)		21,407
Equipment & Activities Reserve Fund	4,000		(4,000)		-
T H Freeman Legacy Fund	230,000			(3,407)	226,593
Total Designated Funds	<u>343,000</u>	<u>5,000</u>	<u>(16,945)</u>	<u>(3,055)</u>	<u>328,000</u>
General fund	812	48,394	(52,033)	3,055	228
	<u>343,812</u>	<u>53,394</u>	<u>(68,978)</u>	<u>-</u>	<u>328,228</u>

13 RELATED PARTY TRANSACTIONS

Aggregate donations received from trustees without conditions were £1,282 (£2019 : £1,360)
There are no other related party transactions in the operating period which require disclosure.

ELMBRIDGE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2020

14 CAPITAL COMMITMENTS

There were no capital commitments as at 31 December 2020 or 31 December 2019.

15 OPERATING LEASE COMMITMENTS

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2020 £	2019 £
(i) not later than one year;	1,514	1,514
	<u>1,514</u>	<u>1,514</u>

Lease payments recognised as an expense total £1,514 (2019: £1,514).

16 CONTINGENT ASSETS

During the year the Trustees received an interim payment of £230,000 in relation to the £270,000 legacy that they had been previously informed of, with the remaining amount of approximately £40,000 being withheld until any potential inheritance tax bill can be established and paid. At present no further funds have been confirmed or released in respect of this legacy.

17 POST BALANCE SHEET EVENTS

Since the financial year end of Elmbridge Mencap, Covid-19 has been an ongoing worldwide pandemic. In January in line with Government Guidance, Elmbridge Mencap closed down activities, and use of the hall in order to maintain social distancing guidelines. The financial implication of this closedown on the charity is currently unascertainable.

In light of the information available as at the 2020 year end, the Covid-19 outbreak is considered to be a non-adjusting event in the 31 December 2020 financial statements.

ELMBRIDGE MENCAP

Independent Examiner's Report to the Trustees/Directors of ELMBRIDGE MENCAP

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The trustees also consider that an audit is not required under Part 16 of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 145 of the Charities Act 2011);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with 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 the 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:

- which gives me reasonable cause to believe that, in any material respect, the requirements (a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and section 130 of the Charities Act and (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and the Statement of Recommended Practice 2015 have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Alan Bennett FCCA, CTA, TEP
Heyburn Bennett Ltd
Chartered Certified Accountants
9 Bridge Street
Walton on Thames
Surrey
KT12 1AE

Date: