

# RICHMOND MENCAP LIMITED

England & Wales · Charity number 1102587

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [05002389](#)

**Registered** 2004-03-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Richmond Mencap  
342 Richmond Road  
Twickenham  
TW1 2DU

**Phone** 02087441923

**Email** [office@richmondmencap.org.uk](mailto:office@richmondmencap.org.uk)

**Website** <http://www.richmondmencap.org.uk/>

## Activities

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**Objects:** 4. The charity's objects ("Objects") are specifically restricted to advancing the health, education and the well-being of people with a learning disability, living in the London borough of Richmond upon Thames and their families and carers (the beneficiaries) by providing, procuring or facilitating care, services and facilities and to advance equality and diversity for people with a learning disability.

**Activities:** For people with learning disabilities, their families and carers in the London Borough of Richmond upon Thames-to provide welfare, educational leisure, holiday and respite services and support-to inform,represent, promote and advance their rights and needs-to support them in securing services and support -to monitor the adequacy and suitability of services provided by statutory authorities

## Classification

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- **How:** Makes Grants To Individuals, Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE RICHMOND
- Richmond Upon Thames
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£153,854	£191,486	-	-
2024-03-31	£194,334	£200,017	-	-
2023-03-31	£162,900	£191,825	-	-
2022-03-31	£157,379	£171,744	-	-
2021-03-31	£153,080	£150,402	-	-

## Trustees

Name	Role	Appointed
<b>TERESA JANE JONES</b>	Chair	2022-11-09
Anne Stephanie McGinley		2025-10-29
Hannah-May Margaret Lucille Jones		2025-10-29
Izabela Bombala		2025-10-29
MARY DENISE CATHERINE CARR		2012-09-24
Mark Dominic Joseph McGarry		2025-12-09
Philip Joseph Moshi		2017-09-23
RICHARD POXTON		2012-09-24
Sandra Patricia Porter		2025-10-29

**RICHMOND MENCAP LIMITED**

England & Wales - Charity number 1102587

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# Accounts

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REGISTERED COMPANY NUMBER: 05002389 (England and Wales)  
REGISTERED CHARITY NUMBER: 1102587

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025**  
**FOR**  
**Richmond Mencap Limited**

MHR Consultancy Limited  
Ferneberga House  
Alexandra Road  
Farnborough  
Hampshire  
GU14 6DQ

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**for the Year Ended 31 March 2025**

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**Richmond Mencap Limited**

**REFERENCE AND ADMINISTRATIVE DETAILS**  
**for the Year Ended 31 March 2025**

<b>TRUSTEES</b>	M D C Carr Treasurer T J Jones Chair P J Moshi R J Poxton
<b>REGISTERED OFFICE</b>	Richmond Mencap 342 Richmond Road Twickenham Middlesex TW1 2DU
<b>REGISTERED COMPANY NUMBER</b>	05002389 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1102587
<b>INDEPENDENT EXAMINER</b>	MHR Consultancy Limited Ferneberga House Alexandra Road Farnborough Hampshire GU14 6DQ

**REPORT OF THE TRUSTEES  
for the Year Ended 31 March 2025**

The Trustees, who are also Directors of the company, submit the annual report and financial statements for the year to 31 March 2025. The financial statements comply with the Charities Act 2011, as amended by the Charities Act 2022, 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). The trustees confirm that due regard has been paid to the Charity Commission's public benefit guidance in the decision making processes of the charity.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The main objectives are described below and are provided for people with learning disabilities, their families and carers in the London Borough of Richmond upon Thames and are undertaken to further our charitable purposes for the public benefit:

- \* to provide welfare, educational, leisure, holiday and respite services and support;
- \* to inform, represent, promote and advance their rights, needs, interests and well-being;
- \* to support them in securing services and support, commensurate with individual and family needs and to enable them to maximise their potential;
- \* to monitor the adequacy and suitability of services purchased or provided by the statutory authorities or their approved agents;
- \* to participate in, and contribute to, the development of services through the planning and consultation process.

**Significant activities**

2024-25 was a year of change for Richmond Mencap. Our Chief Executive Officer, who had been part of the organisation for many years, left to pursue new interests. This led us to recruit a new CEO and Denis Pennec was recruited and joined us on 6th January 2025. In addition, the Executive Committee made the decision to use some of the proceeds of the sale of the Eastbourne bungalow, to appoint a Project Development Lead to look specifically at how we develop the organisation over the next few years. We recruited 2 part-time staff to fulfil this role both of whom joined us on 22nd October 2024.

Some of our key achievements were:

- " We ran a borough wide Community Health Event to promote well-being. We worked in partnership with the NHS to give attendees the opportunity to have flu and covid booster jabs as well as other local partners with a strong focus on healthy lifestyles and well-being.
- " We have continued to run weekly evening drop-in sessions for those living independently or in supported living. These sessions help to reduce isolation and provide the opportunity to stay connected with friends.
- " We provided activities for children and young people once a month on a Sunday and 2 days a week during half terms and summer holidays. This gives children and young people with the opportunity to meet with friends out of school in a relaxed, fun and safe environment, enjoying a range of different activities. It also provides respite for family carers giving a much needed break from their caring responsibilities.
- " During the summer holidays we provided 6 weeks of activities for young adults, 2 or 3 days a week. As well as offering the opportunity for young adults to spend time with friends engaged in a range of activities, as with our children's work, this also provides much needed respite for families.
- " We have continued to deliver face-to-face learning disability awareness training to healthcare professionals at West Middlesex Hospital and other NHS professionals to support them in reducing health inequalities for people with learning disabilities.
- " We have recruited to our Executive Committee and have welcomed 4 new co-opted members this year.
- " Providing information/advice and signposting to other services, is a key part of what we offer to people with learning disabilities (including those with social communication conditions, ADHD, Autism and other additional needs) their families, carers and other professionals. Between our Newsletters, Carers Newsletter, and the new Richmond Mencap website and through the services and opportunities we offer, we continue to reach over 1,000 people across the borough who care about learning disabilities.

**Plans for 2025-6**

Richmond Mencap will continue to:

- " Support people with learning disabilities to speak for themselves. Listen to children, young people and adults with learning disabilities and their family carers and speak out on their behalf
- " Provide information and help - and tell people about all the services and activities that they may like to know about or that they might need help from
- " Help to meet the needs and wishes of children, young people and adults with learning disabilities and their family members by offering different activities and opportunities
- " Help all people in Richmond borough to be more aware of and understand about learning disabilities
- " Help children, young people, and adults with learning disabilities to have greater choice about how they live their lives and make sure they are treated fairly

## Richmond Mencap Limited

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2025

#### **OBJECTIVES AND ACTIVITIES**

##### **Plans for 2025-6 - ctd**

During 2025/26 we intend to:

Increase our local image and presence as a credible and effective charity hub through

- " Developing a new Website
  - " Attending all Forums and events
  - " Creating new social media opportunities to promote events and activities
  - " Continue and develop our self-advocacy
- Explore Partnerships
- " Continue to map out and engage with all providers and charities in Richmond
  - " Attend all relevant forums to increase our presence and influence
  - " Liaise with all providers to create a catalogue of all activities available in Richmond and publish on our website (what's on) to act as a one stop calendar
  - " Explore and establish what unmet needs are currently around Richmond.
  - " Develop practical local knowledge of services in Richmond and signpost queries and needs to relevant organisations.

Continue our Community Engagement/Events/Activities

- " Carry on delivering all our activities and services, including employment while ensuring they are as effective as can be
  - " Develop "care home" links and networking
  - " Joint events with local partners and stakeholders
  - " Development of existing groups within Richmond Mencap
  - " Exploring fundraising and grants possibilities
- Ensure Effective Consultation:
- " Understand the landscape and what people want
  - " Find out more from carers, parents, and family members about what we could offer that would help them in their caring role
  - " Continue Richmond Mencap's role as the "Voice of learning disability" within the local community.
  - " Promoting the work of the Working Together Group
- Improve our Operations & Administration
- " Improve the recording attendance and gather numbers of activities and groups and statistics with charity logs
  - " Understanding the types of queries received (phone, email, visits) to provide suitable responses and signpost
  - " Breakdown all activities into the general budget
  - " Improve the environment of "our space"
  - " Develop charity log for HR purposes
  - " Develop general administration of Richmond Mencap.

The Elsie Kirk Trust grant of £100,000 has always been highly restrictive, to be used only for the office accommodation of Richmond Mencap. Despite our best endeavours, we have not been able to un-restrict this grant. On 7 October 2025, we were formally advised by the representative of the donor that the funds should be used for special events which may be arranged by Richmond Mencap and not for running costs or the payment of normal rent.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Richmond Mencap is a registered charity (No. 1102587) and a company limited by guarantee (No. 5002389) governed by its Memorandum and Articles of Association. Membership of the charity is open to any individual who supports its aims and objectives.

##### **Organisational structure**

The charity has a Working Together Group (WTG) of members with learning disabilities who inform the work of the Executive Committee, staff and volunteers. The WTG elects its own Chair who can attend Committee meetings and meet with trustees and staff as and when required. Day-to-day running of the charity is carried out by employed staff, led by the Chief Executive Officer who reports to the Trustees.

The Trustees regularly review the charity's activities and performance and monitor risks. The major risks to which the charity is exposed have been identified and controls and policies implemented to mitigate those risks.

The Trustees have also approved a Reserves Policy aimed at building up free reserves to a level sufficient to ensure adequate working capital to meet operational needs and any exceptional demands resulting from unforeseen circumstances as recommended by the Charity Commission.

Approved by order of the board of trustees on 28 October 2025 and signed on its behalf by:



T J Jones Chair - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
RICHMOND MENCAP LIMITED**

**Independent examiner's report to the trustees of Richmond Mencap Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark B Blackwell  
The Chartered Institute of Management Accountants

MHR Consultancy Limited  
Ferneberga House  
Alexandra Road  
Farnborough  
Hampshire  
GU14 6DQ

29 October 2025

**Richmond Mencap Limited****STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2025**

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		1,076	-	1,076	4,459
<b>Charitable activities</b>					
General		62,336	33,304	95,640	163,607
Other trading activities	2	-	-	-	21,590
Investment income	3	6,639	-	6,639	4,678
Other income		50,499	-	50,499	-
<b>Total</b>		<u>120,550</u>	<u>33,304</u>	<u>153,854</u>	<u>194,334</u>
<b>EXPENDITURE ON</b>					
Raising funds		-	-	-	5,127
<b>Charitable activities</b>					
General		158,182	33,304	191,486	194,892
<b>Total</b>		<u>158,182</u>	<u>33,304</u>	<u>191,486</u>	<u>200,019</u>
<b>NET INCOME/(EXPENDITURE)</b>		(37,632)	-	(37,632)	(5,685)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		171,633	100,000	271,633	277,318
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>271,633</u>

The notes form part of these financial statements

**Richmond Mencap Limited**

**BALANCE SHEET**

**31 March 2025**

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	-	-	-	130,000
<b>CURRENT ASSETS</b>					
Debtors	8	15,528	-	15,528	18,177
Investments	9	70,000	-	70,000	-
Cash at bank and in hand		56,104	100,000	156,104	165,598
		<u>141,632</u>	<u>100,000</u>	<u>241,632</u>	<u>183,775</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	(7,631)	-	(7,631)	(42,142)
<b>NET CURRENT ASSETS</b>		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>141,633</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>271,633</u>
<b>NET ASSETS</b>		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>271,633</u>
<b>FUNDS</b>	11				
Unrestricted funds				134,001	171,633
Restricted funds				100,000	100,000
<b>TOTAL FUNDS</b>				<u>234,001</u>	<u>271,633</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

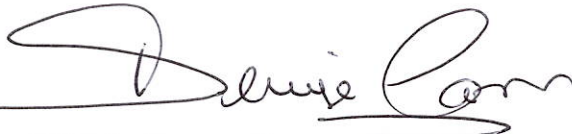
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 28 October 2025 and were signed on its behalf by:



T J Jones Chair - Trustee



M D C Carr Treasurer - Trustee

**NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2025**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Home - in accordance with the property

**Taxation**

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

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. OTHER TRADING ACTIVITIES**

	31.3.25	31.3.24
	£	£
Fairs	-	1,386
Annual Diner	-	14,373
Literary Event	-	5,831
	<hr/>	<hr/>
	-	21,590
	<hr/> <hr/>	<hr/> <hr/>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 March 2025**

<b>3. INVESTMENT INCOME</b>	31.3.25	31.3.24
	£	£
Rents received	300	-
Interest receivable - trading	6,339	4,678
	<u>6,639</u>	<u>4,678</u>

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.25	31.3.24
	£	£
Independent Examination	744	525
Other operating leases	4,855	5,771
Surplus on disposal of fixed assets	(50,499)	-
	<u>(50,499)</u>	<u>-</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	4,459	-	4,459
<b>Charitable activities</b>			
General	104,712	58,895	163,607
Other trading activities	21,590	-	21,590
Investment income	4,678	-	4,678
<b>Total</b>	<u>135,439</u>	<u>58,895</u>	<u>194,334</u>
<b>EXPENDITURE ON</b>			
Raising funds	5,127	-	5,127
<b>Charitable activities</b>			
General	135,997	58,895	194,892
<b>Total</b>	<u>141,124</u>	<u>58,895</u>	<u>200,019</u>
<b>NET INCOME/(EXPENDITURE)</b>	(5,685)	-	(5,685)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	177,318	100,000	277,318
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>171,633</u>	<u>100,000</u>	<u>271,633</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 March 2025**

<b>7. TANGIBLE FIXED ASSETS</b>			Home £
<b>COST</b>			
At 1 April 2024			130,000
Disposals			(130,000)
			<u>          </u>
At 31 March 2025			-
			<u>          </u>
<b>NET BOOK VALUE</b>			
At 31 March 2025			-
			<u>          </u>
At 31 March 2024			130,000
			<u>          </u>
<b>8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	31.3.25		31.3.24
	£		£
Trade debtors	8,560		11,000
Prepayments and accrued income	6,968		7,177
	<u>          </u>		<u>          </u>
	15,528		18,177
	<u>          </u>		<u>          </u>
<b>9. CURRENT ASSET INVESTMENTS</b>			
	31.3.25		31.3.24
	£		£
Cambridge & Counties Bond	70,000		-
	<u>          </u>		<u>          </u>
<b>10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	31.3.25		31.3.24
	£		£
Trade creditors	2,367		3,420
Social security and other taxes	3,888		2,412
Pension	344		727
Accrued expenses	1,032		12
Income receiver in advance - grants	-		35,571
	<u>          </u>		<u>          </u>
	7,631		42,142
	<u>          </u>		<u>          </u>
<b>11. MOVEMENT IN FUNDS</b>			
	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
<b>Unrestricted funds</b>			
General fund	171,633	(37,632)	134,001
<b>Restricted funds</b>			
Elsie Kirk Trust Grant	100,000	-	100,000
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	271,633	(37,632)	234,001
	<u>          </u>	<u>          </u>	<u>          </u>

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2025

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	63,562	(101,194)	(37,632)
Richmond Foundation	33,660	(33,660)	-
Chelsea Square 1994 Trust	3,000	(3,000)	-
LB Richmond - Working together	11,000	(11,000)	-
Richmond Aid	8,328	(8,328)	-
Stephen Clark Charitable Settlement 1965	1,000	(1,000)	-
	<u>120,550</u>	<u>(158,182)</u>	<u>(37,632)</u>
<b>Restricted funds</b>			
LB of Richmond CILS contract	33,304	(33,304)	-
	<u>33,304</u>	<u>(33,304)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>153,854</u>	<u>(191,486)</u>	<u>(37,632)</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>			
General fund	65,987	(5,685)	60,302
Revaluation Reserve	111,331	-	111,331
	<u>177,318</u>	<u>(5,685)</u>	<u>171,633</u>
<b>Restricted funds</b>			
Elsie Kirk Trust Grant	100,000	-	100,000
	<u>100,000</u>	<u>-</u>	<u>100,000</u>
<b>TOTAL FUNDS</b>	<u>277,318</u>	<u>(5,685)</u>	<u>271,633</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	36,239	(41,924)	(5,685)
Richmond Foundation	33,000	(33,000)	-
Hampton Fund	52,200	(52,200)	-
Normansfield & Richmond Foundation	11,000	(11,000)	-
Chelsea Square 1994 Trust	3,000	(3,000)	-
	<u>135,439</u>	<u>(141,124)</u>	<u>(5,685)</u>
<b>Restricted funds</b>			
LB of Richmond CILS contract	31,251	(31,251)	-
LB of Richmond Digital Grant	7,644	(7,644)	-
South West London NHS	20,000	(20,000)	-
	<u>58,895</u>	<u>(58,895)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>194,334</u>	<u>(200,019)</u>	<u>(5,685)</u>

The Elsie Kirk Trust grant of £100,000 is highly restrictive and can only be used for the office accommodation of Richmond Mencap.

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 March 2025**

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2025.

**Richmond Mencap Limited****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2025**

	31.3.25 £	31.3.24 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	(1)	2
Donations	1,077	4,457
	<hr/> 1,076	<hr/> 4,459
<b>Other trading activities</b>		
Fairs	-	1,386
Annual Diner	-	14,373
Literary Event	-	5,831
	<hr/> -	<hr/> 21,590
<b>Investment income</b>		
Rents received	300	-
Interest receivable - trading	6,339	4,678
	<hr/> 6,639	<hr/> 4,678
<b>Charitable activities</b>		
Grants	90,292	158,095
Client Activity Fees	5,348	5,512
	<hr/> 95,640	<hr/> 163,607
<b>Other income</b>		
Gain on sale of tangible fixed assets	50,499	-
	<hr/> 50,499	<hr/> -
<b>Total incoming resources</b>	<hr/> 153,854	<hr/> 194,334
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fund Raising Activities	-	5,127
<b>Charitable activities</b>		
Wages	113,827	118,608
Social security	3,884	2,187
Pensions	3,636	5,694
Activity Costs	11,618	12,926
Transport Costs	1,489	2,545
Room Hire	10,455	5,640
	<hr/> 144,909	<hr/> 147,600
<b>Support costs</b>		
<b>Management</b>		
Other operating leases	4,855	5,771
Rent and water	22,704	17,163
Insurance	2,401	1,998
Light and heat	1,434	4,126
Telephone	6,095	1,827
Postage and stationery	516	1,073
Repairs & Cleaning	3,269	8,191
Bank Charges	115	125
Sundries	2,748	1,705
	<hr/> 44,137	<hr/> 41,979

This page does not form part of the statutory financial statements

**Richmond Mencap Limited**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2025**

	31.3.25	31.3.24
	£	£
<b>Management</b>		
<b>Other</b>		
Home Expenditure	1,662	4,775
<b>Governance costs</b>		
Independent Examination	744	525
Sundries	34	13
	<u>778</u>	<u>538</u>
Total resources expended	<u>191,486</u>	<u>200,019</u>
<b>Net expenditure</b>	<u><u>(37,632)</u></u>	<u><u>(5,685)</u></u>

This page does not form part of the statutory financial statements

**RICHMOND MENCAP LIMITED**

England & Wales - Charity number 1102587

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# Accounts

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**RICHMOND MENCAP LIMITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2024**

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## **RICHMOND MENCAP LIMITED**

### **LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2024**

Company number: 5002389

Registered Charity number: 1102587

Registered Office: 342 Richmond Road  
Twickenham TW1 2DU  
Tel: 020 8744 1923  
E-mail: [office@richmondmencap.org.uk](mailto:office@richmondmencap.org.uk)  
Website: [www.richmondmencap.org.uk](http://www.richmondmencap.org.uk)

Directors/Trustees: Teresa Jones (Chair)  
Anthony Holdsworth (Treasurer, resigned 3<sup>rd</sup> July 2024)  
Denise Carr (Interim Treasurer, appointed 3<sup>rd</sup> July 2024)  
Pamela Rayment (resigned 27<sup>th</sup> March 2024)  
Richard Poxton  
Philip Moshi  
Prisca Cox

Chief Officer: Laura Turner

Independent Examiner: Jason Foxwell FCCA, FCIA  
Chartered Certified Accountant  
Fellow of the Association of Charity Independent Examiners  
39 Enfield Road  
Poole  
BH15 3LJ

Bankers: Lloyds Bank plc  
19-21 The Quadrant  
Richmond TW9 1BP

The Trustees would like to acknowledge the generous support of the following organisations without which the charity would not be able to provide such a range of services to people with learning disabilities and their families and carers in the London Borough of Richmond upon Thames:

London Borough of Richmond Upon Thames  
Richmond Parish Lands Charity  
Hampton Fund  
Chelsea Square 1994 Trust  
Normansfield & Richmond Foundation

## **RICHMOND MENCAP LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees, who are also Directors of the company, submit the annual report and financial statements for the year to 31 March 2024. The financial statements comply with the Charities Act 2011, as amended by the Charities Act 2022, 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). The trustees confirm that due regard has been paid to the Charity Commission's public benefit guidance in the decision making processes of the charity.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Richmond Mencap is a registered charity (No. 1102587) and a company limited by guarantee (No. 5002389) governed by its Memorandum and Articles of Association. Membership of the charity is open to any individual who supports its aims and objectives.

It is governed by the Trustees who are recruited from the membership and from members of the public who support the aims and objectives of the charity, with a view to ensuring an appropriate mix of skills and experience. Trustees receive no emoluments from the charity. They are responsible for the good governance of the charity, setting strategy and policies, ensuring effectiveness and accountability, maintaining prudent financial management to deliver the charity's aims and objectives and meeting the requirements of public benefit guidance. The Executive Committee meets six times a year and holds an annual "Awayday" with staff and volunteers to develop and monitor the work of the charity.

A Local Fundraising Sub-Committee, comprising trustees and other volunteers, leads a range of fundraising activities including an annual Dinner and Auction, stalls at a number of Summer Fairs across the borough, and other initiatives. The charity also has a **Working Together Group** of members with learning disabilities who inform the work of the Executive Committee, staff and volunteers - the Group elects its own Chair who can attend Committee meetings and meet with trustees and staff as and when required. Day-to-day running of the charity is carried out by employed staff who report to the Trustees.

The Trustees regularly review the charity's activities and performance and monitor risks. The major risks to which the charity is exposed have been identified and controls and policies implemented to mitigate those risks.

The Trustees have also approved a Reserves Policy aimed at building up free reserves to a level sufficient to ensure adequate working capital to meet operational needs and any exceptional demands resulting from unforeseen circumstances as recommended by the Charity Commission. As at 31<sup>st</sup> March 2024, the major part of the reserves was in the form of the holiday home in Eastbourne which was subsequently sold on 9<sup>th</sup> May 2024, see Financial Results below for details.

#### **OBJECTIVES**

The main objectives are described below and are provided for people with learning disabilities, their families and carers in the London Borough of Richmond upon Thames and are undertaken to further our charitable purposes for the public benefit:

- to provide welfare, educational, leisure, holiday and respite services and support;
- to inform, represent, promote and advance their rights, needs, interests and well-being;
- to support them in securing services and support, commensurate with individual and family needs and to enable them to maximise their potential;
- to monitor the adequacy and suitability of services purchased or provided by the statutory authorities or their approved agents;
- to participate in, and contribute to, the development of services through the planning and consultation process.

## ACHIEVEMENTS AND PERFORMANCE

2023-24 was a year of stability for Richmond Mencap. We settled into our new office space, using our new tech and delivering skills-based learning and table-based activities. Our new staff settled in and we improved our systems and processes, and increased our capacity.

Our **Partnership Working** has strengthened over the year as we have worked in partnership with other charities and supported the Local Authority and NHS through our local Integrated Care System. We returned to face-to-face delivery of our training for healthcare professionals at West Middlesex Hospital and raising awareness to support NHS professionals to reduce health inequalities for people with learning disabilities.

Our self-advocacy group the **Working Together Group** have continued to be very busy this year. They have worked with the local authority and local healthcare providers on consultations and feedback and co-chaired the Local Learning Disability Partnership. They speak out on behalf of people with learning disabilities to share experiences, fight for equal rights and raise awareness of unjust inequalities.

We started a new project, an **Accessible Music Therapy project** in partnership with Otakar Kraus Music Trust suiting those with higher needs particularly. This group has been very popular and the attendees love it and have created a safe space amongst their peers.

Our **Children and Young People's Projects** have run as normal, though due to the cost-of-living crisis we have still not charged families for these services. They continue to be highly valued and oversubscribed.

Providing people with learning disabilities, social communication conditions, ADHD and other additional needs, carers and professionals good information is also a key part of what we do and between our **Newsletters, Carers Newsletter**, the **Richmond Mencap website** and the services and opportunities we offer – we continue to reach over 1,000 people across the borough who care about learning disabilities.

## FINANCIAL RESULTS

Total income for the year was £194, 333 (2022/23: £162,900) and total expenditure was £200,017 (2022/23: £191,825) producing a deficit of £5,684.

We had a particularly successful year of local fundraising, with a Fundraising Dinner, Literary Event, Local Fair and supporter donations raising £26,048 of valuable unrestricted funds (£4,574 raised in 2022-23).

At the time of writing this report, Richmond Mencap's holiday home in Eastbourne has been sold for £185,000, providing an invaluable opportunity to invest in new activities. Following a strategic review, we have employed two Project Development Officers who will be looking at a range of new projects to utilise our reserves in a sustainable manner for the long-term benefit of the charity and its beneficiaries.

## PLANS FOR 2024-25

It still is the intention of Richmond Mencap to:

- offer an effective service to people with learning disabilities and their family carers, providing advice, information and support as appropriate;
- provide a range of activities, respite care and other practical services that are responsive to changing needs, delivered by both staff and volunteers;
- strengthen our representational role as the voice of people with learning disabilities;
- increase the involvement of people with learning disabilities and their carers in our work and further develop our partnership working;
- In addition to our usual ongoing activities we are in the fortunate position of utilising the funds gained from selling the holiday home and releasing the restriction on a £100,000 Elsie Kirk grant. In accordance with a consultation of all members, the proceeds will be used for leisure and other opportunities to improve the lives of our beneficiaries.

## TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year. In preparing these financial statements, the Trustees are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements

on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records which 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 as applied to smaller companies. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **STAFF AND VOLUNTEERS**

As ever, the work of the charity could not be carried out without the dedication, commitment and enthusiasm of the employed staff supported by a large group of willing volunteers. We are particularly grateful for the hard work and dedication of our Treasurer and Local Fundraiser, both of whom provided many years of support to Richmond Mencap and stepped down in July of 2024. On behalf of the members, users and family carers, the Trustees would like to acknowledge their valued and essential contribution to the continued success of the charity in providing a wide range of support and activities for children and adults with learning disabilities.

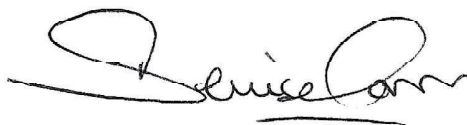
#### **SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on 10th December 2024 and signed on their behalf by



Teresa Jones  
Chair



Denise Carr  
Interim Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RICHMOND MENCAP LIMITED**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2024

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011, as amended by the Charities Act 2022 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Jason Foxwell  
39 Enfield Road  
Poole  
BH15 3LJ



20 December 2024

**RICHMOND MENCAP LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2024	Total 2023
		£		£	£	£
<b>Income from:</b>						
Donations and legacies	2(a)	103,657			103,657	87,816
Charitable activities	2(b)	5,512		58,895	64,407	68,795
Other trading activities	2(c)	21,591			21,591	4,574
Other	2(d)	4,678			4,678	1,715
<b>Total Income</b>		<b>135,438</b>		<b>58,895</b>	<b>194,333</b>	<b>162,900</b>
<b>Expenditure on:</b>						
Raising funds		5,127		-	5,127	-
Charitable Activities	3	135,995		58,895	194,890	191,825
Other		-		-	-	-
<b>Total Expenditure</b>		<b>141,122</b>		<b>58,895</b>	<b>200,017</b>	<b>191,825</b>
<b><u>Net income/(expenditure)</u></b>		<b><u>(5,684)</u></b>	<b>=</b>	<b>=</b>	<b><u>(5,684)</u></b>	<b><u>(28,925)</u></b>
Total funds brought forward		65,987	111,331	100,000	277,318	306,243
<b>Net movement on funds</b>						
<b><u>Total funds carried forward</u></b>		<b><u>60,303</u></b>	<b><u>111,331</u></b>	<b><u>100,000</u></b>	<b><u>271,634</u></b>	<b><u>277,318</u></b>

The notes on pages 8 to 12 form part of the financial statements

**RICHMOND MENCAP LIMITED**  
**BALANCE SHEET**  
**31 MARCH 2024**

	Note	Total Funds 31 Mar 2024	Total Funds 31 Mar 2023
<b>Fixed Assets</b>			
Tangible Assets	6	130,000	130,000
<b>Total fixed assets</b>		<b>130,000</b>	<b>130,000</b>
<b>Current Assets</b>			
Debtors & prepayments	7	18,177	23,778
Cash at bank and in hand		165,599	183,394
<b>Total current assets</b>		<b>183,776</b>	<b>207,172</b>
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	8	42,142	59,854
<i>Net current assets</i>		<i>141,634</i>	<i>147,318</i>
<b>Total assets less current liabilities</b>		<b>271,634</b>	<b>277,318</b>
<b>The funds of the charity</b>			
Restricted income funds		100,000	100,000
Unrestricted funds		60,303	65,987
Revaluation reserve		111,331	111,331
<b>Total charity funds</b>		<b>271,634</b>	<b>277,318</b>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). Effective 1 January 2019, Charities SORP (FRS 102), using the following principal accounting policies:

**Incoming resources**

Income represents the amount receivable during the year.

**Resources expended**

Expenditure is charged to the Statement of Financial Activities inclusive of Value Added Tax when incurred.

**Fixed Assets**

The only Fixed Asset is the Eastbourne holiday home which is set out in note 6.

**Funds**

Funds held by the Charity are one of:

*Unrestricted general funds* - These funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

*Designated funds* – These are another form of unrestricted funds which are set aside by the Trustees of the charity for a specific future use.

*Restricted funds* - These are funds that can be used for particular restricted purposes within the charitable objects of the Charity as specified by the donor.

**Operating Leases**

Rental payable under operating leases for equipment are charged to the Statement of Financial Activities as incurred over the terms of the lease

**Activity Basis**

Costs are currently not accounted for on an activity basis due to the size of the Charity.

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**2. ANALYSIS OF INCOMING RESOURCES**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2(a) Donations &amp; Legacies</b>				
Individual Donations	4,457	-	4,457	3,204
Grants	99,200	-	99,200	87,816
<b>Total donations &amp; legacies</b>	<b>103,657</b>	<b>-</b>	<b>103,657</b>	<b>91,020</b>
<b>2(b) Charitable Activities</b>				
LB of Richmond CILS contract	-	31,251	31,251	36,493
LB of Richmond Digital grant	-	7,644	7,644	8,282
LB of Richmond Working Together Group	-	-	-	11,000
Achieving for Children	-	-	-	4,448
SW London NHS contract	-	20,000	20,000	-
Client Activity Fees	5,512	-	5,512	3,372
<b>Total charitable activities</b>	<b>5,512</b>	<b>58,895</b>	<b>64,407</b>	<b>63,595</b>
<b>2(c) Other Trading Activities</b>				
Fairs	1,386	-	1,386	1,220
Collections	-	-	-	150
Annual Dinner	14,374	-	14,374	-
Literary Event	5,832	-	5,832	-
Holiday Home Rental Income	-	-	-	5,200
<b>Total other trading activities</b>	<b>21,592</b>	<b>-</b>	<b>21,592</b>	<b>6,570</b>
<b>2(d) Other Income</b>				
Bank interest	4,678	-	4,678	1,715
<b>Total other income</b>	<b>4,678</b>	<b>-</b>	<b>4,678</b>	<b>1,715</b>
<b>TOTAL INCOME</b>	<b>135,439</b>	<b>58,895</b>	<b>194,334</b>	<b>162,900</b>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>3. EXPENDITURE</b>		
Staff salaries	118,608	110,728
Employer's National Insurance	2,187	2,417
Employer's Pension contributions	5,694	4,140
<b>Total Staff costs</b>	<b>126,489</b>	<b>117,285</b>
		608
Volunteer expenses	42	130
Staff Training	-	1,054
Outings / activities	13,055	8,548
Holiday home expenses	4,775	3,775
Office Rent	17,163	17,125
Office maintenance / cleaning	3,748	9,095
Heating / lighting / utilities	4,126	3,204
Telephone / internet	4,443	2,861
Activity room hire	5,640	11,252
Equipment and computer costs	7,598	10,145
Postage / stationary	1,035	446
Business Insurance	1,998	1,610
Welfare expenses	3,943	4,671
Publications / subscriptions	298	624
Fundraising event expenses	5,127	-
Audit / governance	538	-
<b>Total Costs</b>	<b>200,017</b>	<b>191,825</b>

The average number of full-time equivalent employees 4 (2023- 4)

There are no employees earning more than £60,000

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>		

**These are stated after charging**

Examiner's remuneration	525	-
Depreciation	-	-

**5. TAXATION**

No taxation has been provided for in the Financial Statements.

As a Registered Charity, the income of the charity is exempt under Section 505 of the Income and Corporation Taxes Act 1988.

Irrecoverable VAT has been charged to the relevant expenditure headings.

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**6. TANGIBLE FIXED ASSETS**

	<b>Home</b>
	<b>£</b>
<b>COST OR VALUATION</b>	
At 1 April 2023	130,000
Additions, Revaluations/(Disposals)	-
At 31 March 2024	<b>130,000</b>
<b>DEPRECIATION</b>	
At 1 April 2023	-
Charge for period	-
At 31 March 2024	-
<b>NET BOOK VALUE</b>	
At 31 March 2024	<b>130,000</b>
At 31 March 2023	130,000

The holiday home was sold on 9<sup>th</sup> May 2024 for the amount of £185,000. The release of the asset from the Balance Sheet and inclusion of income of funds above the valuation will be included in the 2024-25 financial accounts.

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>7. DEBTORS AND PREPAYMENTS</b>		
Debtors	11,000	16,733
Accrued income and prepayments	7,177	7,045
<b>Total</b>	<b>18,177</b>	<b>23,778</b>

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>8. CREDITORS: Amounts falling due within one year</b>		
Pension	2,895	3,547
Payroll Taxes	3,139	2,518
Income received in advance - Grants	35,571	53,488
Sundry Creditors and Accruals	537	301
<b>Total</b>	<b>42,142</b>	<b>59,854</b>

**9. GENERAL FUNDS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Opening balance 1 April 2023	65,987	94,912
Net incoming resources for the year	(5,684)	(28,925)
Closing balance at 31 March 2024	<b>60,303</b>	<b>65,987</b>

## 10. FUND ANALYSIS

	At 1st April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31st March 2024 £
<b>Restricted funds</b>	100,000	58,895	(58,895)	-	100,000

The Elsie Kirk Trust Grant of £100,000 shown above is highly restrictive and can only be used for the office accommodation of Richmond Mencap Limited.

	At 1st April 2023 £	Incoming Resources £	Outgoing Resource £	Transfers £	At 31st March 2024 £
<b>Unrestricted Funds</b>					
General Purposes Funds	65,987	135,438	(141,122)	-	60,303
Revaluation Reserve	111,331	-	-	-	111,331
<b>Total Unrestricted Funds</b>	<b>177,318</b>	<b>135,438</b>	<b>(141,122)</b>	<b>-</b>	<b>171,634</b>

## 11. COMMITMENT UNDER OPERATING LEASES

At 31 March 2024 the Charity had a annual commitments under non-cancellable operating leases for the office rent and office printer as set out below

	2024		2023	
	Land and Buildings £	Other Items £	Land and Buildings £	Other Items £
<b>Operating leases which expire:</b>				
Within 2 to 5 years	22,500	4,036	17,000	4,352
After more than 5 years	-	-	-	-
	<b>22,500</b>	<b>4,036</b>	<b>17,000</b>	<b>4,035</b>

## 12. RELATED PARTY TRANSACTIONS

The charity is controlled by the Trustees, who are directors of the company. No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

## 13. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023, and there were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**RICHMOND MENCAP LIMITED**

England & Wales - Charity number 1102587

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# Accounts

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**RICHMOND MENCAP LIMITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2023**

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## **RICHMOND MENCAP LIMITED**

### **LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2023**

Company number: 5002389

Registered Charity number: 1102587

Registered Office: 342 Richmond Road  
Twickenham TW1 2DU  
Tel: 020 8744 1923  
E-mail: [office@richmondmencap.org.uk](mailto:office@richmondmencap.org.uk)  
Website: [www.richmondmencap.org.uk](http://www.richmondmencap.org.uk)

Directors/Trustees: Teresa Jones (Chair) (appointed Trustee 28<sup>th</sup> December 2022)  
Anthony Holdsworth (Treasurer)  
Denise Carr  
Pamela Rayment  
Richard Poxton  
Philip Moshi  
Prisca Cox

Chief Officer: Laura Turner

Independent Examiner: John Auber FCA  
2 Castle Business Village  
Station Road  
Hampton TW12 2BX

Bankers: Lloyds Bank plc  
19-21 The Quadrant  
Richmond TW9 1BP

The Trustees would like to acknowledge the generous support of the following organisations without which the charity would not be able to provide such a range of services to people with learning disabilities and their families and carers in the London Borough of Richmond upon Thames:

London Borough of Richmond Upon Thames  
Achieving for Children  
Richmond Parish Lands Charity  
Hampton Fund  
Chelsea Square 1994 Trust  
Normansfield & Richmond Foundation  
Royal Mencap

## **RICHMOND MENCAP LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees, who are also Directors of the company, submit the annual report and financial statements for the year to 31 March 2023. 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). The trustees confirm that due regard has been paid to the Charity Commission's public benefit guidance in the decision making processes of the charity.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Richmond Mencap is a registered charity (No. 1102587) and a company limited by guarantee (No. 5002389) governed by its Memorandum and Articles of Association. Membership of the charity is open to any individual who supports its aims and objectives.

It is governed by the Trustees who are recruited from the membership and from members of the public who support the aims and objectives of the charity, with a view to ensuring an appropriate mix of skills and experience. Trustees receive no emoluments from the charity. They are responsible for the good governance of the charity, setting strategy and policies, ensuring effectiveness and accountability, maintaining prudent financial management to deliver the charity's aims and objectives and meeting the requirements of public benefit guidance. The Executive Committee meets six times a year and holds an annual "Awayday" with staff and volunteers to develop and monitor the work of the charity.

A Local Fundraising Sub-Committee, comprising trustees and other volunteers, leads a range of fundraising activities including an annual Dinner and Auction, stalls at a number of Summer Fairs across the borough, and other initiatives. The charity also has a "Working Together Group" of members with learning disabilities who inform the work of the Executive Committee, staff and volunteers - the Group elects its own Chair who can attend Committee meetings and meet with trustees and staff as and when required. Day-to-day running of the charity is carried out by employed staff who report to the Trustees.

The Trustees regularly review the charity's activities and performance and monitor risks. The major risks to which the charity is exposed have been identified and controls and policies implemented to mitigate those risks.

The Trustees have also approved a Reserves Policy aimed at building up free reserves to a level sufficient to ensure adequate working capital to meet operational needs and any exceptional demands resulting from unforeseen circumstances as recommended by the Charity Commission. The major part of the current reserves is in the form of the holiday home in Eastbourne which is currently for sale.

#### **OBJECTIVES**

The main objectives are described below and are provided for people with learning disabilities, their families and carers in the London Borough of Richmond upon Thames and are undertaken to further our charitable purposes for the public benefit:

- to provide welfare, educational, leisure, holiday and respite services and support;
- to inform, represent, promote and advance their rights, needs, interests and well-being;
- to support them in securing services and support, commensurate with individual and family needs and to enable them to maximise their potential;
- to monitor the adequacy and suitability of services purchased or provided by the statutory authorities or their approved agents;
- to participate in, and contribute to, the development of services through the planning and consultation process.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**ACHIEVEMENTS AND PERFORMANCE**

22-23 was a year of positive change for Richmond Mencap. As we returned to a hopeful normality we took the opportunity to make some changes. We refurbished our offices and repurposed it to a more useful delivery space so we can host meetings and services from the building. This has worked well so far, especially for our skills-based learning and table-based activities. We also upgraded our tech and as part of some funding bought ten ipads for use with our members and in activities. Our ex-CEO Teresa Jones stepped into the role of chair as Denise Carr stepped down offering us continuity and consistency across the organisation. We recruited four new members of staff to increase our capacity and stabilise our staff teams successfully recruiting four who live in borough including our first paid finance officer.

Our **Partnership Working** has strengthened over the year as we have worked in partnership with other charities and supported the Local Authority and NHS through our local ICS. We returned to face-to-face delivery of our training for healthcare professionals at West Middlesex Hospital and raising awareness to support NHS professionals to reduce health inequalities for people with learning disabilities.

Our self-advocacy group the **Working Together Group** have continued to be very busy this year. They have worked with the local authority, CCG and local healthcare providers on consultations and feedback and co-chaired the Local Learning Disability Partnership. They speak out on behalf of people with learning disabilities to share experiences, fight for equal rights and raise awareness of unjust inequalities.

We delivered year one of our **Digital Inclusion Project** which tackles the digital inequality that many of our members face. The aim is to help to get them interested in learning how to use basic ipad technology, keep connected, learn new skills and keep up with wider society. It is going well so far and many of them are really enjoying access to basic tools and resources, such as old music and tv programmes, or zooming their peers.

Our **Children and Young People's Projects** have run as normal, though due to the cost-of-living crisis we have not charged families for these services. They continue to be highly valued and oversubscribed.

Providing people with learning disabilities, social communication conditions, ADHD and other additional needs, carers and professional's good information is also a key part of what we do and between our **Newsletters**, the Richmond Mencap website and the services and opportunities we offer – we continue to reach over 1,000 people across the borough who care about learning disabilities. This year we have been able to go back to hard copies, whilst still producing online formats too.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**FINANCIAL RESULTS**

Total income for the year was £162,900 and total expenditure was £191,825 thus producing a deficit of £28,925. Income was lower than budget due to not being able to hold the annual fund-raising dinner and lower donations. Expenditure was higher than budget mainly due to higher room hire costs, office refurbishment and higher staff costs. It is anticipated that the office refurbishment should bring about a reduction in room hire charges in the future. The expenditure on the refurbishment was planned out of the unrestricted reserves.

Income from Restricted funds was £156,611 while expenditure on charitable activities amounted to £191,825 resulting in a deficit on Restricted funds of £35,214. This deficit was set against the surplus on Unrestricted funds of £6,289 leaving a net deficit of funds for the year of £28,925. Added to the Unrestricted funds brought forward this resulted in Unrestricted funds carried forward of £65,987.

This surplus means that there is more than adequate free liquid reserves as it is generally accepted that a prudent level should be at least three months operating expenses. The Trustees will continue to monitor the level of free reserves and review its Reserves and Working Capital Policy. Further fund-raising activities will continue to be undertaken and further grant applications will be made.

Local fund-raising activities contributed over £5,574 towards the costs of the charity's activities. The principal sources of income were donations. The tail end of the Coronavirus pandemic still severely curtailed some fund-raising activities.

**PLANS FOR 2023-24**

Following the end of the Coronavirus pandemic and national lockdown instigated by government on 24 March 2020 Richmond Mencap resumed the majority of activities severely curtailed by the pandemic concentrating significantly more on technology. It still is the intention of Richmond Mencap to:

- offer an effective service to people with learning disabilities and their family carers, providing advice, information and support as appropriate;
- provide a range of activities, respite care and other practical services that are responsive to changing needs, delivered by both staff and volunteers;
- strengthen our representational role as the voice of people with learning disabilities;
- increase the involvement of people with learning disabilities and their carers in our work and further develop our partnership working;
- review our services for children and young people in preparation for the new Achieving for Children commissioning arrangements;
- refine and develop our quality assurance and performance processes.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**TRUSTEES' RESPONSIBILITIES**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year. In preparing these financial statements, the Trustees are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records which 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 as applied to smaller companies. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STAFF AND VOLUNTEERS**

As ever, the work of the charity could not be carried out without the dedication, commitment and enthusiasm of the employed staff supported by a large group of willing volunteers. On behalf of the members, users and family carers, the Trustees would like to acknowledge their valued and essential contribution to the continued success of the charity in providing a wide range of support and activities for children and adults with learning disabilities.

**SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on 26th October 2023 and signed on their behalf by

Teresa Jones  
Chair

Anthony Holdsworth  
Treasurer

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RICHMOND MENCAP LIMITED**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2023

## **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

## **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

John Auber FCA  
2 Castle Business Village  
Station Road  
Hampton  
Middlesex  
TW12 2BX

Date: 26th October 2023

**RICHMOND MENCAP LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>INCOMING RESOURCES</b>						
Voluntary Income	2(a)	3,204			3,204	6,995
Activities for generating funds	2(b)	1,370			1,370	375
Investment income	2(c)	1,715			1,715	45
Grant and contract income	2(d)			148,039	148,039	143,014
Charges to clients				8,572	8,572	6,950
<b>TOTAL INCOMING RESOURCES</b>		<b>6,289</b>		<b>156,611</b>	<b>162,900</b>	<b>157,379</b>
<b>EXPENDITURE</b>						
Costs of Fund raising Activities		-	-	-	-	-
Charitable Activities	3	-	-	191,825	191,825	171,744
Governance Costs						
<b>TOTAL RESOURCES EXPENDED</b>				<b>191,825</b>	<b>191,825</b>	<b>171,744</b>
<b>Net Incoming/ (Outgoing) Resources before Transfers</b>		6,289		(35,214)	(28,925)	(14,365)
Gross transfer between funds		(35,214)		35,214	-	-
<b>Net movement on funds</b>		<b>(28,925)</b>		<b>-</b>	<b>(28,925)</b>	<b>(14,365)</b>
<b>Total funds at 1 April 2022</b>		<b>94,912</b>	<b>111,331</b>	<b>100,000</b>	<b>306,243</b>	<b>320,608</b>
<b>Total funds at 31 March 2023</b>		<b>65,987</b>	<b>111,331</b>	<b>100,000</b>	<b>277,318</b>	<b>306,243</b>

The notes on pages 9 to 14 form part of the financial statements

**RICHMOND MENCAP LIMITED****BALANCE SHEET  
31 MARCH 2023**

	Notes	2023		2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		<u>130,000</u>		<u>130,000</u>
<b>CURRENT ASSETS</b>					
Debtors and prepayments	7	23,778		4,250	
Cash at bank		<u>183,394</u>		<u>227,070</u>	
		207,172		231,320	
<b>CREDITORS: Amounts falling due within one year</b>					
	8	<u>59,854</u>		<u>55,077</u>	
<b>NET CURRENT ASSETS</b>			<u>147,318</u>		<u>176,243</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>277,318</b></u>		<u><b>306,243</b></u>
General Funds	9		65,987		94,912
Revaluation Reserve	10		111,331		111,331
Restricted Funds	10		<u>100,000</u>		<u>100,000</u>
<b>TOTAL FUNDS</b>			<u><b>277,318</b></u>		<u><b>306,243</b></u>

For the year ended March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its account for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for:

- (a) ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the 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 as far as applicable to the company.

Approved by the Trustee Board on 26th October  
2023 and signed on their behalf by:

Teresa Jones  
Chair

Anthony Holdsworth  
Treasurer

Company number: 5002389

The notes on pages 9 to 14 form part of the financial statements

**RICHMOND MENCAP LIMITED**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2023**

	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
Net movement in Funds		(28,925)	(14,365)
Deduct interest income shown below		(1,715)	(45)
Decrease (increase) in debtors		(19,528)	12,074
Increase (decrease) in creditors		4,777	(6,466)
<b>CASH GENERATED/(USED) IN OPERATING ACTIVITIES</b>		<b>(45,391)</b>	<b>(8,802)</b>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest Income		1,715	45
Purchase of tangible fixed assets		-	-
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		<b>1,715</b>	<b>45</b>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in cash in the year		(43,676)	(8,757)
Cash at the beginning of the year		227,070	235,827
<b>TOTAL CASH AT THE END OF THE YEAR</b>		<b>183,394</b>	<b>227,070</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

**RICHMOND MENCAP LIMITED  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), using the following principal accounting policies:

**Incoming resources**

Income represents the amount receivable during the year.

**Resources expended**

Expenditure is charged to the Statement of Financial Activities inclusive of Value Added Tax when incurred.

**Fixed Assets**

The only Fixed Asset is the Eastbourne holiday home which is set out in note 6.

**Funds**

Funds held by the Charity are either:

Unrestricted general funds - These funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - These are funds that can be used for particular restricted purposes within the Charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Operating Leases**

Rental payable under operating leases for equipment are charged to the Statement of Financial Activities as incurred over the terms of the lease

**Governance Costs**

These are either provided free of charge or are immaterial.

**Activity Basis**

Costs are currently not accounted for on an activity basis due to the size of the Charity but this is being discussed for the future.

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**2. ANALYSIS OF INCOMING RESOURCES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
<b>2(a) Voluntary Income</b>				
Donations	3,204		3,204	6,995
	<b>3,204</b>		<b>3,204</b>	<b>6,995</b>
<b>2(b) Activities for generating funds</b>				
Christmas goods/sale of art/other	-			375
Fairs	1,220		1,220	
Collections	150		150	
Annual Dinner and Auction	-		-	
	<b>1,370</b>		<b>1,370</b>	<b>375</b>
<b>2(c) Investment income</b>				
Bank interest	<b>1,715</b>		<b>1,715</b>	<b>45</b>
<b>2(d) Incoming Resources for Charitable Activities</b>				
LB Richmond Upon Thames : Contracts		55,775	55,775	39,963
Achieving for Children : Contracts		4,448	4,448	13,345
Richmond Parish Lands Charity		30,000	30,000	25,847
Hampton Fund		44,200	44,200	40,850
Normansfield & Richmond Foundation		10,000	10,000	10,000
Chelsea Square 1994 Trust		3,000	3,000	3,000
Royal Mencap		616	616	5,780
The Barnes Fund and Walsingham Lodge Trust		-	-	5,000
Heathrow Community Trust		-	-	(771)
		<b>148,039</b>	<b>148,039</b>	<b>143,014</b>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>3. COSTS &amp; TRUSTEE'S REMUNERATION</b>		
Full time and temporary staff salaries	110,728	113,123
Employers National Insurance	2,417	3,647
Pension contributions	4,140	4,303
Total Staff costs	<u>117,285</u>	<u>121,073</u>
Volunteer expenses	130	
Training	1,054	558
Outings/activities	8,548	2,083
Holiday home expenses	3,775	3,501
Client Holiday expenses	-	-
Rent and Rates	17,125	17,160
Maintenance	9,095	4,759
Heating/lighting	3,204	839
Telephone	2,861	1,529
Room hire	11,252	3,158
Equipment and computer costs	10,145	13,980
Postage/stationary	446	208
Insurance	1,610	1,568
Welfare/other expenses	4,671	224
Publications/publicity/subscriptions	624	1,104
Total Costs	<u><u>191,825</u></u>	<u><u>171,744</u></u>

The average number of employees during the period was 1 full time (2022-1).  
Estimated average number of full time equivalent employees who work part time. 3  
(2022- 3)

There are no employees earning more than £60,000

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>		
<b>These are stated after charging</b>		
Examiner's remuneration	-	-
Depreciation	-	-
	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>

**5. TAXATION**

No taxation has been provided for in the Financial Statements.  
As a Registered Charity, the income of the charity is exempt under Section 505 of the Income and Corporation Taxes Act 1988.

Irrecoverable VAT has been charged to the relevant expenditure headings.

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**6. TANGIBLE FIXED ASSETS**

	<b>Freehold Holiday Home £</b>
<b>COST OR VALUATION</b>	
At 1 April 2022	130,000
Additions, Revaluations/(Disposals)	-
At 31 March 2023	<u><b>130,000</b></u>
<b>DEPRECIATION</b>	
At 1 April 2022	-
Charge for period	-
At 31 March 2023	<u><b>-</b></u>
<b>NET BOOK VALUE</b>	
At 31 March 2023	<u><b>130,000</b></u>
At 31 March 2022	130,000

The holiday home was revalued on 18<sup>th</sup> June 2013 at £130,000 by Reid + Dean, Chartered Surveyors & Estate Agents. It is proposed to dispose of the holiday home in the near future and early indications are that it is valued closer to £200,000. The property is currently under offer at £210,000

<b>7. DEBTORS AND PREPAYMENTS</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other Debtors	16,733	-
Sundry debtors and prepayments	7,045	4,250
<b>Total</b>	<u><b>23,778</b></u>	<u><b>4,250</b></u>

<b>8. CREDITORS: Amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Creditors	3,547	553
Social security and other taxes	2,518	2,897
Income received in advance - Grants	53,488	43,221
Sundry Creditors and Accruals	301	8,406
<b>Total</b>	<u><b>59,854</b></u>	<u><b>55,077</b></u>

**9. GENERAL FUNDS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Opening balance 1 April 2022	94,912	109,277
Net incoming resources for the year	(28,925)	(14,365)
Closing balance at 31 March 2023	<u><b>65,987</b></u>	<u><b>94,912</b></u>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**10. FUND ANALYSIS**

	At 1st April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31st March 2023 £
<b>Restricted funds</b>	100,000	156,611	(191,825)	35,214	100,000

The Elsie Kirk Trust Grant of £100,000 shown above is highly restrictive and can only be used for the office accommodation of Richmond Mencap Limited.

	At 1st April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31st March 2023 £
<b>Unrestricted Funds</b>					
General Purposes Funds	94,912	6,289		(35,214)	65,987
Revaluation Reserve	111,331		-	-	111,331
<b>Total Unrestricted Funds</b>	<b>206,243</b>	<b>6,289</b>	<b>-</b>	<b>(35,412)</b>	<b>177,318</b>

**11. COMMITMENT UNDER OPERATING LEASES**

At 31 March 2023 the Charity had annual commitments under non-cancellable operating leases as set out below

	2023		2022	
	Land and Buildings £	Other Items £	Land and Buildings £	Other Items £
<b>Operating leases which expires:</b>				
Within 2 to 5 years	17,000	4,352	17,000	4,352
After more than 5 years	-	-	-	-
	<b>17,000</b>	<b>4,352</b>	<b>17,000</b>	<b>4,035</b>

**12. RELATED PARTY TRANSACTIONS**

The charity is controlled by its Trustees, who are directors of the company. No transactions with related parties were undertaken such are required to be disclosed under Financial Reporting Standard 8.

**13. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022 and there were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**RICHMOND MENCAP LIMITED**

England & Wales - Charity number 1102587

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# Accounts

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**RICHMOND MENCAP LIMITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2022**

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## **RICHMOND MENCAP LIMITED**

### **LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2022**

Company number: 5002389

Registered Charity number: 1102587

Registered Office: 342 Richmond Road  
Twickenham TW1 2DU  
Tel: 020 8744 1923  
E-mail: [office@richmondmencap.org.uk](mailto:office@richmondmencap.org.uk)  
Website: [www.richmondmencap.org.uk](http://www.richmondmencap.org.uk)

Directors/Trustees: Denise Carr (Chair)  
Anthony Holdsworth (Treasurer)  
Pamela Rayment  
Richard Poxton  
Philip Moshi  
Lloyd Gash (Resigned 24<sup>th</sup> November 2021)  
Adrian Houston (Resigned 22<sup>nd</sup> February 2022)  
Prisca Cox (appointed 24<sup>th</sup> November 2021)

Chief Officer: Laura Turner

Independent Examiner: John Auber FCA  
2 Castle Business Village  
Station Road  
Hampton TW12 2BX

Bankers: Lloyds Bank plc  
19-21 The Quadrant  
Richmond TW9 1BP

The Trustees would like to acknowledge the generous support of the following organisations without which the charity would not be able to provide such a range of services to people with learning disabilities and their families and carers in the London Borough of Richmond upon Thames:

London Borough of Richmond Upon Thames  
Achieving for Children  
Richmond Parish Lands Charity  
Hampton Fund  
Chelsea Square 1994 Trust  
The Barnes Fund and Walsingham Lodge Trust  
Normansfield & Richmond Foundation

## **RICHMOND MENCAP LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees, who are also Directors of the company, submit the annual report and financial statements for the year to 31 March 2022. 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). The trustees confirm that due regard has been paid to the Charity Commission's public benefit guidance in the decision making processes of the charity.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Richmond Mencap is a registered charity (No. 1102587) and a company limited by guarantee (No. 5002389) governed by its Memorandum and Articles of Association. Membership of the charity is open to any individual who supports its aims and objectives.

It is governed by the Trustees who are recruited from the membership and from members of the public who support the aims and objectives of the charity, with a view to ensuring an appropriate mix of skills and experience. Trustees receive no emoluments from the charity. They are responsible for the good governance of the charity, setting strategy and policies, ensuring effectiveness and accountability, maintaining prudent financial management to deliver the charity's aims and objectives and meeting the requirements of public benefit guidance. The Executive Committee meets six times a year and holds an annual "Awayday" with staff and volunteers to develop and monitor the work of the charity.

A Local Fundraising Sub-Committee, comprising trustees and other volunteers, leads a range of fundraising activities including an annual Dinner and Auction, stalls at a number of Summer Fairs across the borough, and other initiatives. The charity also has a "Working Together Group" of members with learning disabilities who inform the work of the Executive Committee, staff and volunteers - the Group elects its own Chair who can attend Committee meetings and meet with trustees and staff as and when required. Day-to-day running of the charity is carried out by employed staff who report to the Trustees.

The Trustees regularly review the charity's activities and performance and monitor risks. The major risks to which the charity is exposed have been identified and controls and policies implemented to mitigate those risks.

The Trustees have also approved a Reserves Policy aimed at building up free reserves to a level sufficient to ensure adequate working capital to meet operational needs and any exceptional demands resulting from unforeseen circumstances as recommended by the Charity Commission. The major part of the current reserves is in the form of the holiday home in Eastbourne.

#### **OBJECTIVES**

The main objectives are described below and are provided for people with learning disabilities, their families and carers in the London Borough of Richmond upon Thames and are undertaken to further our charitable purposes for the public benefit:

- to provide welfare, educational, leisure, holiday and respite services and support;
- to inform, represent, promote and advance their rights, needs, interests and well-being;
- to support them in securing services and support, commensurate with individual and family needs and to enable them to maximise their potential;
- to monitor the adequacy and suitability of services purchased or provided by the statutory authorities or their approved agents;
- to participate in, and contribute to, the development of services through the planning and consultation process.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**ACHIEVEMENTS AND PERFORMANCE**

2021-22 did not bring as much stability as we had hoped as winter was so uncertain. However, we managed to deliver many of our services, both online and face to face. We focused heavily on fun and social activities as many of our members were still cautious and vulnerable. It was only once Omicron was shown to be less severe than previous Covid strains that we were able to start planning for the future with more certainty.

Our **Partnership Working** has altered over the year as we have worked in partnership with other charities and supported the Local Authority and NHS during times of great stress and multi-agency collaboration. We continued to support the CCG with the vaccination rollout of booster jabs to adults with learning disabilities and have worked closely with social workers to ensure people are safe and well. We were able to restart our training for healthcare professionals and raising awareness to support NHS professionals to reduce health inequalities for people with learning disabilities. Some of this was done virtually.

Our self-advocacy group the **Working Together Group** have continued to be very busy this year, albeit via telephone, online or outside in socially distanced meetings. They have worked with the local authority, CCG and local healthcare providers on consultations and feedback and co-chairing the Local Learning Disability Partnership. They speak out on behalf of people with learning disabilities to share experiences, fight for equal rights and raise awareness of unjust inequalities.

We secured the funding for a **Digital Inclusion Project** which started in March 2022 and will tackle the digital inequality many of our members face and hopefully help them to get interested in learning how to use technology, keep connected, learn new skills and keep up with wider society. We do not want them to get left behind as the world becomes more and more digitally focused.

Our **Children and Young People's Projects** have run face to face but we have had to do onsite activities outside rather than our usual minibus trips. We have continued to deliver a series of **online activities** for adults including weekly discos, meditation, music sessions, drama sessions and taekwondo. We have provided **weekly video or telephone befriending** to our members without access to technology, which has proved invaluable over the last fourteen months and many, but not all, of our activities were able to return to face to face in some format.

Providing people with learning disabilities, social communication conditions, ADHD and other additional needs, carers and professional's good information is also a key part of what we do and between our **Newsletters, monthly Activities Calendar**, the Richmond Mencap website and the services and opportunities we offer – we continue to reach over 1,000 people across the borough who care about learning disabilities. This year we have been able to go back to hard copies, whilst still producing online formats too.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**FINANCIAL RESULTS**

Total income for the year was £157,379 and total expenditure was £171,744 thus producing a deficit of £14,365. Both income and expenditure were again lower than budget due to the Coronavirus pandemic.

Income from Restricted funds was £149,964 while expenditure on charitable activities amounted to £171,744 resulting in a deficit on Restricted funds of £21,780. This deficit was set against the surplus on Unrestricted funds of £7,415 leaving a net deficit of funds for the year of £14,365. Added to the Unrestricted funds brought forward plus the surplus on the revaluation of the Eastbourne holiday home this resulted in Unrestricted funds carried forward of £94,912.

This surplus means that there is more than adequate free liquid reserves as it is generally accepted that a prudent level should be at least three months operating expenses. The Trustees will continue to monitor the level of free reserves and review its Reserves and Working Capital Policy. Further fund raising activities will continue to be undertaken and further grant applications will be made.

Local fund-raising activities contributed over £7,415 towards the costs of the charity's activities. The principal sources of income were donations. The Coronavirus pandemic severely curtailed any other fund raising activities.

**PLANS FOR 2022-23**

Unfortunately, the Coronavirus pandemic and national lockdown instigated by government on 24 March 2020 severely curtailed the delivery of normal services early during 2020. Some staff were furloughed and some worked from home, keeping in contact with the charity's users and their families and offering practical help and support for the duration. It still is the intention of Richmond Mencap to:

- offer an effective service to people with learning disabilities and their family carers, providing advice, information and support as appropriate;
- provide a range of activities, respite care and other practical services that are responsive to changing needs, delivered by both staff and volunteers;
- strengthen our representational role as the voice of people with learning disabilities;
- increase the involvement of people with learning disabilities and their carers in our work and further develop our partnership working;
- review our services for children and young people in preparation for the new Achieving for Children commissioning arrangements;
- refine and develop our quality assurance and performance processes.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**TRUSTEES' RESPONSIBILITIES**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year. In preparing these financial statements, the Trustees are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records which 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 as applied to smaller companies. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STAFF AND VOLUNTEERS**

As ever, the work of the charity could not be carried out without the dedication, commitment and enthusiasm of the employed staff supported by a large group of willing volunteers. On behalf of the members, users and family carers, the Trustees would like to acknowledge their valued and essential contribution to the continued success of the charity in providing a wide range of support and activities for children and adults with learning disabilities.

**SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on 21st September 2022 and signed on their behalf by

Denise Carr  
Chair

Anthony Holdsworth  
Treasurer

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RICHMOND MENCAP LIMITED**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2022

## **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

## **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

John Auber FCA  
2 Castle Business Village  
Station Road  
Hampton  
Middlesex  
TW12 2BX

Date: 21<sup>st</sup> September 2022

**RICHMOND MENCAP LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>INCOMING RESOURCES</b>						
Voluntary Income	2(a)	6,995			6,995	6,624
Activities for generating funds	2(b)	375			375	360
Investment income	2(c)	45			45	280
Grant and contract income	2(d)			143,014	143,014	142,341
Charges to clients				6,950	6,950	3,475
<b>TOTAL INCOMING RESOURCES</b>		<b>7,415</b>		<b>149,964</b>	<b>157,379</b>	<b>153,080</b>
<b>EXPENDITURE</b>						
Costs of Fund raising Activities		-	-	-	-	-
Charitable Activities	3	-	-	171,744	171,744	150,402
Governance Costs						
<b>TOTAL RESOURCES EXPENDED</b>				<b>171,744</b>	<b>171,744</b>	<b>150,502</b>
<b>Net Incoming/ (Outgoing) Resources before Transfers</b>		7,415		(21,780)	(14,365)	2,678
Gross transfer between funds		(21,780)		21,780	-	-
<b>Net movement on funds</b>		<b>(14,365)</b>		<b>-</b>	<b>(14,365)</b>	<b>2,678</b>
<b>Total funds at 1 April 2021</b>		<b>109,277</b>	<b>111,331</b>	<b>100,000</b>	<b>320,608</b>	<b>317,930</b>
<b>Total funds at 31 March 2022</b>		<b>94,912</b>	<b>111,331</b>	<b>100,000</b>	<b>306,243</b>	<b>320,608</b>

The notes on pages 9 to 15 form part of the financial statements

**RICHMOND MENCAP LIMITED****BALANCE SHEET  
31 MARCH 2022**

	Notes	2022		2021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		<u>130,000</u>		<u>130,000</u>
<b>CURRENT ASSETS</b>					
Debtors and prepayments	7	4,250		16,324	
Cash at bank		<u>227,070</u>		<u>235,827</u>	
		231,320		252,151	
<b>CREDITORS: Amounts falling due within one year</b>					
	8	<u>55,077</u>		<u>61,543</u>	
<b>NET CURRENT ASSETS</b>			<u>176,243</u>		<u>190,608</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>306,243</b></u>		
General Funds	9	94,912		109,277	
Revaluation Reserve	10	111,331		111,331	
Restricted Funds	10	<u>100,000</u>		<u>100,000</u>	
<b>TOTAL FUNDS</b>			<u><b>306,243</b></u>		<u><b>320,608</b></u>

For the year ended March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its account for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for:

- (a) ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the 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 as far as applicable to the company.

Approved by the Trustee Board on 21<sup>st</sup> September  
2022 and signed on their behalf by:

Denise Carr  
Chair

Anthony Holdsworth  
Treasurer

Company number: 5002389

The notes on pages 9 to 15 form part of the financial statements

**RICHMOND MENCAP LIMITED**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2022**

	<b>Notes</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
Net movement in Funds		(14,365)	2,678
Deduct interest income shown below		(45)	(280)
Decrease (increase) in debtors		12,074	(5,565)
Increase (decrease) in creditors		(6,466)	5,414
<b>CASH GENERATED/(USED) IN OPERATING ACTIVITIES</b>		<b>(8,802)</b>	<b>2,247</b>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest Income		45	280
Purchase of tangible fixed assets		-	-
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		<b>45</b>	<b>280</b>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in cash in the year		(8,757)	2,527
Cash at the beginning of the year		235,827	233,300
<b>TOTAL CASH AT THE END OF THE YEAR</b>		<b>227,070</b>	<b>235,827</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

**RICHMOND MENCAP LIMITED  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), using the following principal accounting policies:

**Incoming resources**

Income represents the amount receivable during the year.

**Resources expended**

Expenditure is charged to the Statement of Financial Activities inclusive of Value Added Tax when incurred.

**Fixed Assets**

The only Fixed Asset is the Eastbourne holiday home which is set out in note 6.

**Funds**

Funds held by the Charity are either:

Unrestricted general funds - These funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - These are funds that can be used for particular restricted purposes within the Charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Operating Leases**

Rental payable under operating leases for equipment are charged to the Statement of Financial Activities as incurred over the terms of the lease

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**2. ANALYSIS OF INCOMING RESOURCES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
<b>2(a) Voluntary Income</b>				
Donations	6,995		6,995	6,624
	<b>6,995</b>		<b>6,995</b>	<b>6,624</b>
<b>2(b) Activities for generating funds</b>				
Christmas goods/sale of art/other	-			60
Fairs	-			-
Collections	-			-
Annual Dinner and Auction	-			-
Rental income	375		375	300
	<b>375</b>		<b>375</b>	<b>360</b>
<b>2(c) Investment income</b>				
Bank interest	<b>45</b>		<b>45</b>	<b>280</b>
<b>2(d) Incoming Resources for Charitable Activities</b>				
LB Richmond Upon Thames : Contracts		39,963	39,963	49,735
Achieving for Children : Contracts		13,345	13,345	13,345
Richmond Parish Lands Charity		25,847	25,847	28,781
Hampton Fund		40,850	40,850	35,575
Normansfield & Richmond Foundation		10,000	10,000	-
Heathrow Community Trust		(771)	(771)	5,905
The Barnes Fund and Walsingham Lodge Trust		5,000	5,000	5,000
Chelsea Square 1994 Trust		3,000	3,000	3,000
Makers of Playing Cards Charity		-	-	1,000
Royal Mencap		5,780	5,780	-
		<b>143,014</b>	<b>143,014</b>	<b>142,341</b>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>3. COSTS &amp; TRUSTEE'S REMUNERATION</b>		
Full time and temporary staff salaries	113,123	99,113
Employers National Insurance	3,647	3,221
Pension contributions	4,303	4,632
Total Staff costs	<b>121,073</b>	<b>106,966</b>
Volunteer expenses		-
Training	558	405
Outings/activities	2,083	1,826
Holiday home expenses	3,501	4,217
Client Holiday expenses	-	-
Rent and Rates	17,160	17,000
Maintenance	4,759	1,534
Heating/lighting	839	1,032
Telephone	1,529	1,652
Room hire	3,158	1,745
Equipment and computer costs	13,980	11,435
Postage/stationary	208	419
Insurance	1,568	1,269
Welfare/other expenses	224	522
Publications/publicity/subscriptions	1,104	379
Total Costs	<b>171,744</b>	<b>150,402</b>

The average number of employees during the period was 1 full time (2021-1).  
 Estimated average number of full time equivalent employees who work part time. 3  
 (2020 3)

There are no employees earning more than £60,000

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>		
<b>These are stated after charging</b>		
Examiner's remuneration	-	-
Depreciation	-	-
	<b>-</b>	<b>-</b>

**5. TAXATION**

No taxation has been provided for in the Financial Statements.  
 As a Registered Charity, the income of the charity is exempt under Section 505 of the Income and Corporation Taxes Act 1988.

Irrecoverable VAT has been charged to the relevant expenditure headings.

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**6. TANGIBLE FIXED ASSETS**

	<b>Freehold Holiday Home £</b>
<b>COST OR VALUATION</b>	
At 1 April 2021	130,000
Additions, Revaluations/(Disposals)	-
At 31 March 2022	<u><u>130,000</u></u>
<b>DEPRECIATION</b>	
At 1 April 2021	-
Charge for period	-
At 31 March 2022	<u><u>-</u></u>
<b>NET BOOK VALUE</b>	
At 31 March 2022	<u><u>130,000</u></u>
At 31 March 2021	130,000

The holiday home was revalued on 18<sup>th</sup> June 2013 at £130,000 by Reid + Dean, Chartered Surveyors & Estate Agents. It is proposed to dispose of the holiday home in the near future and early indications are that it is valued above £160,000.

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>7. DEBTORS AND PREPAYMENTS</b>		
Other Debtors	-	10,088
Sundry debtors and prepayments	4,250	6,236
<b>Total</b>	<u><u>4,250</u></u>	<u><u>16,324</u></u>

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>8. CREDITORS: Amounts falling due within one year</b>		
Trade Creditors	553	-
Social security and other taxes	2,897	2,076
Income received in advance	43,221	58,379
Sundry Creditors and Accruals	8,406	1,088
<b>Total</b>	<u><u>55,077</u></u>	<u><u>61,543</u></u>

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>9. GENERAL FUNDS</b>		
Opening balance 1 April 2021	109,277	106,599
Net incoming resources for the year	(14,365)	2,678
Closing balance at 31 March 2022	<u><u>94,912</u></u>	<u><u>109,277</u></u>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**10. FUND ANALYSIS**

	At 1st April 2021	Incoming Resources	Outgoing Resources	Transfers	At 31st March 2022
Restricted funds	£	£	£	£	£
Elsie Kirk Trust	100,000	-	-	-	100,000
LB Richmond Upon Thames : Contracts	-	39,963	(39,963)	-	-
Achieving for Children : Contracts	-	13,345	(13,345)	-	-
Richmond Parish Lands Charity	-	25,847	(25,847)	-	-
Hampton Fund	-	40,850	(40,850)	-	-
Normansfield and Richmond Foundation	-	10,000	(10,000)	-	-
Heathrow Community Trust	-	(771)	771	-	-
The Barnes Fund and Walsingham Lodge Trust	-	5,000	(5,000)	-	-
Chelsea Square 1994 Trust	-	3,000	(3,000)	-	-
Royal Mencap	-	5,780	(5,780)	-	-
Charges to Clients	-	6,950	(6,950)	-	-
	<b>100,000</b>	<b>149,964</b>	<b>(149,964)</b>	<b>-</b>	<b>100,000</b>

The Elsie Kirk Trust Grant shown above is highly restrictive and can only be used for the office accommodation of Richmond Mencap Limited.

	At 1st April 2021	Incoming Resources	Outgoing Resources	Transfers	At 31st March 2022
Unrestricted Funds	£	£	£	£	£
General Purposes Funds	109,277	-	(14,365)	-	94,912
Revaluation Reserve	111,331	-	-	-	111,331
<b>Total Unrestricted Funds</b>	<b>220,608</b>	<b>-</b>	<b>(14,365)</b>	<b>-</b>	<b>206,243</b>

**11. COMMITMENT UNDER OPERATING LEASES**

At 31 March 2022 the Charity had annual commitments under non-cancellable operating leases as set out below

	2022		2021	
	Land and Buildings	Other Items	Land and Buildings	Other Items
Operating leases which expires:	£	£	£	£
Within 2 to 5 years	17,000	4,352	17,000	4,035
After more than 5 years	-	-	-	-
	<b>17,000</b>	<b>4,352</b>	<b>17,000</b>	<b>4,035</b>

## **12. RELATED PARTY TRANSACTIONS**

The charity is controlled by its Trustees, who are directors of the company. No transactions with related parties were undertaken such are required to be disclosed under Financial Reporting Standard 8.

## **13. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021 and there were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**RICHMOND MENCAP LIMITED**

England & Wales - Charity number 1102587

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# Accounts

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**RICHMOND MENCAP LIMITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2021**

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## **RICHMOND MENCAP LIMITED**

### **LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2021**

Company number: 5002389

Registered Charity number: 1102587

Registered Office: 342 Richmond Road  
Twickenham TW1 2DU  
Tel: 020 8744 1923  
E-mail: [office@richmondmencap.org.uk](mailto:office@richmondmencap.org.uk)  
Website: [www.richmondmencap.org.uk](http://www.richmondmencap.org.uk)

Directors/Trustees: Denise Carr (Chair)  
Anthony Holdsworth (Treasurer)  
Richard Jeffries (Resigned 27<sup>th</sup> November 2020)  
Pamela Rayment  
Richard Poxton  
Philip Moshi  
Lloyd Gash  
Adrian Houston (appointed 27<sup>th</sup> November 2020)

Chief Officer: Laura Turner

Independent Examiner: John Auber FCA  
JRG Auber Limited  
2 Castle Business Village  
Station Road  
Hampton TW12 2BX

Bankers: Lloyds Bank plc  
19-21 The Quadrant  
Richmond TW9 1BP

The Trustees would like to acknowledge the generous support of the following organisations without which the charity would not be able to provide such a range of services to people with learning disabilities and their families and carers in the London Borough of Richmond upon Thames:

London Borough of Richmond Upon Thames  
Achieving for Children  
Richmond Parish Lands Charity  
Hampton Fund  
Chelsea Square 1994 Trust  
The Barnes Fund and Walsingham Lodge Trust  
Makers of Playing Cards Charity  
Heathrow Community Trust

## **RICHMOND MENCAP LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees, who are also Directors of the company, submit the annual report and financial statements for the year to 31 March 2021. 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). The trustees confirm that due regard has been paid to the Charity Commission's public benefit guidance in the decision making processes of the charity.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Richmond Mencap is a registered charity (No. 1102587) and a company limited by guarantee (No. 5002389) governed by its Memorandum and Articles of Association. Membership of the charity is open to any individual who supports its aims and objectives.

It is governed by the Trustees who are recruited from the membership and from members of the public who support the aims and objectives of the charity, with a view to ensuring an appropriate mix of skills and experience. Trustees receive no emoluments from the charity. They are responsible for the good governance of the charity, setting strategy and policies, ensuring effectiveness and accountability, maintaining prudent financial management to deliver the charity's aims and objectives and meeting the requirements of public benefit guidance. The Executive Committee meets six times a year and holds an annual "Awayday" with staff and volunteers to develop and monitor the work of the charity.

A Local Fundraising Sub-Committee, comprising trustees and other volunteers, leads a range of fundraising activities including an annual Dinner and Auction, stalls at a number of Summer Fairs across the borough, and other initiatives. The charity also has a "Working Together Group" of members with learning disabilities who inform the work of the Executive Committee, staff and volunteers - the Group elects its own Chair who can attend Committee meetings and meet with trustees and staff as and when required. Day-to-day running of the charity is carried out by employed staff who report to the Trustees.

The Trustees regularly review the charity's activities and performance and monitor risks. The major risks to which the charity is exposed have been identified and controls and policies implemented to mitigate those risks.

The Trustees have also approved a Reserves Policy aimed at building up free reserves to a level sufficient to ensure adequate working capital to meet operational needs and any exceptional demands resulting from unforeseen circumstances as recommended by the Charity Commission. The major part of the current reserves is in the form of the holiday home in Eastbourne.

#### **OBJECTIVES**

The main objectives are described below and are provided for people with learning disabilities, their families and carers in the London Borough of Richmond upon Thames and are undertaken to further our charitable purposes for the public benefit:

- to provide welfare, educational, leisure, holiday and respite services and support;
- to inform, represent, promote and advance their rights, needs, interests and well-being;
- to support them in securing services and support, commensurate with individual and family needs and to enable them to maximise their potential;
- to monitor the adequacy and suitability of services purchased or provided by the statutory authorities or their approved agents;
- to participate in, and contribute to, the development of services through the planning and consultation process.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**ACHIEVEMENTS AND PERFORMANCE**

2020-21 was a strange year for everyone and at Richmond Mencap we focused on making it feel as normal as possible for our members. The Coronavirus pandemic swept the world and affected everyone and everything. This made for a uniquely busy year moving all of our services online, developing new services very quickly and changing our way of working, whilst keeping at the forefront of our minds that many of our members do not have access to technology.

Our **Partnership Working** has altered over the year as we have worked in partnership with other charities and supported the Local Authority and NHS during times of great stress and multi-agency collaboration. We supported the CCG with the vaccination rollout to adults with learning disabilities and have worked closely with social workers to ensure people are safe and well.

Sadly our **Campaigning** for the “Treat Me well” health Campaign had to be paused as professionals in the NHS were redeployed and snowed under. We have put much work into this campaign, along with our advocacy group, the Working Together group. They have been training healthcare professionals and raising awareness to support NHS professionals to reduce health inequalities for people with learning disabilities.

Our self-advocacy group the **Working Together Group** have continued to be very busy this year, albeit via telephone, online or outside in socially distanced meetings. They have worked with the local authority, CCG and local healthcare providers on consultations and feedback and co-chairing the Local Learning Disability Partnership. They speak out on behalf of people with learning disabilities to share experiences, fight for equal rights and raise awareness of unjust inequalities.

Our **Children and Young People’s Projects** have run either online or face to face outside of lockdowns and we have had to significantly adapt our way of working to incorporate change and parents report how important the respite is to their child’s sense of normality through the pandemic, as well as supporting them to feel connected and giving carers a break during a year which has been exceptionally hard.

We have not run all our usual activities as many do not translate to online services, so we quickly developed a series of **online activities** for adults including weekly discos, meditation, music sessions, drama sessions and taekwondo. We have provided **weekly video or telephone befriending** to our members without access to technology, which has proved invaluable over the last fourteen months.

Providing people with learning disabilities, social communication conditions, ADHD and other additional needs, carers and professional’s good information is also a key part of what we do and between our **Newsletters, monthly Activities Calendar**, the Richmond Mencap website and the services and opportunities we offer – we continue to reach over 1,000 people across the borough who care about learning disabilities. This year much of this has had to go online and in different formats but we remain committed to information sharing.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**FINANCIAL RESULTS**

Total income for the year was £153,080 and total expenditure was £150,402 thus producing a surplus of £2,678. Both income and expenditure were lower than budget due to the Coronavirus pandemic.

Income from Restricted funds was £145,816 while expenditure on charitable activities amounted to £150,402 resulting in a deficit on Restricted funds of £4,586 This deficit was set against the surplus on Unrestricted funds of £7,264 leaving a net surplus of funds for the year of £2,678 Added to the Unrestricted funds brought forward plus the surplus on the revaluation of the Eastbourne holiday home this resulted in Unrestricted funds carried forward of £109,277 of which £90,608 is represented by liquid assets.

This surplus means that there is more than adequate free liquid reserves as it is generally accepted that a prudent level should be at least three months operating expenses. The Trustees will continue to monitor the level of free reserves and review its Reserves and Working Capital Policy. The Trustees are not yet able to evaluate the effect of the Covid-19 pandemic although they are fairly confident that the normal activities of the charity will resume. Further fund raising activities continue to be undertaken and further grant applications will be made.

Local fund-raising activities contributed over £6,624 towards the costs of the charity's activities. The principal sources of income were donations. The Coronavirus pandemic severely curtailed any other fund raising activities.

**PLANS FOR 2021-22**

Unfortunately, the Coronavirus pandemic and national lockdown instigated by government on 24 March 2020 severely curtailed the delivery of normal services early during 2020. Some staff were furloughed and some worked from home, keeping in contact with the charity's users and their families and offering practical help and support for the duration. It still is the intention of Richmond Mencap to:

- offer an effective service to people with learning disabilities and their family carers, providing advice, information and support as appropriate;
- provide a range of activities, respite care and other practical services that are responsive to changing needs, delivered by both staff and volunteers;
- strengthen our representational role as the voice of people with learning disabilities;
- increase the involvement of people with learning disabilities and their carers in our work and further develop our partnership working;
- review our services for children and young people in preparation for the new Achieving for Children commissioning arrangements;
- refine and develop our quality assurance and performance processes.

**RICHMOND MENCAP LIMITED**  
**REPORT OF THE TRUSTEES (continued)**

**TRUSTEES' RESPONSIBILITIES**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year. In preparing these financial statements, the Trustees are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records which 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 as applied to smaller companies. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STAFF AND VOLUNTEERS**

As ever, the work of the charity could not be carried out without the dedication, commitment and enthusiasm of the employed staff supported by a large group of willing volunteers. On behalf of the members, users and family carers, the Trustees would like to acknowledge their valued and essential contribution to the continued success of the charity in providing a wide range of support and activities for children and adults with learning disabilities.

**SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on 27th September 2021 and signed on their behalf by

Denise Carr  
Chair

Anthony Holdsworth  
Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RICHMOND MENCAP LIMITED**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2021

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

John Auber FCA  
J R G Auber Limited  
2 Castle Business Village  
Station Road  
Hampton  
Middlesex  
TW12 2BX

Date: 11<sup>th</sup> October 2021

**RICHMOND MENCAP LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>INCOMING RESOURCES</b>						
Voluntary Income	2(a)	6,624			6,624	12,940
Activities for generating funds	2(b)	360			360	20,375
Investment income	2(c)	280			280	443
Grant and contract income	2(d)			142,341	142,341	150,170
Charges to clients				3,475	3,475	18,946
<b>TOTAL INCOMING RESOURCES</b>		<b>7,264</b>		<b>145,816</b>	<b>153,080</b>	<b>202,874</b>
<b>EXPENDITURE</b>						
Costs of Fund raising Activities		-	-	-	-	3,850
Charitable Activities	3	-	-	150,402	150,402	178,835
Governance Costs						
<b>TOTAL RESOURCES EXPENDED</b>				<b>150,402</b>	<b>150,402</b>	<b>182,685</b>
<b>Net Incoming/ (Outgoing) Resources before Transfers</b>		7,264		(4,586)	2,678	20,189
Gross transfer between funds		(4,586)		4,586	-	-
<b>Net movement on funds</b>		<b>2,678</b>		<b>-</b>	<b>2,678</b>	<b>20,189</b>
<b>Total funds at 1 April 2020</b>		<b>106,599</b>	<b>111,331</b>	<b>100,000</b>	<b>317,930</b>	<b>297,741</b>
<b>Total funds at 31 March 2021</b>		<b>109,277</b>	<b>111,331</b>	<b>100,000</b>	<b>320,608</b>	<b>317,930</b>

The notes on pages 9 to 15 form part of the financial statements

**RICHMOND MENCAP LIMITED****BALANCE SHEET  
31 MARCH 2021**

	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		<u>130,000</u>		<u>130,000</u>
<b>CURRENT ASSETS</b>					
Debtors and prepayments	7	16,324		10,759	
Cash at bank		<u>235,827</u>		<u>233,300</u>	
		252,151		244,059	
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>61,543</u>		<u>56,129</u>	
<b>NET CURRENT ASSETS</b>			<u>190,608</u>		<u>187,930</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>320,608</b></u>		<u><b>317,930</b></u>
General Funds	9		109,277		106,599
Revaluation Reserve	10		111,331		111,331
Restricted Funds	10		<u>100,000</u>		<u>100,000</u>
<b>TOTAL FUNDS</b>			<u><b>320,608</b></u>		<u><b>317,930</b></u>

For the year ended March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its account for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for:

- (a) ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the 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 as far as applicable to the company.

Approved by the Trustee Board on 27th September  
2021 and signed on their behalf by:

Denise Carr  
Chair

Anthony Holdsworth  
Treasurer

Company number: 5002389

The notes on pages 9 to 15 form part of the financial statements

**RICHMOND MENCAP LIMITED**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>Notes</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
Net movement in Funds		2,678	20,189
Deduct interest income shown below		(280)	(443)
Decrease (increase) in debtors		(5,565)	(3,170)
Increase (decrease) in creditors		5,414	18,084
<b>CASH GENERATED/(USED) IN OPERATING ACTIVITIES</b>		<b>2,247</b>	<b>34,660</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest Income		280	443
Purchase of tangible fixed assets		-	-
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		<b>280</b>	<b>443</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in cash in the year		2,527	35,103
Cash at the beginning of the year		233,300	198,197
<b>TOTAL CASH AT THE END OF THE YEAR</b>		<b>235,827</b>	<b>233,300</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

**RICHMOND MENCAP LIMITED  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), using the following principal accounting policies:

**Incoming resources**

Income represents the amount receivable during the year.

**Resources expended**

Expenditure is charged to the Statement of Financial Activities inclusive of Value Added Tax when incurred.

**Fixed Assets**

The only Fixed Asset is the Eastbourne holiday home which is set out in note 6.

**Funds**

Funds held by the Charity are either:

Unrestricted general funds - These funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - These are funds that can be used for particular restricted purposes within the Charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Operating Leases**

Rental payable under operating leases for equipment are charged to the Statement of Financial Activities as incurred over the terms of the lease

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**2. ANALYSIS OF INCOMING RESOURCES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>2(a) Voluntary Income</b>				
Members subscriptions	-	-	-	-
Donations	6,624		6,624	12,940
	<b>6,624</b>		<b>6,624</b>	<b>12,940</b>
<b>2(b) Activities for generating funds</b>				
Christmas goods/sale of art/other	60	-	60	-
Fairs	-	-	-	2,450
Collections	-	-	-	155
Annual Dinner and Auction	-	-	-	17,320
Rental income	300	-	300	450
	<b>360</b>	-	<b>360</b>	<b>20,375</b>
<b>2(c) Investment income</b>				
Bank interest	<b>280</b>		<b>280</b>	<b>443</b>
<b>2(d) Incoming Resources for Charitable Activities</b>				
LB Richmond Upon Thames : Contracts		49,735	49,735	40,455
Achieving for Children : Contracts		13,345	13,345	13,345
Richmond Parish Lands Charity		28,781	28,781	28,765
Hampton Fund		35,575	35,575	44,750
Normansfield & Richmond Foundation		-	-	11,294
Heathrow Community Trust		5,905	5,905	1,968
The Barnes Fund and Walsingham Lodge Trust		5,000	5,000	5,000
Chelsea Square 1994 Trust		3,000	3,000	3,000
Makers of Playing Cards Charity		1,000	1,000	1,000
The Victoria Foundation		-	-	593
		<b>142,341</b>	<b>142,341</b>	<b>150,170</b>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>3. COSTS &amp; TRUSTEE'S REMUNERATION</b>		
Full time and temporary staff salaries	99,113	98,929
Employers National Insurance	3,221	3,170
Pension contributions	4,632	4,063
Total Staff costs	<b>106,966</b>	<b>106,162</b>
Volunteer expenses	-	503
Training	405	45
Outings/activities	1,826	14,266
Holiday home expenses	4,217	6,534
Client Holiday expenses	-	9,038
Rent and Rates	17,000	17,094
Maintenance	1,534	1,623
Heating/lighting	1,032	1,022
Telephone	1,652	1,359
Room hire	1,745	5,584
Equipment and computer costs	11,435	7,819
Postage/stationary	419	2,441
Insurance	1,269	1,035
Welfare/other expenses	522	2,245
Publications/publicity/subscriptions	379	2,065
Total Costs	<b>150,402</b>	<b>178,835</b>

The average number of employees during the period was 1 full time (2020-1).  
 Estimated average number of full time equivalent employees who work part time. 3  
 (2020 3)

The trustees received no remuneration during the year.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>		
<b>These are stated after charging</b>		
Examiner's remuneration	-	-
Depreciation	-	-
	<b>-</b>	<b>-</b>

**5. TAXATION**

No taxation has been provided for in the Financial Statements.  
 As a Registered Charity, the income of the charity is exempt under Section 505 of the Income and Corporation Taxes Act 1988.

Irrecoverable VAT has been charged to the relevant expenditure headings.

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**6. TANGIBLE FIXED ASSETS**

	<b>Freehold Holiday Home £</b>
<b>COST OR VALUATION</b>	
At 1 April 2020	130,000
Additions, Revaluations/(Disposals)	-
At 31 March 2021	<u><b>130,000</b></u>
<b>DEPRECIATION</b>	
At 1 April 2020	-
Charge for period	-
At 31 March 2021	<u><b>-</b></u>
<b>NET BOOK VALUE</b>	
At 31 March 2021	<u><b>130,000</b></u>
At 31 March 2020	130,000

The holiday home was revalued on 18<sup>th</sup> June 2013 at £130,000 by Reid + Dean, Chartered Surveyors & Estate Agents. It is proposed to dispose of the holiday home in the near future and early indications are that it is valued above £160,000.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>7. DEBTORS AND PREPAYMENTS</b>		
Other Debtors	10,088	-
Sundry debtors and prepayments	6,236	10,759
<b>Total</b>	<u><b>16,324</b></u>	<u><b>10,759</b></u>

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>8. CREDITORS: Amounts falling due within one year</b>		
Social security and other taxes	2,076	1,425
Income received in advance	58,379	53,107
Sundry Creditors and Accruals	1,088	1,597
<b>Total</b>	<u><b>61,543</b></u>	<u><b>56,129</b></u>

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>9. GENERAL FUNDS</b>		
Opening balance 1 April 2020	106,599	86,410
Net incoming resources for the year	2,678	20,189
Closing balance at 31 March 2021	<u><b>109,277</b></u>	<u><b>106,599</b></u>

**RICHMOND MENCAP LIMITED**  
**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**10. FUND ANALYSIS**

	<b>At 1st April 2020</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>At 31st March 2021</b>
<b>Restricted funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Elsie Kirk Trust	100,000	-	-	-	100,000
LB Richmond Upon Thames : Contracts	-	49,735	(49,735)	-	-
Achieving for Children : Contracts	-	13,345	(13,345)	-	-
Richmond Parish Lands Charity	-	28,781	(28,781)	-	-
Hampton Fund	-	35,575	(35,575)	-	-
Heathrow Community Trust	-	5,905	(5,905)	-	-
The Barnes Fund and Walsingham Lodge Trust	-	5,000	(5,000)	-	-
Chelsea Square 1994 Trust	-	3,000	(3,000)	-	-
Makers of Playing Cards Charity	-	1,000	(1,000)	-	-
Charges to Clients	-	3,475	(3,475)	-	-
	<b>100,000</b>	<b>145,816</b>	<b>(145,816)</b>	<b>-</b>	<b>100,000</b>

The Elsie Kirk Trust Grant shown above is highly restrictive and can only be used for the office accommodation of Richmond Mencap Limited.

	<b>At 1st April 2020</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>At 31st March 2021</b>
<b>Unrestricted Funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Purposes Funds	106,599	2,678	-	-	109,277
Revaluation Reserve	111,331	-	-	-	111,331
<b>Total Unrestricted Funds</b>	<b>217,930</b>	<b>2,678</b>	<b>-</b>	<b>-</b>	<b>220,608</b>

**11. COMMITMENT UNDER OPERATING  
LEASES**

At 31 March 2020 the Charity had annual commitments under non-cancellable operating leases as set out below

	<b>2021</b>		<b>2020</b>	
	Land and Buildings	Other Items	Land and Buildings	Other Items
<b>Operating leases which expires:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Within 2 to 5 years	17,000	4,035	17,000	2,720
After more than 5 years	-	-	-	-
	<b>17,000</b>	<b>4,035</b>	<b>17,000</b>	<b>2,720</b>

## **12. RELATED PARTY TRANSACTIONS**

The charity is controlled by its Trustees, who are directors of the company. No transactions with related parties were undertaken such are required to be disclosed under Financial Reporting Standard 8.

## **13. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020 and there were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.