

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
Website: www.richmondmencap.org.uk

Directors/Trustees: Teresa Jones (Chair) (appointed Trustee 28th 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 31st 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 £
INCOMING RESOURCES						
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
TOTAL INCOMING RESOURCES		6,289		156,611	162,900	157,379
EXPENDITURE						
Costs of Fund raising Activities		-	-	-	-	-
Charitable Activities	3	-	-	191,825	191,825	171,744
Governance Costs						
TOTAL RESOURCES EXPENDED				191,825	191,825	171,744
Net Incoming/ (Outgoing) Resources before Transfers		6,289		(35,214)	(28,925)	(14,365)
Gross transfer between funds		(35,214)		35,214	-	-
Net movement on funds		(28,925)		-	(28,925)	(14,365)
Total funds at 1 April 2022		94,912	111,331	100,000	306,243	320,608
Total funds at 31 March 2023		65,987	111,331	100,000	277,318	306,243

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

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

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible assets	6		<u>130,000</u>		<u>130,000</u>
CURRENT ASSETS					
Debtors and prepayments	7	23,778		4,250	
Cash at bank		<u>183,394</u>		<u>227,070</u>	
		207,172		231,320	
CREDITORS: Amounts falling due within one year	8	<u>59,854</u>		<u>55,077</u>	
NET CURRENT ASSETS			<u>147,318</u>		<u>176,243</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>277,318</u>		<u>306,243</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>	
TOTAL FUNDS			<u>277,318</u>		<u>306,243</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**

	Notes	2023 £	2022 £
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)
CASH GENERATED/(USED) IN OPERATING ACTIVITIES		(45,391)	(8,802)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest Income		1,715	45
Purchase of tangible fixed assets		-	-
CASH PROVIDED BY INVESTING ACTIVITIES		1,715	45
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in cash in the year		(43,676)	(8,757)
Cash at the beginning of the year		227,070	235,827
TOTAL CASH AT THE END OF THE YEAR		183,394	227,070

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

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2(a) Voluntary Income				
Donations	3,204		3,204	6,995
	3,204		3,204	6,995
2(b) Activities for generating funds				
Christmas goods/sale of art/other	-			375
Fairs	1,220		1,220	
Collections	150		150	
Annual Dinner and Auction	-		-	
	1,370		1,370	375
2(c) Investment income				
Bank interest	1,715		1,715	45
2(d) Incoming Resources for Charitable Activities				
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)
		148,039	148,039	143,014

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

	2023	2022
	£	£
3. COSTS & TRUSTEE'S REMUNERATION		
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	117,285	121,073
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	191,825	171,744

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

	2023	2022
	£	£
4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR		
These are stated after charging		
Examiner's remuneration	-	-
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 2023

6. TANGIBLE FIXED ASSETS

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

The holiday home was revalued on 18th 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

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

	2023 £	2022 £
8. CREDITORS: Amounts falling due within one year		
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
Total	<u>59,854</u>	<u>55,077</u>

	2023 £	2022 £
9. GENERAL FUNDS		
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>65,987</u>	<u>94,912</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 £
Restricted funds	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 £
Unrestricted Funds					
General Purposes Funds	94,912	6,289		(35,214)	65,987
Revaluation Reserve	111,331		-	-	111,331
Total Unrestricted Funds	206,243	6,289	-	(35,412)	177,318

**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 £
Operating leases which expires:				
Within 2 to 5 years	17,000	4,352	17,000	4,352
After more than 5 years	-	-	-	-
	17,000	4,352	17,000	4,035

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.