

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
Website: www.richmondmencap.org.uk

Directors/Trustees: Teresa Jones (Chair)
Anthony Holdsworth (Treasurer, resigned 3rd July 2024)
Denise Carr (Interim Treasurer, appointed 3rd July 2024)
Pamela Rayment (resigned 27th 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 31st March 2024, the major part of the reserves was in the form of the holiday home in Eastbourne which was subsequently sold on 9th 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.

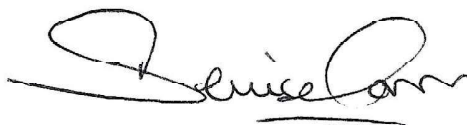
SMALL COMPANY EXEMPTIONS

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 31st 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
		£		£	£	£
Income from:						
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
Total Income		135,438		58,895	194,333	162,900
Expenditure on:						
Raising funds		5,127		-	5,127	-
Charitable Activities	3	135,995		58,895	194,890	191,825
Other		-		-	-	-
Total Expenditure		141,122		58,895	200,017	191,825
<u>Net income/(expenditure)</u>		<u>(5,684)</u>	=	=	<u>(5,684)</u>	<u>(28,925)</u>
Total funds brought forward		65,987	111,331	100,000	277,318	306,243
Net movement on funds						
<u>Total funds carried forward</u>		<u>60,303</u>	<u>111,331</u>	<u>100,000</u>	<u>271,634</u>	<u>277,318</u>

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
Fixed Assets			
Tangible Assets	6	130,000	130,000
Total fixed assets		130,000	130,000
Current Assets			
Debtors & prepayments	7	18,177	23,778
Cash at bank and in hand		165,599	183,394
Total current assets		183,776	207,172
Liabilities			
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>
Total assets less current liabilities		271,634	277,318
The funds of the charity			
Restricted income funds		100,000	100,000
Unrestricted funds		60,303	65,987
Revaluation reserve		111,331	111,331
Total charity funds		271,634	277,318

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

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
2(a) Donations & Legacies				
Individual Donations	4,457	-	4,457	3,204
Grants	99,200	-	99,200	87,816
Total donations & legacies	103,657	-	103,657	91,020
2(b) Charitable Activities				
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
Total charitable activities	5,512	58,895	64,407	63,595
2(c) Other Trading Activities				
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
Total other trading activities	21,592	-	21,592	6,570
2(d) Other Income				
Bank interest	4,678	-	4,678	1,715
Total other income	4,678	-	4,678	1,715
TOTAL INCOME	135,439	58,895	194,334	162,900

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

	2024	2023
	£	£
3. EXPENDITURE		
Staff salaries	118,608	110,728
Employer's National Insurance	2,187	2,417
Employer's Pension contributions	5,694	4,140
Total Staff costs	126,489	117,285
		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	-
Total Costs	200,017	191,825

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

There are no employees earning more than £60,000

	2024	2023
	£	£
4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR		

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

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

The holiday home was sold on 9th 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.

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

	2024 £	2023 £
8. CREDITORS: Amounts falling due within one year		
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
Total	42,142	59,854

9. GENERAL FUNDS

	2024 £	2023 £
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	60,303	65,987

10. FUND ANALYSIS

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

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 £
Operating leases which expire:				
Within 2 to 5 years	22,500	4,036	17,000	4,352
After more than 5 years	-	-	-	-
	22,500	4,036	17,000	4,035

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.