

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

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for the Year Ended 31 March 2025

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REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 March 2025

TRUSTEES	M D C Carr Treasurer T J Jones Chair P J Moshi R J Poxton
REGISTERED OFFICE	Richmond Mencap 342 Richmond Road Twickenham Middlesex TW1 2DU
REGISTERED COMPANY NUMBER	05002389 (England and Wales)
REGISTERED CHARITY NUMBER	1102587
INDEPENDENT EXAMINER	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

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

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 £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,076	-	1,076	4,459
Charitable activities					
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	-
Total		<u>120,550</u>	<u>33,304</u>	<u>153,854</u>	<u>194,334</u>
EXPENDITURE ON					
Raising funds		-	-	-	5,127
Charitable activities					
General		158,182	33,304	191,486	194,892
Total		<u>158,182</u>	<u>33,304</u>	<u>191,486</u>	<u>200,019</u>
NET INCOME/(EXPENDITURE)		(37,632)	-	(37,632)	(5,685)
RECONCILIATION OF FUNDS					
Total funds brought forward		171,633	100,000	271,633	277,318
TOTAL FUNDS CARRIED FORWARD		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>271,633</u>

Richmond Mencap Limited**BALANCE SHEET****31 March 2025**

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	7	-	-	-	130,000
CURRENT ASSETS					
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>
CREDITORS					
Amounts falling due within one year	10	(7,631)	-	(7,631)	(42,142)
NET CURRENT ASSETS		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>141,633</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>271,633</u>
NET ASSETS		<u>134,001</u>	<u>100,000</u>	<u>234,001</u>	<u>271,633</u>
FUNDS	11				
Unrestricted funds				134,001	171,633
Restricted funds				100,000	100,000
TOTAL FUNDS				<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

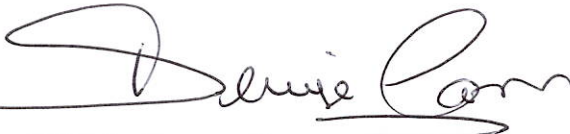
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its 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

The notes form part of these financial statements

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
	<u>-</u>	<u>21,590</u>

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

3. INVESTMENT INCOME

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

7. TANGIBLE FIXED ASSETS

COST

At 1 April 2024
Disposals

At 31 March 2025

NET BOOK VALUE

At 31 March 2025

At 31 March 2024

Home
£

130,000
(130,000)

-

-

130,000

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade debtors
Prepayments and accrued income

31.3.25	31.3.24
£	£
8,560	11,000
6,968	7,177
<u>15,528</u>	<u>18,177</u>

9. CURRENT ASSET INVESTMENTS

Cambridge & Counties Bond

31.3.25	31.3.24
£	£
70,000	-

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors
Social security and other taxes
Pension
Accrued expenses
Income receiver in advance - grants

31.3.25	31.3.24
£	£
2,367	3,420
3,888	2,412
344	727
1,032	12
-	35,571
<u>7,631</u>	<u>42,142</u>

11. MOVEMENT IN FUNDS

Unrestricted funds

General fund

Restricted funds

Elsie Kirk Trust Grant

TOTAL FUNDS

At 1.4.24	Net movement in funds	At 31.3.25
£	£	£
171,633	(37,632)	134,001
100,000	-	100,000
<u>271,633</u>	<u>(37,632)</u>	<u>234,001</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 £
Unrestricted funds			
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>
Restricted funds			
LB of Richmond CILS contract	33,304	(33,304)	-
	<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 £
Unrestricted funds			
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>
Restricted funds			
Elsie Kirk Trust Grant	100,000	-	100,000
	<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 £
Unrestricted funds			
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>
Restricted funds			
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>
TOTAL FUNDS	<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.

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

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	(1)	2
Donations	1,077	4,457
	<hr/> 1,076	<hr/> 4,459
Other trading activities		
Fairs	-	1,386
Annual Diner	-	14,373
Literary Event	-	5,831
	<hr/> -	<hr/> 21,590
Investment income		
Rents received	300	-
Interest receivable - trading	6,339	4,678
	<hr/> 6,639	<hr/> 4,678
Charitable activities		
Grants	90,292	158,095
Client Activity Fees	5,348	5,512
	<hr/> 95,640	<hr/> 163,607
Other income		
Gain on sale of tangible fixed assets	50,499	-
	<hr/> 50,499	<hr/> -
Total incoming resources	<hr/> 153,854	<hr/> 194,334
EXPENDITURE		
Raising donations and legacies		
Fund Raising Activities	-	5,127
Charitable activities		
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
Support costs		
Management		
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

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

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