

SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 DECEMBER 2021

COMPANY NUMBER: 04990720

CHARITY NUMBER: 1103691

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 DECEMBER 2021**

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**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

**FOR THE YEAR ENDED
31 DECEMBER 2021**

The trustees are pleased to present their annual trustees' report together with the unaudited Financial Statements of the charitable company for the year ending 31 December 2021, which are also prepared to meet the requirements for a directors' report and Financial Statements for Companies Act purposes.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name:	Southampton Mencap
Registered Charity Number:	1103691
Registered Company Number:	04990720
Registered Office and Operational Address:	187A Portswood Road Southampton SO17 2NF

TRUSTEE DIRECTORS

The trustees are the directors of the charitable company for the purpose of company law and are its trustees for the purpose of charity law.

The trustees who served the charitable company during the year and since the year end are as follows:

Jennifer Strevens	Chair		
Brian Strevens	Treasurer		
Diane Bernstein			
Hilary Linssen		Appointed	30 June 2021
Daniel Mar-Molinero			
Heidi Oldrey			
Manoj Patel		Appointed	17 March 2022
Lisa Stead			

COMPANY SECRETARY

Gail Baker

KEY AND SENIOR MANAGEMENT

Alexandra Iles

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

OUR ADVISORS

Independent Examiner:	Abraham & Dobell 230 Shirley Road Southampton SO15 3HR
Bankers:	HSBC plc 55 Above Bar Street Southampton SO14 7DZ
Investment Managers:	M & G Investments PO Box 9038 Chelmsford CM99 2XF

OBJECTIVES AND ACTIVITIES

A small, local charity with big ambitions; specialising in truly relevant support and with clear objectives that focus on the needs of our users and their family carers.

Mission Statement

We believe that everyone with a learning disability should have the right to choice, opportunity and respect - whatever their age or disability. We also believe that support for the families of people with a learning disability is vital to achieving our vision.

The strategies employed to achieve the charity's objectives for the benefit of people with a learning disability and their family carers are to:

- Respond to needs of our client group in a flexible and appropriate manner and support them to have short breaks from each other.
- Deliver information which is timely, appropriate and up-to-date.
- Raise awareness to their rights by jointly working with others who share our goals in making a difference.
- Encourage participation of more people to get involved and have a say in the future planning of the charitable company.
- Represent views so that learning disability issues are taken into consideration at all levels.
- Support family carers by helping with the development of groups with similar goals to the charitable company.
- Provide more services by developing new activities which fill the gaps in provision.
- Raise funds to support our existing services and develop new initiatives.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

OBJECTIVES AND ACTIVITIES (CONTINUED)

Public Benefit Statement

All of our activities are undertaken to further our charitable purposes for the public benefit. In shaping our objectives and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'Public Benefit: Running a Charity (PB2)'.

ACHIEVEMENTS AND PERFORMANCE

Southampton Mencap exists to provide advice and practical support for our members, their families and carers and to campaign to ensure that their views are represented. We participate in strategic panels and partnerships within health, education and social care and are represented on the Learning Disability Partnership Board. Confidential, personal advice and support is given to carers either within the individual services or from members of the Mencap staff.

Practical support is given by the services we provide.

Social Activities

We provide social opportunities for both children and adults with learning disabilities which support friendships and relationships and in turn provide them and their family carers with regular short breaks from each other.

Mencap Clubs

Southampton Mencap funds leisure clubs for older members.

The over-18 social clubs returned at the end of September. Due to the extensive time period members have been away, membership was essentially 'closed' and members were informed they would need to re-apply if they wished to return – this has seen a bit of a drop-off in numbers, however extensive phone calls have ensured that everyone received the information and many of those non-returners have valid reasons for not wishing to resume services yet such as ongoing illness, moving out of the area, changes in circumstance related to transport and in two cases, sadly passing away.

Those members returning are delighted to be back and there is a genuine buzz.

Adult Gateway delivered 5 sessions with 12 members attending by the end of the year.

Livewire 18 and Livewire 25+ each delivered 6 sessions with 12 and 13 members attending respectively.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

FairPlay Clubs and Schemes

Southampton City funds the FairPlay Service through the 'Short Breaks' grant. This service provides holiday schemes and Saturday clubs for children and young people between the ages of 5 and 18.

The FairPlay Schemes have made a successful bounce-back since lockdown periods. Numbers have grown steadily since the May half-term and an average 10-11 members attend each session. 22 sessions were held during the year.

The numbers attending the Saturday clubs are taking longer to build up. Parents/Carers are now more protective of free time and the children are tired after returning to full-time schooling. By the end of December, 13 sessions of each club had been held, with 6 attending Fair Play Junior and 10 FairPlay Teen Club.

Social distancing and Covid -19 precautions are maintained as far as possible with young children. The children are not expected to wear face masks, but the staff use full PPE and ensure that there is a thorough clean of all surfaces at the end of each session.

Day Time Activities

Mencap Day Services

The Day Services programme continues to develop with the focus on continued learning, healthy lifestyles and increasing independence.

The services re-opened after Easter. It is a concern but not a surprise that numbers have dipped. Many members and their carers have been under extreme pressure during the lockdowns and are anxious to minimise risk as far as possible so have decided to attend one service only. Some new members attended during this period but has been outweighed by those who have left. The Tuesday visits to Longdown farm were no longer possible, but this activity has been replaced by the Gardening and Maintenance Group which has proved very popular. By the end of December, 29 members were attending the services, several attending more than one day. The breakdown is 10 in Own2Feet on Tuesday and 22 on Thursday. 15 in both Home Kitchen and Handicrafts and 8 in Gardening and Maintenance. There are still vacancies.

Plans are in progress to start a new service to be named Mencap Enterprises.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Services for Carers

Carers' Subgroup

Throughout the pandemic the carers on the distribution list have been kept updated with regular emails and telephone calls. Many have said how helpful they found this. We have provided regular feedback on carers' issues to the Learning Disability Partnership Board. Some carers have also participated in a newly established LD carers co-production group which has addressed key issues with SCC officers, who seem very keen to attend virtual meetings. This group has also been involved in the development of the new Carers' Strategy.

The first 'face to face' meeting since the pandemic took place at the end of September.

Advice and Support

Giving advice, information and support has always been a priority for Southampton Mencap. The mencap office stayed open throughout the pandemic providing help and support by phone.

Treat Me Well

This National Mencap campaign is now into its fifth year and is really beginning to impact by changing attitudes and raising awareness as well as introducing improved mandatory training for medical staff. The group met regularly via Zoom to talk about life.

Some members of the O2F group linked up with the School of Health Sciences to make a video to raise awareness around the way medical staff communicate with people with learning disabilities. The lecturer involved was also keen to highlight ways of communicating with people with limited or no verbal speech. Two of the members are regularly supported to participate in Treat Me Well Leaders Sessions held via Zoom. This gives them the opportunity to meet with other people across the country and talk about the campaign to exchange ideas. Some of the issues we have identified locally include the impact on people's health when they are moved into supported housing or shared lives, the poor take up of hospital passports, etc. There is a zoom session in November, involving the whole OTF group, tackled the issue of bullying.

Website

The Southampton Mencap website is maintained and updated regularly by the Activities Manager through the Wix publishing suite.

In 2021 improvements were made to increase accessibility, with the Day Service and Activities Pages improved to ensure that new referrals have a quick and easy point of access for finding out about activities.

The website also hosts new vacancy positions, newsletter updates and important announcements. Facebook is regularly updated for instant updates; this is displayed on the main website news feed.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Volunteers

Volunteers continue to play a vital role in all that we do working in all areas of the organisation. Fewer opportunities for 'hands on' volunteering during the pandemic has meant that a few volunteers have left, but about 40 volunteers are available to help when needed.

CiS

The year began with Covid restrictions still in place. Most of the staff worked from home. We were asked to support the CCG in registering carers for their COVID 19 vaccine. Over 800 carers previously unknown to us were registered.

CiS supported SCC in engagement events to gather carer feedback on the strategy via face to face, hosting an online feedback form and webinar, hosted by the service. The Service Manager attended the Carers Strategy Partnership Board meetings and supported the writing of both adult and young carer strategies.

Southampton City Council undertook a Carer Friendly Southampton Inquiry to support Southampton to become a carer friendly City and CiS were involved in gathering data, best practice from other authorities and interviewing carers regarding their caring role.

Carers assessments continued throughout the year. Between Jan 2021 and Dec 2021, 323 Carers Assessments, 365 support plans and 57 reviews were completed.

The service will also be worked across the city with a range of stakeholders to enhance the offer of the carers' card and the emergency planning form.

With many carers reluctant to meet inside, the main activity during Carers Week was to lead on carer walks across the city to support loneliness and isolation as well as fitness. These are the areas reported by Carers UK to be a concern for carers, (this was also reflected in our conversations with carers).

Action Hampshire – funding used to generate a health newsletter with a focus on cancer awareness and screening. This posted to all carers and distributed across the city.

We were successful in securing funding from Solent NHS to deliver a project on supporting carers from minority ethnic groups and other marginalised groups. The work on this project, BAME, has included an easy read leaflet to incorporate Young Carers, a What's App phone message and video clips in a range of languages.

Community learning funding was used to deliver 13 well-being sessions over Zoom. Carers were also able to view the recorded Information sessions. These included 70 carers viewing the session on advocacy, 103 on 'Accessing Hospital Support', 120 on 'Housing Services', and 45 on Parent Carer Services.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Three training sessions were delivered to staff in Adult Social Care's Safeguarding Team to support their understanding of a caring role.

The biggest source of referrals to the website is social media, followed by local government. Apart from Solent NHS (Mental Health) there is notably little referral from other healthcare providers or other local non-profit organisations. Work is underway regarding areas of opportunity to increase referrals - particularly from GP and hospitals and with a focus on advertising to reach hidden carers.

FINANCIAL REVIEW

In the year to 31 December 2021, the charitable company achieved a surplus of £41,196 (2020 - £56,572). This was increased by an unrealised gain on the charitable company's investments of £24,903 (2020 - decrease of £19,350). Overall, therefore, the charitable company achieved a net movement in funds surplus of £66,099 in the year to 31 December 2021 compared to £37,222 in the year to 31 December 2020.

Principal Funding Sources

All income received by the organisation is used solely for the benefit of local children, young people and adults with a learning disability and their families or carers.

Our principal source of funding is Southampton City Council.

The contract to fund 'Carers in Southampton' is now in its fourth year.

The FairPlay Service is funded through a grant from SCC.

The Day Services are funded through Personal Budgets to the clients and paid either by Direct Payments to the clients or via SCC.

SCC continued to fund both the Day services and the Shorts Breaks based on those on the registers in February 2020 until September 2021 when funding resumed based on the number of attendees. Service users receiving Direct payments have continued to pay for the service. Hampshire County Council and NHS have also continued to fund their clients. We are grateful for this support.

We have also received grants from Action Hampshire and the Adult Learning Skills Council.

Donations and fundraising from local organisations and individuals help with funding the other activities.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

FINANCIAL REVIEW (CONTINUED)

Investment Powers and Policy

The trustees have considered the most appropriate policy for investing funds and have found that deposit accounts and Charifund Unit Trust units meet their requirements.

Reserves Policy and Going Concern

The trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets held by the charitable company, should cover six months' of resources expended. At this level, the trustees feel they would be able to continue the current activities of the charitable company in the event of a significant drop in funding. The trustees are of the view that the charitable company is a going concern.

PLANS FOR FUTURE PERIODS

A new business plan will be drawn up during the second half of 2022. The current five- year 'Carers in Southampton' contract expires on 31 March 2023. The business enterprise development will have run for 18 months by this date. Another priority will be support of the ever- increasing numbers of our older members who are still the sole carers.

It is clear that our Society needs to shape itself for these and other emerging challenges in what is an uncertain and difficult future.

2022 will involve the staff, trustees and members in planning the next five years of activity. At the same time, we have to be ready to respond to any favourable opportunities that arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Southampton Mencap is a charitable company limited by guarantee, incorporated on 10 December 2003 and registered as a charity on 11 May 2004. The charitable company, previously registered as Southampton Society for Mentally Handicapped Children and Adults, was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charitable company winding up, each member is required to contribute £1.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

Recruitment and Appointment of Trustees

The directors of the charitable company are also trustees for the purposes of charity law.

Owing to the specialised work of Southampton Mencap, a broad skill mix of trustees is sought. The core of the trustees has always been parents/carers of people with a learning disability supplemented by supporters from the wider community with a specific background that can contribute to the general good of the charitable company. We currently have such trustees with backgrounds in education, provision of social care and business and we are actively seeking trustees with financial and legal backgrounds. Individuals are approached with a view to the contribution they can make and then nominated for election at the annual general meeting.

Trustee Induction and Training

A programme of visits to Southampton Mencap activities and discussions with key staff and honorary officers is arranged for new recruits. They are introduced to policies and procedures of the charitable company and current guidance leaflets for trustees issued by the Charity Commission.

Risk Management

The trustees have conducted their own review of the major risks to which the charitable company is exposed and have established systems accordingly. These procedures are periodically reviewed to ensure they still meet the needs of the charitable company.

Organisational Structure

The board of trustees meets at least quarterly to monitor the progress of the charitable company against its plans and budgets. Its performance against key performance indicators is measured particularly in relation to contract specifications. To maintain feedback and participation from users, volunteers and staff, a number of specialist groups meet as necessary.

Related Parties and Co-operation with Other Organisations

Southampton Mencap is affiliated as an independent organisation to Royal Mencap Society which assists local societies by a network of county based staff. Southampton Mencap is an active partner in the Southampton Learning Disability Partnership Board and its implementation group.

Key Management and Personnel Remuneration

The directors consider the trustees of the charitable company and the senior management team comprise the key management personnel of the charitable company in charge of directing and controlling, running and operating the charitable company on a day to day basis. All directors give of their time freely and no director received remuneration in the year.

The pay of the senior staff is reviewed regularly by the trustees and any increments are dependent upon performance of the individual staff member concerned and the charitable company as a whole.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The charitable company's trustees (who are also the directors of Southampton Mencap for the purposes of company law) are responsible for preparing the annual Report of the Trustees and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charitable company trustees to prepare Financial Statements for each financial year. Under company law the trustees must not approve the Financial Statement unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these Financial Statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the Financial Statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

INDEPENDENT EXAMINERS

Abraham & Dobell were appointed as the charitable company's Independent Examiner during the year and have expressed their willingness to continue in that capacity.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption under the Companies Act 2006.

Approved by the Board of Trustees on 24 May 2022 and signed on its behalf by:


.....
MRS J STREVEN
CHAIR


.....
REV B L STREVEN
TREASURER

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)
FOR THE YEAR ENDED
31 DECEMBER 2021

I report to the charitable company's trustees on my examination of the accounts of the charitable company for the year ended 31 December 2021, which are set out on pages 14 to 31.

RESPONSIBILITIES AND BASIS OF REPORT

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

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts 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

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

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


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

**INDEPENDENT EXAMINER'S REPORT
(CONTINUED)**

**TO THE TRUSTEES OF
SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

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


.....
**DAVID J MANT FCA
INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES**

**230 Shirley Road
Southampton
SO15 3HR**

24 May 2022

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

	Note	Unrestricted Funds £	2021 Total Funds £	2020 Total Funds £
INCOME				
Donations and legacies	2	2,215	2,215	4,261
Charitable activities	3	677,258	677,258	663,932
Other trading activities	4	22	22	883
Investment income	5	3	3	30
TOTAL INCOME		679,498	679,498	669,106
EXPENDITURE				
Raising funds		54	54	216
Charitable activities	6	638,248	638,248	612,318
TOTAL EXPENDITURE		638,302	638,302	612,534
NET INCOME BEFORE NET GAINS ON INVESTMENTS		41,196	41,196	56,572
Net gains/(losses) on investments	13	24,903	24,903	(19,350)
NET INCOME FOR THE YEAR/NET MOVEMENT IN FUNDS FOR THE YEAR	8	66,099	66,099	37,222
RECONCILIATION OF FUNDS				
Total funds brought forward		943,460	943,460	906,238
Total funds carried forward		£1,009,559	£1,009,559	£943,460

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

BALANCE SHEET

AS AT 31 DECEMBER 2021

		2021		2020	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	12		305,989		312,977
Investments	13		155,614		130,711
			<hr/>		<hr/>
TOTAL FIXED ASSETS			461,603		443,688
CURRENT ASSETS					
Debtors	14	27,269		19,061	
Cash at bank and in hand		604,482		541,605	
		<hr/>		<hr/>	
TOTAL CURRENT ASSETS		631,751		560,666	
LIABILITIES					
Creditors: Amounts falling due within one year	15	83,795		60,894	
		<hr/>		<hr/>	
NET CURRENT ASSETS			547,956		499,772
			<hr/>		<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES/NET ASSETS	18	£1,009,559		£943,460	
		<hr/>		<hr/>	
THE FUNDS OF THE CHARITABLE COMPANY					
Unrestricted income funds	19		1,009,559		943,460
			<hr/>		<hr/>
TOTAL CHARITABLE COMPANY FUNDS			£1,009,559		£943,460
			<hr/>		<hr/>

In approving these Financial Statements as directors of the company, we hereby confirm the following:

- For the year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- Directors' Responsibilities
 1. The members have not required the company to obtain an audit for its accounts for the year in question in accordance with section 476.
 2. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
(CONTINUED)**

AS AT 31 DECEMBER 2021

The trustees have prepared these Financial Statements in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual Financial Statements required by the Companies Act 2006 and are for circulation to members of the charitable company.

Approved by the trustees on 24 May 2022 and signed on their behalf by:



**MRS J STREVENS
CHAIR**



**REV B L STREVENS
TREASURER**

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED
31 DECEMBER 2021**

	Note	2021 £	2020 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash provided by operating activities	21	63,880	133,656
		<hr/>	<hr/>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant and equipment		(1,003)	(4,923)
		<hr/>	<hr/>
Net cash (used in) investing activities		(1,003)	(4,923)
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		62,877	128,733
Cash and cash equivalents at the beginning of the year		541,605	412,872
		<hr/>	<hr/>
Cash and cash equivalents at the end of the year	22	£604,482	£541,605
		<hr/>	<hr/>

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 DECEMBER 2021**

1. ACCOUNTING POLICIES

Charity Information

Southampton Mencap is a charitable company established under its Memorandum and Articles of Association and registered with the Charity Commission and Companies House in England and Wales. The principal address is 187A Portswood Road, Southampton, SO17 2NF. The charitable company is a public benefit entity.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are as follows:

(a) Basis of Preparation

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The Financial Statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts are rounded to the nearest £.

(b) Preparation of the Accounts on a Going Concern Basis

The trustees have prepared the Financial Statements on a going concern basis.

(c) Income

All income is included in the Statement of Financial Activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacies are received by way of grants, donations, legacies and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charitable company, are recognised when the charitable company becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in the Financial Statements.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Income from grants, where related to performance and specific deliverables, is accounted for as the charitable company earns the right to consideration by its performance.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

1. ACCOUNTING POLICIES (CONTINUED)

(d) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT as the charitable company is not VAT registered and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Expenditure on charitable activities comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those functions that assist the work of the charitable company but do not directly undertake the charitable activities. These costs have been allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource and are apportioned on an appropriate basis, eg floor areas, per capita or estimated usage.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and includes the audit fees and costs linked to the strategic management of the charitable company.

(e) Operating Leases

The charitable company classifies the lease of property as an operating lease. The rental payments are charged to the Income and Expenditure Account when due.

(f) Fixed Assets

Tangible fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write-off the cost of each asset over its expected useful life as follows:

	Asset Life	Rate
Freehold land and buildings	50/10 years	2/10%
Office equipment	5 years	20%
Computer equipment	5 years	20%
Furniture	5 years	20%

Investments held as fixed assets are revalued at mid-market value at the Balance Sheet date and the gain or loss taken to the Statement of Financial Activities.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

1. ACCOUNTING POLICIES (CONTINUED)

(g) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

(h) Cash at Bank and in Hand

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

(i) Creditors and Provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

(j) Pensions

The charitable company does not operate its own pension scheme. Pension payments are contributed on behalf of members of staff who are enrolled in the NEST pension auto enrolment scheme.

(k) Taxation

The charitable company is exempt from Corporation Tax on its charitable activities.

(l) Donated Services

Donated services and facilities are included at the value to the charitable company where this can be quantified.

(m) Fund Accounting

Unrestricted funds are general funds available for use at the discretion of the trustees in furtherance of the general objectives of the charitable company.

Designated funds are unrestricted funds earmarked by the trustees from time to time for particular projects or purposes. They are not in any way restricted and any surplus or deficit will be transferred to/from the general funds when the designated fund is closed.

Restricted funds are subject to specific restrictions on their expenditure imposed by the donor or through the terms of an appeal.

The purpose and use of designated and restricted funds are set out in the notes to the Financial Statements.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

1. ACCOUNTING POLICIES (CONTINUED)

(n) Financial Instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(o) Significant Judgements and Estimates

Preparation of the Financial Statements may require trustees to make significant judgements and estimates. There are no items in the Financial Statements where judgements and estimates would have a significant effect on amounts recognised in the Financial Statements.

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	2021 Total Funds £	2020 Total Funds £
Donations	2,095	2,095	1,684
Gift Aid	120	120	928
Grants - Job Retention Scheme	-	-	1,649
	<hr/> £2,215	<hr/> £2,215	<hr/> £4,261 <hr/>

In 2020 the donations and legacies received of £4,261 were unrestricted. There were no donated services and facilities receivable which could be quantified in the year (2020 - £nil).

SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)

FOR THE YEAR ENDED
31 DECEMBER 2021

3. CHARITABLE ACTIVITIES

	2021	2020
	Unrestricted Total	Total
	Funds Funds	Funds
	£	£
Grants	23,828	23,828
Service provision	445,060	445,060
Parental contributions	8,494	8,494
Day services	199,490	199,490
Café	386	386
	<hr/>	<hr/>
	£677,258	£663,932
	<hr/>	<hr/>

The charitable company has entered into service agreement contracts with government bodies and local authorities to provide the various services and specific deliverables that the charitable company provides.

The grants shown above relate to payments received during the charitable company's year to 31 December 2021 but adjusted for any deferments where the expenditure arising for that grant is being incurred in a subsequent year.

The income received from charitable activities is split across the charitable company's key activities as follows:

	2021	2020
	£	£
Service provision and support	675,770	660,823
Leisure clubs	1,488	2,496
Café	-	613
	<hr/>	<hr/>
	£677,258	£663,932
	<hr/>	<hr/>

In 2020 the income from charitable activities of £663,932 was unrestricted.

4. OTHER TRADING ACTIVITIES

	2021	2020
	Unrestricted Total	Total
	Funds Funds	Funds
	£	£
Fundraising activities	£22	£883
	<hr/>	<hr/>

In 2020 the income received from other trading activities of £883 was unrestricted.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

5. INVESTMENT INCOME

	Unrestricted Funds £	2021 Total Funds £	2020 Total Funds £
Interest on deposit accounts	£3	£3	£30

In 2020 the investment income of £30 was unrestricted.

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Service Provision & Support £	Leisure Clubs £	2021 Total Funds £	2020 Total Funds £
Staff costs	394,111	6,472	400,583	381,787
Service provision	125,204	-	125,204	109,419
Publicity	3,810	-	3,810	2,262
Recruitment and training	2,675	-	2,675	2,447
Travel and transport	832	52	884	2,500
Volunteers' expenses	-	-	-	238
Activities	839	34	873	1,229
Ingredients	357	-	357	861
Resources	1,026	-	1,026	498
Bad debts	2,125	39	2,164	5,634
Support costs	71,578	36	71,614	77,318
Governance costs	29,058	-	29,058	28,125
Total	£631,615	£6,633	£638,248	£612,318

The expenditure on charitable activities in 2021 of £638,248 (2020 - £612,318) were unrestricted funds.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

7. ANALYSIS OF GOVERNANCE AND SUPPORT COSTS

The charitable company identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the four key charitable activities undertaken (see note 6) in the year. Refer to the table below for the basis for apportionment and the analysis of support and governance costs.

	General Support £	Governance Function £	Total £	Basis of Apportionment
Premises	20,525	1,080	21,605	Usage
General Office	34,272	1,804	36,076	Usage
Affiliation fee and licence	1,200	-	1,200	Transactions
Equipment and consumables	5,653	-	5,653	Usage
Bank charges	389	-	389	Transactions
Disclosure and barring service	160	-	160	Usage
Depreciation	7,591	400	7,991	Usage
Independent Examiner's fee	-	3,500	3,500	Governance
Professional fees	1,824	-	1,824	Transactions
Staff costs	-	21,083	21,083	Governance
Publicity	-	672	672	Governance
Recruitment and training	-	472	472	Governance
Travel and transport	-	47	47	Governance
	£71,614	£29,058	£100,672	

8. NET INCOME FOR THE YEAR

This is stated after charging:

	2021 £	2020 £
Depreciation	£7,991	£8,179

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

**9. ANALYSIS OF STAFF COSTS, STAFF NUMBERS, TRUSTEE REMUNERATION
AND EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

Staff Costs

Staff costs were as follows:

	2021	2020
	£	£
Salaries and wages	389,637	370,218
Social Security costs	25,366	21,866
Pension costs (Auto Enrolment)	6,663	6,374
Redundancies	-	3,423
	<hr/>	<hr/>
	£421,666	£401,881
	<hr/>	<hr/>

No employee received emoluments of £60,000 or more in this year or the previous year.

Staff Numbers

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

	2021	2020
Service provision	10.0	8.1
Day services	3.4	3.7
Mencap clubs	1.0	1.0
Governance	1.0	1.0
	<hr/>	<hr/>
	15.4	13.8
	<hr/>	<hr/>

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

9. ANALYSIS OF STAFF COSTS, STAFF NUMBERS, TRUSTEE REMUNERATION AND EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL (CONTINUED)

Volunteers

50 volunteers contributing hours of unpaid support has greatly enhanced the work of the company.

Trustees' Remuneration and Expenses

No remuneration was payable to any trustee in their role as trustee or to any persons known to be connected with any of them during the year (2020 - £nil).

During the year ended 31 December 2021, there were payments for services provided in relation to other activities carried out on behalf of Southampton Mencap (2020 - £nil) as follows:

Hilary Linssen	£790
	—

No reimbursement of expenses has been made to any of the trustees in respect of the year (2020 - £nil).

Employee Benefits

The employee benefits of the key management personnel total £1,253 (2020 - £1,106).

10. RELATED PARTIES

Southampton Mencap is affiliated as an independent organisation to Royal Mencap Society, which assists local societies by a network of County based staff.

11. TAXATION

As a registered charity, Southampton Mencap is exempt from tax on income and gains under Section 478 of the Corporation Taxes Act 2010 by reason of its charitable objects and activities.

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

12. TANGIBLE FIXED ASSETS	Freehold Land & Buildings	Office Equipment	Computer Equipment	Furniture	Total
	£	£	£	£	£
At Cost or Valuation					
At 1 January 2021	373,428	2,357	18,338	14,644	408,767
Additions	-	-	1,003	-	1,003
Disposals	-	(2,357)	-	(14,644)	(17,001)
At 31 December 2021	373,428	-	19,341	-	392,769
Depreciation					
At 1 January 2021	64,387	2,357	14,402	14,644	95,790
Charge for the year	6,806	-	1,185	-	7,991
Eliminated on disposal	-	(2,357)	-	(14,644)	(17,001)
At 31 December 2021	71,193	-	15,587	-	86,780
Net Book Values					
At 31 December 2021	£302,235	£-	£3,754	£-	£305,989
At 31 December 2020	£309,041	£-	£3,936	£-	£312,977
13. INVESTMENTS					
		2021	2020		
		£	£		
At Market Value					
Charifund Unit Trusts		£155,614	£130,711		
Movements in the Year					
At 1 January 2021		130,711	150,061		
Net unrealised investment gains/(losses)		24,903	(19,350)		
At 31 December 2021		£155,614	£130,711		

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

13. INVESTMENTS (CONTINUED)

The historical cost to the charitable company of the Charifund Unit Trust investment held at 31 December is

	£58,481	£58,481
	_____	_____

Investments are held in accordance with trustees' powers.

14. DEBTORS

	2021 £	2020 £
Trade debtors	25,890	17,646
Prepayments	1,379	1,315
Other debtors	-	100
	_____	_____
	£27,269	£19,061
	_____	_____

15. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	22,657	13,574
Deferred income (note 16)	37,944	17,836
PAYE	8,898	6,562
Accruals	14,296	22,922
	_____	_____
	£83,795	£60,894
	_____	_____

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

16. MOVEMENTS IN DEFERRED INCOME

	2021	2020
	£	£
Deferred income at 1 January 2021	17,836	-
Resources released from previous year	(17,836)	-
Resources deferred in the year	37,944	17,836
	<hr/>	<hr/>
Deferred income at 31 December 2021	£37,944	£17,836
	<hr/>	<hr/>

17. FINANCIAL INSTRUMENTS

Financial instruments measured at amortised cost comprise the following:

	2021	2020
	£	£
Financial assets that are debt instruments	25,890	17,746
Financial liabilities that are debt instruments	36,953	36,496
	<hr/>	<hr/>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General		2021	2020
	Unrestricted	Designated	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
Tangible fixed assets	305,989	-	305,989	312,977
Investments	155,614	-	155,614	130,711
Current assets	576,751	55,000	631,751	560,666
Current liabilities	(83,795)	-	(83,795)	(60,894)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Assets at 31 December 2021	£954,559	£55,000	£1,009,559	£943,460
	<hr/>	<hr/>	<hr/>	<hr/>

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

19. ANALYSIS OF CHARITABLE FUNDS

	At 01.01.21 £	Incoming Resources £	Outgoing Resources £	Gain on Investment £	Transfers £	At 31.12.21 £
Analysis of Movements in Unrestricted Funds						
General Fund	898,460	679,498	638,302	24,903	(10,000)	954,559
Designated Fund:						
- Building Fund	30,000	-	-	-	-	30,000
- Employment Fund	15,000	-	-	-	10,000	25,000
Total Unrestricted Funds	943,460	679,498	638,302	24,903	-	1,009,559
Total Funds	£943,460	£679,498	£638,302	£24,903	£-	£1,009,559

Unrestricted Funds

General Funds

These are funds which the charitable company is free to use in accordance with the charitable objects.

Designated Funds

The trustees can designate unrestricted funds for a particular purpose.

The Building Fund is a fund which the charitable company has set aside for the maintenance and refurbishment of its property 187A Portswood Road, Southampton.

The Employment Fund is a fund which the charitable company has set aside to fund future staff restructuring.

Restricted Funds

These are funds which the charitable company can only spend on a purpose determined by the terms on which the fund is received.

20. RELATED PARTY TRANSACTIONS

There were no related party transactions arising in the year to 31 December 2021 (2020 - £nil).

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2021**

**21. RECONCILIATION OF NET INCOME/EXPENDITURE TO NET CASH FLOW
FROM OPERATING ACTIVITIES**

	2021	2020
	£	£
Net income for the year before net gains on investments (as per the Statement of Financial Activities)	41,196	56,572
Adjustments for: Depreciation charges	7,991	8,179
(Increase)/Decrease in debtors	(8,208)	45,307
Increase in creditors	22,901	23,598
	<hr/>	<hr/>
Net cash provided by operating activities	£63,880	£133,656
	<hr/>	<hr/>

22. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021	2020
	£	£
Cash at bank and in hand	604,482	541,605
	<hr/>	<hr/>
Total cash and cash equivalents	£604,482	£541,605
	<hr/>	<hr/>

23. AFFILIATION

The charitable company is affiliated to the national organisation, Royal Mencap Society.

24. LEGAL STATUS OF THE CHARITABLE COMPANY

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.