

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

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 DECEMBER 2023**

COMPANY NUMBER: 04990720

CHARITY NUMBER: 1103691

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

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 DECEMBER 2023**

Contents	Pages
Report of the Trustees	1 - 12
Independent Examiner's Report	13 - 14
Statement of Financial Activities	15
Balance Sheet	16 - 17
Notes to the Financial Statements	18 - 30

THE FOLLOWING PAGES ARE FOR MANAGEMENT PURPOSES ONLY:

Detailed Income and Expenditure Account	31 - 33
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**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

REPORT OF THE TRUSTEES

**FOR THE YEAR ENDED
31 DECEMBER 2023**

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 2023, 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	
Daniel Mar-Molinero	
Heidi Oldrey	
Lisa Stead	

KEY AND SENIOR MANAGEMENT

Alexandra Iles

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

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 2023**

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

Southampton Mencap Clubs have formed part of our core offer since the beginning. The organisation recognises the importance for children, young people and adults with learning disabilities to have opportunities to engage in fun and affordable activities alongside their peer group and which give them and their parents/carers regular short breaks from each other. To make these as accessible as possible to those on limited incomes subscription fees have been kept to a minimum.

Over 18 Social Clubs

There are several social activities for members over the age of 18 looking to socialise and experience leisure activities in a shorter, more relaxed setting to the more structured day service programme. The clubs are grouped by age. They meet every other week and are very well attended. The clubs offer a range of different activities including gaming sessions, arts and crafts, cooking and visits to cafes, pubs and bowling all very much led by member choice. There are vacancies in all the clubs.

Livewire 18 (6.30pm-9pm on alternate Wednesdays). 23 sessions, 57.5 hours were delivered. The number of club members rose from 12 to 14 during the year.

Livewire 25 (6.30-9pm on alternate Wednesdays). 23 sessions, 57.5 hours were delivered. The number of club members rose from 15 to 17 during the year.

Adult Gateway (1.30pm-4pm on alternate Saturdays). 20 sessions, 50 hours were delivered. The number of club members rose from 13 to 15.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Fairplay Saturday Clubs and Holiday Schemes

These are care and play based activities for 5-18 year-olds and funded through Southampton City Council's short breaks framework. Eligibility is based on children/young people's status as a member of the Buzz Network. These activities are also open to Jigsaw members.

The Fairplay Saturday Clubs meet every other Saturday - Fairplay Juniors meet 9.30am-1.00pm and Fairplay Teens meet 2.00pm to 5.30pm. These largely employ the same staff, though supervisors for the two groups are different. The Activities Manager supervises the Junior group.

Both clubs delivered 17 sessions or 59.5 hours of support. 15 members attended the Junior Club with an average attendance of 8. 15 members attended the Teen club with an average attendance of 6.

The Holiday Scheme operates during the school holidays. In half terms we run two mixed age days and over Easter and Summer we run four mixed age days each week. Members tend to access both Saturday clubs and holiday schemes, though there are a small number who only access one of these options.

Activities include sensory based play, music, arts and crafts, physical play and imaginative play. In early 2023 the Junior group was OFSTED inspected and met all required criteria.

Volunteers are an important part of staffing levels, particularly for Saturday Clubs where 1:1 support for at least two children per session can leave other children with lower support needs wanting more engagement with adult staff; volunteers are invaluable in helping these children.

During the year, the FairPlay holiday schemes delivered 40 sessions or 260 hours. 44 children attended the schemes with an average attendance per day of 11.

Day Service Enterprises and Opportunities

The Mencap Centre offers weekday opportunities from 9:30 am to 4:30 pm for individuals aged 18 and above with learning disabilities offering a unique experience based on individual preferences and interests. Led by an experienced staff team, the programme facilitates continued learning, acquisition of practical work skills, and a deeper understanding of the world for participants, empowering them to contribute to their communities. Additional benefits include improved communication, staying active, understanding health and safety, reducing isolation, and alleviates the pressure on carers. Currently, the programme offers 15 places per day spread across six sessions, including two groups on Tuesdays.

At the end of December, the service provided 63 places per week, spread across the different services.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Handicraft Creation Group

Provides participants with the opportunity to get involved in regular craft activities and learn practical new skills with a tangible end product, this arm of our enterprise is fast developing a range of hand produced cards and gifts. This has resulted in an increasing range of items which are available throughout the year. The stock is on display and available to customers using the Bakery on Thursdays.

Own2Feet Day Service, one of our original offerings, began in September 2012 and continues to operate for 2 days each week. It has proved a popular educational programme which has retained a core element of learning through activities targeted at literacy, numeracy and IT skills. In recent times, the programme has expanded its scope to integrate targeted project work within the community. Members are not only encouraged but actively supported to engage in various campaigns addressing issues of significance to them, such as health, advocacy, addressing charging concerns, or participating in initiatives to improve the lane leading up to the Mencap premises.

Home Kitchen Established as one of our originals in March 2013, the Home Kitchen Day Service has played a pivotal role in promoting a practical and holistic approach to fostering healthy lifestyles among people with learning disabilities. Over the last 10 years, the programme has consistently evolved, focusing on empowering participants to make informed choices about nutrition, develop culinary skills using seasonal produce, and enhance overall well-being through healthier lifestyles.

An integral aspect of the Home Kitchen Day Service is its collaborative support for the Bakery. When necessary, the group actively contributes to the Bakery's efforts to ensure that supply meets demand. This symbiotic relationship not only highlights the interconnectedness of our various programmes but also reinforces the importance of teamwork and mutual support within our organisation.

Bakers

'Makers & Bakers' convene every Wednesday and are dedicated to crafting delectable freshly baked goods with an unwavering commitment to quality and value for money. Recipes are adaptable to cater to specific dietary needs upon request. Our skilled tutor, leading the bakers, ensures comprehensive training in food handling, hygiene, and presentation.

The group fulfils several orders weekly, including a consistent order from a High Street restaurant.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Mencap Maintenance & Gardening Group

MG&M Services comprises of individuals with learning disabilities who enjoy engaging in garden and maintenance work. Since the inception of the initiative in early 2022, these individuals have been actively cultivating and honing their skills across various facets of this domain. Initially commencing with projects centred on the Mencap premises, the group has progressively evolved.

Their accomplishments include transforming areas for crop cultivation, establishing inviting seated patio spaces, and undertaking a myriad of tasks within and around the Mencap building. In addition to successfully managing local gardens, MG&M Services has ventured into a forward-thinking financial model by receiving suggested donations from property owners for their visits. This has the potential to establish a consistent and sustainable income stream for the organisation.

Adapting to the growing demand, the group has expansively broadened its scope, venturing into an additional day to effectively manage increased responsibilities. Skilled staff members provide support to participants, guiding them in diverse tasks at the Mencap Centre, ranging from comprehensive painting projects to addressing small-scale maintenance issues. This proactive approach not only contributes to cost savings by avoiding hefty professional bills but also facilitates the development of crucial skills through engaging in upcycling projects and fostering a commitment to sustainability.

Bakery Down the Lane

The café re-opened in September, renamed 'Bakery Down the Lane' and with a reduced menu. The bakery is open every Thursday from 10am to 3pm offering a hot drink and a tasty snack while you sit and chat or delicious home cooked cakes to buy and take away. The bakery also sells items made by the Handicrafts group. This enterprise gives day service members the opportunity to interact with the public and to practise a variety of hospitality skills.

Transport

The Mencap car has proved invaluable, replacing previously unreliable taxi arrangements for two individuals attending our services, as agreed with the Learning Disability team. Initially accommodating two passengers, we aspire to soon operate at full capacity, providing far more reliable transport to and from the Mencap Centre for up to five people.

Services for Carers

Carers in Southampton

The contract for this service ended on 31st March. A temporary contract was awarded to Southampton Citizen's Advice who have renamed the service 'Unpaid Carers Support. All the CiS staff either accepted Tupe arrangements or found alternative employment. Much of the three months from January to March was spent liaising with the commissioners and CAB to ensure a smooth handover.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Carers Network Lunch Meetings.

These take place quarterly at the Mencap centre. These meetings focus on addressing the specific challenges faced by individuals caring for people with a learning disability. During these meetings, carers are encouraged to participate in meaningful discussions about their priorities and concerns, subsequently identifying and inviting relevant speakers. Topics covered so far have included respite, transition, and adult social care. Importantly, these gatherings serve not only as platforms for addressing important issues but also as opportunities for socialisation, sharing information, and fostering connections among carers facing similar circumstances. On average 25 carers of people with LD have accessed each of the 3 meetings held during this period.

The Carers Co-production Group.

Two key forums where we play a crucial role are the Learning Disability Partnership Board and the LD Carers Co-production group. Here we can ensure the voices of carers in the City are effectively conveyed and we provide insightful reports on collective issues raised by carers. Encouraging family carers to actively participate in local forums and share feedback is integral to our commitment. Their valuable input significantly contributes to shaping future planning initiatives. Staff have attended 46 meetings relating to LD, voluntary sector, and local community issues during the year.

Advice and Support

A vital element of our work is in providing information, advice and guidance to our members, their families, and carers, and interested organizations or individuals, either face to face, by phone or via e mail. Many people have known us over several years and feel confident and able to call on us when needed. We may not always have the answer, but our experienced team has a wealth of experience.

During the last year we published 4 copies of our Learning Disability News newsletter packed full of helpful articles and distributed to over 200 people within our organization and e - mailed to a further 200. The newsletter raises awareness of our work, local and national topical issues, and practical day-to-day information about our services.

Website and Social Media

This continues to play a key part in raising awareness of the work that we do, and regular updates and highlights the good work the services provide to people with a learning disability, their families and carers. Our number of followers sits at 1250 different people and organizations (a slight drop from last year, though our engagement has risen year on year suggesting we are attracting more people genuinely interested in our updates) and our most successful post in the past three months spotlighted day service members attending a workshop at Southampton City Art Gallery which reached 433 people and had 216 unique engagements.

Alongside this our website is updated regularly to ensure it is up to date and is also aligned to our social media accounts. This year we have particularly focused on improving the Enterprise pages to better showcase what our members are achieving.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Volunteer Support

Volunteers continue to play a vital role in all that we do. As well as long term, continuing volunteers, we have benefited from new volunteers coming in to support our services though it is worth noting that there has been a sharp drop in volunteer applications since Covid-19.

Through training and support, volunteers are encouraged to share useful practical skills (for example, art, drama, cooking, sports and music) while also joining in the broad support needed in Day Services and Clubs. Some volunteers are drawn to under 18 activities, where they are placed in a support and play capacity particularly for children with support needs classed as 'basic', but we also have a good number in our over 18 volunteers. Training sessions during the year included First Aid, safeguarding, and domestic violence.

FINANCIAL REVIEW

In the year to 31 December 2023, the charitable company incurred a deficit of £(29,999) (2022 - £(33,214)). This was reduced by an unrealised gain on the charitable company's investments of £9,386 (2022 - loss of £(314)). Overall, therefore, the charitable company incurred a net movement in funds deficit of £(20,613) in the year to 31 December 2023 compared to £(33,528) in the year to 31 December 2022.

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 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, Hampshire or NHS.

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

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.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

PLANS FOR FUTURE PERIODS

The termination of the CiS contract has meant that income from other activities must be increased. A three - year business plan will be agreed and implemented as soon as possible.

Our plans to balance the books within three years will need, increased activity, careful investment of our reserves and an increase in fundraising. We aim to achieve this and to continue to serve people with a learning disability, their families and carers by providing services that are relevant and required.

We need to increase the number of people attending the day services and will explore gaps in the market to encourage this. The Enterprises initiative offers the opportunity to attract clients who need more meaningful day time activities. It is hoped to fill the present vacancies and expand the service to extra days. This service also provides the possibility of fundraising by selling the goods and services.

A stronger focus will be placed on marketing and promotion to inform potential clients about the added benefits of using our services. We need to be more vocal about what it is that makes us stand out from other organisations, e.g. the availability of free advice, information, advocacy or individual support when required,

We will remain vigilant to unmet need amongst those with learning disabilities and their carers by seeking to fill these by developing new services. We recognise the changing needs of children and young people transitioning into adult services, those who are aging or whose health is deteriorating, as well as those with complex needs and challenging behaviours and will seek opportunities to work with others to ensure these are met.

To achieve our aspirations of stability and growth a staffing re-organisation which will incorporate a succession plan will be implemented.

We will consider funding and contract opportunities which align with the organisation's mission and ethos by keeping a close eye on the market or funding opportunities.

Our online presence has steadily grown, and we will develop our platforms further whilst finding a balance of continuing to reach our older population some of whom may not be IT savvy.

We will not lose sight of the importance of campaigning by remaining vigilant to local and national issues, or proposed changes which impact on people with learning disabilities of all ages and those who provide their care. We will achieve this by seeking information and sharing this widely and equitably. We will support people to voice their views or represent these on their behalf.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

PLANS FOR FUTURE PERIODS (CONTINUED)

We will ensure that the Mencap premises are fully functional and fit for purpose by drawing up and carefully monitoring a building maintenance plan.

We will complete the conversion of the lounge into a sensory space enabling our members to benefit from a calm quiet area.

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.

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.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

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.

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.

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

**REPORT OF THE TRUSTEES
(CONTINUED)**

**FOR THE YEAR ENDED
31 DECEMBER 2023**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS
(CONTINUED)**

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.

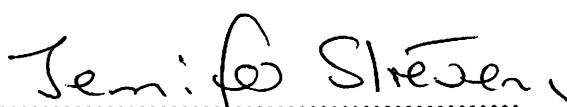
INDEPENDENT EXAMINERS

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

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 11 June 2024 and signed on its behalf by:


.....
MRS J STREVENS
CHAIR


.....
REV B L STREVENS
TREASURER

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)
FOR THE YEAR ENDED
31 DECEMBER 2023

I report to the charitable company's trustees on my examination of the accounts of the charitable company for the year ended 31 December 2023, 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 2023**

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**

11 June 2024

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

	Note	Unrestricted Funds £	2023 Total Funds £	2022 Total Funds £
INCOME				
Donations and legacies	2	5,511	5,511	4,334
Charitable activities	3	359,750	359,750	641,348
Other trading activities	4	3,917	3,917	1,086
Investment income	5	3,331	3,331	63
TOTAL INCOME		372,509	372,509	646,831
EXPENDITURE				
Raising funds		292	292	81
Charitable activities	6	402,216	402,216	679,964
TOTAL EXPENDITURE		402,508	402,508	680,045
NET INCOME BEFORE NET GAINS ON INVESTMENTS		(29,999)	(29,999)	(33,214)
Net gains/(losses) on investments	13	9,386	9,386	(314)
NET INCOME FOR THE YEAR/NET MOVEMENT IN FUNDS FOR THE YEAR	8	(20,613)	(20,613)	(33,528)
RECONCILIATION OF FUNDS				
Total funds brought forward		976,031	976,031	1,009,559
Total funds carried forward		£955,418	£955,418	£976,031

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

All income and expenditure derives from continuing activities.

The notes on pages 18 to 30 form part of these Financial Statements

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

BALANCE SHEET

AS AT 31 DECEMBER 2023

		2023		2022	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	12		300,404		310,994
Investments	13		314,686		155,300
			<hr/>		<hr/>
TOTAL FIXED ASSETS			615,090		466,294
CURRENT ASSETS					
Debtors	14	20,849		33,906	
Cash at bank and in hand		341,633		512,041	
		<hr/>		<hr/>	
TOTAL CURRENT ASSETS		362,482		545,947	
LIABILITIES					
Creditors: Amounts falling due within one year	15	22,154		36,210	
		<hr/>		<hr/>	
NET CURRENT ASSETS			340,328		509,737
			<hr/>		<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES/NET ASSETS	17		£955,418		£976,031
			<hr/>		<hr/>
THE FUNDS OF THE CHARITABLE COMPANY	18				
Unrestricted income funds			955,418		976,031
			<hr/>		<hr/>
TOTAL CHARITABLE COMPANY FUNDS			£955,418		£976,031
			<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.

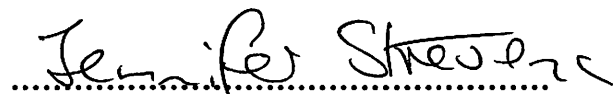
**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
(CONTINUED)**

AS AT 31 DECEMBER 2023

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 11 June 2024 and signed on their behalf by:



**MRS J STREVEN
CHAIR**



**REV B L STREVEN
TREASURER**

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

NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 DECEMBER 2023**

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 2023**

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%
Computer equipment	5 years	20%
Motor vehicles	Reducing balance	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 2023**

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 2023**

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 £	2023 Total Funds £	2022 Total Funds £
Donations	4,777	4,777	4,219
Gift Aid	734	734	115
	<hr/>	<hr/>	<hr/>
	£5,511	£5,511	£4,334
	<hr/>	<hr/>	<hr/>

In 2022 the donations and legacies received of £4,334 were unrestricted. There were no donated services and facilities receivable which could be quantified in the year (2022 - £nil).

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

3. CHARITABLE ACTIVITIES

	Unrestricted Funds £	2023 Total Funds £	2022 Total Funds £
Grants	-	-	2,500
Service provision	125,030	125,030	416,395
Parental contributions	17,657	17,657	15,928
Day services	216,506	216,506	205,677
Sundry income	557	557	848
	<hr/>	<hr/>	<hr/>
	£359,750	£359,750	£641,348
	<hr/>	<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 income received from charitable activities is split across the charitable company's key activities as follows:

	2023 £	2022 £
Service provision and support	353,872	636,227
Leisure clubs	5,878	5,121
	<hr/>	<hr/>
	£359,750	£641,348
	<hr/>	<hr/>

In 2022 the income from charitable activities of £677,258 was unrestricted.

4. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	2023 Total Funds £	2022 Total Funds £
Fundraising activities	£3,917	£3,917	£1,086
	<hr/>	<hr/>	<hr/>

In 2022 the income received from other trading activities of £1,086 was unrestricted.

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

5. INVESTMENT INCOME

	Unrestricted Funds £	2023 Total Funds £	2022 Total Funds £
Interest on deposit accounts	£3,331	£3,331	£63

In 2022 the investment income of £63 was unrestricted.

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Service Provision & Support £	Leisure Clubs £	2023 Total Funds £	2022 Total Funds £
Staff costs	285,721	10,352	296,073	453,236
Service provision	22,307	-	22,307	100,779
Publicity	294	-	294	6,254
Recruitment and training	1,768	-	1,768	3,524
Travel, transport and motor	2,849	-	2,849	2,883
Volunteers' expenses	259	-	259	730
Activities	587	671	1,258	1,661
Ingredients	2,460	-	2,460	1,673
Resources	602	19	621	1,086
Bad debts	5,255	207	5,462	-
Support costs	46,866	55	46,921	75,222
Governance costs	21,944	-	21,944	32,916
Total	£390,912	£11,304	£402,216	£679,964

The expenditure on charitable activities in 2023 of £402,216 (2022 - £679,964) were unrestricted funds.

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

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 two 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	14,199	747	14,946	Usage
General Office	16,532	870	17,402	Usage
Affiliation fee and licence	794	-	794	Transactions
Equipment and consumables	5,046	-	5,046	Usage
Bank charges	176	-	176	Transactions
Disclosure and barring service	114	-	114	Usage
Depreciation	10,060	530	10,590	Usage
Independent Examiner's fee	-	3,700	3,700	Governance
Staff costs	-	15,583	15,583	Governance
Publicity	-	52	52	Governance
Recruitment and training	-	312	312	Governance
Travel, transport and motor	-	150	150	Governance
	<hr/> £46,921	<hr/> £21,944	<hr/> £68,865 <hr/>	

8. NET INCOME FOR THE YEAR

This is stated after charging:

	2023 £	2022 £
Depreciation	£10,590	£11,240
	<hr/>	<hr/>

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

**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:

	2023	2022
	£	£
Salaries and wages	290,646	440,001
Social Security costs	16,197	29,326
Pension costs (Auto Enrolment)	4,813	7,763
	<hr/>	<hr/>
	£311,656	£477,090
	<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:

	2023	2022
Service provision	1.5	7.2
Day services	6.0	5.3
Mencap clubs	0.5	2.7
Governance	1.0	1.0
	<hr/>	<hr/>
	9.0	16.2
	<hr/>	<hr/>

**SOUTHAMPTON MENCAP
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)
FOR THE YEAR ENDED
31 DECEMBER 2023**

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 (2022 - £nil).

During the year ended 31 December 2023, there were no payments for services provided in relation to other activities carried out on behalf of Southampton Mencap (2022 - £nil).

No reimbursement of expenses has been made to any of the trustees in respect of the year (2022 - £nil).

Employee Benefits

The employee benefits of the key management personnel total £1,312 (2022 - £1,288).

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 2023**

12. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	Computer Equipment £	Motor Vehicles £	Total £
At Cost or Valuation				
At 1 January 2023	373,428	19,341	16,245	409,014
At 31 December 2023	373,428	19,341	16,245	409,014
Depreciation				
At 1 January 2023	77,999	16,772	3,249	98,020
Charge for the year	6,806	1,185	2,599	10,590
At 31 December 2023	84,805	17,957	5,848	108,610
Net Book Values				
At 31 December 2023	£288,623	£1,384	£10,397	£300,404
At 31 December 2022	£295,429	£2,569	£12,996	£310,994

13. INVESTMENTS

	2023 £	2022 £
At Market Value		
Charifund Unit Trusts	£314,686	£155,300
Movements in the Year		
At 1 January 2023	155,300	155,614
Additions	150,000	-
Net unrealised investment gains/(losses)	9,386	(314)
At 31 December 2023	£314,686	£155,300

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

13. INVESTMENTS (CONTINUED)

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

	£208,481	£58,481
	<hr/>	<hr/>

Investments are held in accordance with trustees' powers.

14. DEBTORS

	2023 £	2022 £
Trade debtors	15,585	29,044
Prepayments	5,264	4,862
	<hr/>	<hr/>
	£20,849	£33,906
	<hr/>	<hr/>

15. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	558	10,403
PAYE	-	7,911
Accruals	21,596	17,896
	<hr/>	<hr/>
	£22,154	£36,210
	<hr/>	<hr/>

16. FINANCIAL INSTRUMENTS

Financial instruments measured at amortised cost comprise the following:

	2023 £	2022 £
Financial assets that are debt instruments	15,585	29,044
Financial liabilities that are debt instruments	558	18,314
	<hr/>	<hr/>

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Unrestricted Funds £	Designated Funds £	2023 Total Funds £	2022 Total Funds £
Tangible fixed assets	300,404	-	300,404	310,994
Investments	314,686	-	314,686	155,300
Current assets	307,482	55,000	362,482	545,947
Current liabilities	(22,154)	-	(22,154)	(36,210)
Net Assets at 31 December 2023	£900,418	£55,000	£955,418	£976,031

18. ANALYSIS OF CHARITABLE FUNDS

	At 01.01.23 £	Incoming Resources £	Outgoing Resources £	Gain on Investment £	At 31.12.23 £
Analysis of Movements in Unrestricted Funds					
General Fund	921,031	372,509	402,508	9,386	900,418
Designated Fund:					
- Building Fund	30,000	-	-	-	30,000
- Employment Fund	25,000	-	-	-	25,000
Total Unrestricted Funds	976,031	372,509	402,508	9,386	955,418
Total Funds	£976,031	£372,509	£402,508	£9,386	£955,418

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

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

**FOR THE YEAR ENDED
31 DECEMBER 2023**

18. ANALYSIS OF CHARITABLE FUNDS (CONTINUED)

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.

19. RELATED PARTY TRANSACTIONS

There were no related party transactions arising in the year to 31 December 2023 (2022 - £nil).

20. AFFILIATION

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

21. 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.