



COMPANY REGISTRATION NUMBER 05484495

REGISTERED CHARITY NUMBER 1113417

**HASWELL AND DISTRICT MENCAP  
(A COMPANY LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH 2022**

**BELL TINDLE WILLIAMSON LLP**

Chartered Accountants  
and Registered Auditors  
The Old Post Office  
63 Saville Street  
North Shields  
Tyne & Wear  
NE30 1AY

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**YEAR ENDED 31ST MARCH 2022**

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**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31st March 2022 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 the 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) issued in October 2019.

**Foreword from the Chief Executive - Hayley Jean Hood**

As I reflect back over 2021/2022 I find it incredibly difficult to express my thoughts and thanks to everyone involved in our charity who responded magnificently, tirelessly and with great personal sacrifice, ensuring that our people with a learning disability remained safe and supported during a period of change as we returned to working practice following a period of closure due to the pandemic.

I am grateful that despite the terrible difficulties we all faced, as an organisation we were able to innovate and change to ensure we could still reach the people who needed us most. The needs of people changed significantly during this time and our support services were in greater demand than ever before.

As services and activities began to open up again, we are looking to the future with greater positivity. We have innovated, changed, and looked at new ways to engage with people and create new income streams.

Financially, the goal for 2021/22 was to simply survive.

Just like all of our colleagues in the voluntary sector we have seen an increase in both need and demand for our services, again a reflection of the nationwide trends.

I would personally like to thank the board of trustees who have given great support and vision over the last year. When times were challenging the board of trustees had an amazing can-do approach with a positive attitude to looking past the pandemic.

Looking ahead to 2022/2023 we have decided to continue with the three phase plan which came to a sudden halt due to the pandemic: Stabilise-Survive-Thrive.

We are confident that we can achieve our vision but we are under no illusion that 2022/2023 will bring a new set of fresh challenges as we emerge from the pandemic and funding priorities change. As yet, we do not know what we are facing, how long this will continue or what the future holds.

We are prepared to face both new challenges and new opportunities head on, strategically planning our priorities against the budget available.

**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Introduction to the Charity**

People with a learning disability find it harder than others to learn, understand and communicate. However, like all of us they are individuals who want different things from life and need different levels of support to achieve these goals. Haswell & District Mencap works to ensure that people with a learning disability and their carers have access to relevant support and services to help them to get what they want out of life.

Haswell & District Mencap is a local, independent charity, with two subsidiary social enterprises that supports children and adults with a learning disability, their carers and the wider community. At Haswell & District Mencap we have a holistic approach to support and aim to be a resource for the whole family, long term.

Haswell & District Mencap's services are wide reaching and reflective of learning disabilities needs throughout the North East of England. At present they include; Arts & Crafts, Sporting Clubs, accredited and non-accredited learning opportunities, work based daycare services, personalised daycare services, health & wellbeing services, an employment support club, advocacy, campaigning and carer support.

**Our Purposes and Activities**

***Vision***

Haswell and District Mencap shares the Royal Mencap vision of an organisation where everyone with a learning disability has an equal right to choice, opportunity and respect, with adequate support for individual needs.

***Our Mission***

Haswell and District Mencap is a charity aimed at providing services, activities and support to people with a learning disability, their carers and the wider community.

***Purposes and Aims***

Our charity's purposes as set out in the objects contained in the company's Memorandum of Association are to:

- Offer relief for people with learning disabilities with the provision of help and support for them and for their families, dependants and carers.
- To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people in the wider community.

Our strategic aim is to achieve all this through a combination of:

- Campaigning for better services and opportunities for people with a learning disability.
- Providing specialist services and support.
- Funding services, activities and support services for people with a learning disability and their carers.
- Integrated involvement in wider community activities.



**HASWELL AND DISTRICT MENCAP**  
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**How Our Activities Deliver Public Benefit**

Haswell and District Mencap have a legal obligation to demonstrate public benefit arising from the Charities Act 2006. We have referred to the Charity Commissions Guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

In particular the trustees consider how planned activities will contribute to the aim and objectives they have set. The outworking of our aims and who we try to help are described in our mission statement above.

All our charitable activities focus on enabling people with a learning disability to live full and rewarding lives and are undertaken to further our charitable purposes for the public benefit. Our aims fully reflect the purposes the charity was set up to further.

Haswell and District Mencap are fully consistent with this concept of public benefit, most notably the following charitable purpose listed in the 2006 Charities Act:

The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

**2021/22 Strategic Plan and Reflection on Successes**

2021/22 was a year of adapting and focussing on survival. Our main focus this year was to actively promote our new services and building space to create additional income streams.

It is our hope that through this document we can demonstrate the importance of our work and the difference that this makes to the lives of people with a learning disability, their carers and the wider community.

In 2021/22 our strategic plan included the following targets and objectives:

	Priority area	How we will achieve this	Evidence	Date achieved
1	Reducing stigma and discrimination	Positively promote and focus on "ability" via social media channels.	We actively promote ability on our social media channels.	Ongoing.
		Grow and develop our social media presence to promote our work.	Our social media following has increased throughout the year and we now have an Instagram page with a growing following.	Ongoing.

**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**2021/22 Strategic Plan and Reflection on Successes (continued)**

	Priority area	How we will achieve this	Evidence	Date achieved
2	Social Care	<p>Design and implement a new daycare offer to include new features to meet the needs of the people we serve.</p> <p>Source and secure funding to develop a digital offer.</p> <p>Increase food support to vulnerable families</p> <p>Provide continuous signposting to families requiring additional support.</p>	<p>During the year we launched Activm8s - a health and well-being project.</p> <p>Funding was secured to provide each trainee with an iPad. Work has started on our Lets Get Digital training.</p> <p>In partnership with Feeding Families we provided support to vulnerable households throughout the pandemic</p> <p>As a partner of DCC Fun &amp; Food project we supported children throughout the pandemic with free activities and food to tackle holiday hunger.</p> <p>We linked with DCC Adult Social Care and Health Team to provide food parcels to adults with a learning disability.</p> <p>We partnered with East Durham Trust, Feeding Families and Durham County Carers Support to enhance support provision.</p>	
3	Supporting Friendships and Relationships	<p>Ensure that a remote offer is in place to remain connected.</p> <p>Source and secure funding to enable friendships and relationships are maintained throughout the pandemic</p>	<p>Our lets get digital project enabled us to work with families during the pandemic.</p> <p>Funding was also sought to enable home delivery of activity packs to our trainees as part of "The Booster Bus Project".</p>	

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

### 2021/22 Strategic Plan and Reflection on Successes (continued)

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**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**2021/22 Strategic Plan and Reflection on Successes (continued)**

	Priority area	How we will achieve this	Evidence	Date achieved
5	Improving Health (continued)	Develop a winter plan to meet the needs of the families that we support.	New audit system introduced to ensure standards are maintained.  Winter plan developed in partnership with DCC and public health.  Health promotion material shared to families, trainees and carers.	
6	Early Interventions	Increase support to vulnerable families throughout the pandemic.  Work in partnership with external agencies to provide an enhanced offer.  Diversify delivery, where required in line with government guidance.	In collaboration with DCC Fun and Food Team we provided home activity packs and free meals to vulnerable families.  In partnership with Feeding Families we provided food parcels to vulnerable members and their families across east Durham.  We supported the local primary schools with meal deliveries during the pandemic.  We worked in partnership with East Durham Trusts - Supporting Poverty in East Durham Team to provide additional activities and food to vulnerable families.	
7	Organisational Development	Source and secure funding to further develop the hive to create sustainable income streams.  Source and secure funding to make the premises more environmentally friendly and financially sustainable.	We secured a full cost recovery funding package for the renovation of the hive including the cellar. The renovations were completed on schedule.  A funding package was secured to improve our energy efficiency. LED lighting and loft insulation was installed across both buildings. Externally dusk till dawn LED lighting was also installed.	

	Priority area	How we will achieve this	Evidence	Date achieved
7	<b>Organisational Development</b> <i>(continued)</i>	Review business operations to ensure that government guidelines are rigorously enforced to protect stakeholders safety.	<p>A robust and rigorous risk assessment was conducted in collaboration with all stakeholders and regularly audited and reviewed.</p> <p>New policies and procedures were implemented.</p> <p>Staff received regular updates and additional training.</p> <p>The Business Continuity Plan was reviewed and amended to meet new demands.</p>	
		Explore and create opportunities for corporate sponsorship and in-kind donations.	Corporate sponsorships and partnerships were formalised with Barclays Bank, Veolia and Great Annual Savings Group.	

Haswell and District Mencap is a very well known charity. The majority of our income comes from contracts, donations from our social enterprises and community support in our shops and kitchen. The money enables us to directly support people with a learning disability, their carers and the wider community.

- Providing services that support people.
- Supporting people within the Mencap community and beyond.
- Fighting for change and understanding.

Our services in education, employment, leisure and advocacy are about providing the support that people with a learning disability, their carers and the wider community need. We are committed to:

- Supporting people to learn and develop.
- Supporting people to work or take part in activities that suit them.
- Supporting people to speak up for themselves and their needs and wishes.



**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Achievements and Performance** *(continued)*

***Statistics***

During 2021/22, our beneficiaries included:



128 children and adults with a learning disability.



63 parent carers.



An average of 126 people supported per week.



18 volunteers.

**Financial Review**

***Making the most of our resources in 2021/22***

Haswell and District Mencap manages its financial affairs through a planning process that aligns operational plans to available resources. This process enables us to manage the competing demands of our priorities within the financial constraints and uncertainties we inevitably face. Not only do we need to match incoming resources with expenditure, but also manage the long term need for cash to pay for our assets.

We are a large organisation and are sometimes viewed as having large resources. In reality, we face the same issues as any charity does in making sure that we can fund our work adequately. Each scheme, group, project, contract or service faces the same funding challenge to make ends meet.

Much of our income is generated through contracts to provide services and we are experiencing strong competition from other providers, often in the private sector. This means we have to be very efficient and effective in order to maintain our unique high quality, which is fundamental to our purpose.

***Financial Performance in 2021/22***

We have worked hard this year to secure funding from a number of income streams. We are extremely lucky to have a wide range of funders which include corporate supporters, grant giving bodies and individual supporters to whom we are very grateful for their kindness and generosity. We also undertake a significant amount of contract work for our services which has resulted in a certain level of guaranteed funding.

This has been a tough year for fundraising with many funding opportunities no longer available.

**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Financial Review** *(continued)*

***Financial Performance in 2021/22 (continued)***

In total donations and grants to the value of £37,935 were secured over the 12 month period.

Grants were received from: RMS - Lets Get Digital, Children In Need, East Durham Trust, AAP Fun and Food Project, SPIED Project and DCC - Infection Protection.

Fundraising income amounted to £21,751 in the period.

A large proportion of our funds are restricted in use e.g. they are grants received for a specific purpose. The figure of restricted funds at the end of the year was £346,335. The figure of fixed assets (including property, vehicles, fixtures and fittings) was £436,081. The figure of unrestricted funds available was £210,096. Taking into account debtors of £116,682 and creditors of £12,893.

The total value of society assets and money in the bank is £556,431

***Investment Powers and Policy***

Under the Memorandum and Articles of Association, the charity has the power to invest how the trustees wish.

***Reserves Policy and Going Concern***

It is the aim of the charity to have at least three months worth of operating costs held as a liquid reserve. The Board is working towards meeting this target.

The Charity regularly assesses and reviews its reserves policy in line with financial performance, risk and the external environment. The charity's reserves policy is to aim for sufficient levels of reserves to enable operating activities to be maintained for a minimum of 6 months, taking account of potential risks and contingencies that may arise from time to time.

**Plans for Future Periods**

The plans for 2022/23 are as follows:

***Reducing Stigma and Discrimination***

- Extend our core offer to Children and Young People working with external providers.
- Grow and further develop our online presence to promote our successes.

***Social Care***

- Develop our "Let's Get Digital Programme" to develop Digital Leaders.
- Develop our outdoor spaces to create new and exciting opportunities.
- Review of the core daycare offer.
- Develop partnerships with external providers to create new opportunities and services.

**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Plans for Future Periods** *(continued)*

***Supporting Friendships and Relationships***

- Create a multi-generational offer for The Hive.
- Further develop the “Lets Get Digital” offer to provide all trainees with digital devices to stay connected.
- Develop relationships with other providers to explore joint working opportunities.

***Employment***

- Further develop the “Lets get Digital” project to incorporate a digital café and online training to meet the needs of our trainees, members, carers and the wider community.
- Create four posts for young people on the governments kickstart scheme.

***Improving Health***

- Design and deliver a comprehensive Health and Wellbeing programme to both trainees and the wider community to support re-engagement to reduce social isolation.
- Engage with external providers to deliver new health and well-being opportunities.
- Work with families and care co-ordinators to ensure hospital passports and annual health checks are in place.

***Early Interventions***

- Work with external providers to ensure the continuation of food support during school holidays.
- Work with partners to develop new children and young people opportunities.
- Design and create a weekly club to support vulnerable families.
- Design and create a weekly club to create opportunities for young people to meet their needs.

***Organisational Development***

- Apply to the school of social entrepreneurs to further develop our business model.
- Renovate and update the premises in accordance with business needs.
- Full rebrand of café and catering services.
- Work with partners to develop the outdoor spaces and secure an appropriate funding package.

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Reference and Administrative Details**

<i>Charity Registration Number:</i>	1113417
<i>Company Registration Number:</i>	05484495 (England and Wales)
<i>Registered Office:</i>	Lisa Dixon Centre Burt Close Haswell County Durham DH6 2DA
<i>Independent Examiner</i>	E. J. Hartshorne-Ferguson BA FCA Bell Tindle Williamson LLP Chartered Accountants The Old Post Office 63 Saville Street North Shields NE30 1AY
<i>Bankers:</i>	HSBC Bank plc Peterlee County Durham SR8 1AT
<i>External Advisors:</i>	Peninsula Business Services

***Directors and Trustees:***

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report and the financial statements are collectively referred to as the trustees. The trustees who served during the year and since the year end are as follows:

**Key Management Personnel Haswell and District Mencap: Trustees' and Directors**

<i>Elected Trustees:</i>	Ms Sophie Brown David Jackson Ms Elizabeth Willis William Robert McCafferty Ms Cheryl Overton Mrs Karen Buck	(Appointed 31st January 2022)
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**Key Management Personnel Haswell and District Mencap: Management**

<i>President:</i>	Keith Twedde
<i>Secretary:</i>	Mrs Jean Dixon MBE
<i>Chief Executive:</i>	Mrs Hayley Jean Hood



**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Structure, Governance and Management**

***Governing Document***

Haswell and District Mencap is a charitable company limited by guarantee, incorporated on 20th June 2005. The company 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 amended by special resolution on 12th December 2006.

The present directors, and any past directors who served during the year, are stated above, together with the names of the senior executive staff. The President, Vice President and external advisers of Haswell and District Mencap are also stated above.

***Appointment of Trustees***

The board of trustees consists of a maximum of 12 members. Trustees are actively sought and will be voted onto the board of trustees at the Annual General Meeting. Individuals living or working within the Haswell and District Mencap area of benefit may apply to become a trustee of the charity.

All of the trustees give their time voluntarily and do not receive any financial benefits or emoluments from the charity. Each member of the board of trustees agrees to contribute £1.00 in the event of the charity winding up.

***Register of Members***

Haswell and District Mencap is a membership organisation. Membership is open to people with a learning disability, their parents and carers and the wider community in the capacity of a loyalty member.

The company shall maintain a Register of Members in which the name and address of every member, the dates on which they became a member and when they ceased to be a member shall be recorded. Every member shall complete a subscription form to become a member. A member shall notify the Secretary in writing within seven days of a change to his or her name or address.

***Cessation of Membership***

The rights and privileges of a member shall not be transferable nor transmissible, and all such rights and privileges shall end upon the member ceasing to be such.

A member shall cease to be a member if she or he:

- resigns in writing; or
- fails to pay the annual subscription within three months after the date it became due; or
- is expelled by the directors for conduct prejudicial to the charity, provided that any member whose expulsion is proposed shall have the right to make representation to the meeting at which the decision is to be made.



**HASWELL AND DISTRICT MENCAP**  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Structure, Governance and Management** *(continued)*

***Trustee Induction and Training***

All trustees are familiar with the practical work of the charity and have, also, been encouraged to consult the various Charity Commission publications signposted through the Commission's guide "The Essential Trustee" and the information sheets provided on the Commission's website.

In the forthcoming year, the trustees will seek to ensure appropriate training is provided for them and that proposals are brought forward to enhance the potential pool of the trustees. Training of trustees will be led by the Chairperson and will cover:

- The obligations of trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles of Association.
- Resourcing and the current financial position as set out in the latest published financial statements.
- Future plans and objectives.

***Governance***

Haswell and District Mencap is committed to maintaining the highest standards of governance and has determined that the organisation should meet the principles outlined in the Charity Commissions new Code of Governance.

***Organisational Purpose***

We have a clear, sustainable strategy and business plan consistent with the charity's purpose and a framework to evaluate and monitor our impact. We are developing our approach to collaboration and to working with our stakeholders to increase our impact.

***Leadership***

Ultimate responsibility for governance of the charity is entrusted to the board of trustees, which consists of up to 12 trustees. Whilst suitably challenging and diverse views are welcome, collaborative responsibility is taken. Best practice is followed in terms of the management of the Chief Executive and there are clear distinctions between the role of trustees and the executive team. The board holds a range or reserved matters and delegates certain authority to the executive team in order to run the organisation efficiently.

***Integrity***

The board is very conscious of the need to safeguard Haswell and District Mencap's reputation and operates to the highest ethical standards, with trustees signing up to a code of conduct and regularly declaring conflicts of interest.

***Policies***

There have been several changes in policy and as a result of such, Peninsula Business Services have supported us once again to assist with Human Resource & Health & Safety Management.

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Structure, Governance and Management** *(continued)*

***Related Parties***

In far as it is complementary to the charity's objects the charity is guided by local policy and partnerships. There are no other notable related party transactions involving trustees during the financial year.

***Pay Policy for Senior Staff***

The board of directors, who are the charity's trustees, give all of their time freely and no director received remuneration in the year. The pay of senior staff is reviewed annually. Senior staff salaries are considered in line with the organisation's size, the complexity of the roles and the responsibilities that the staff carry.

***Employees***

Haswell and District Mencap aims to be an organisation where employees enjoy a sense of fulfilment and where they feel supported and developed. Employees are kept fully informed about Haswell and District Mencap's strategy and objectives, as well as day-to-day news and events. Regular information about the organisation is available through meetings and briefings. All employees are encouraged to give their suggestions and views on performance and strategy.

Haswell and District Mencap supports equal opportunities, holding the positive about disabled people symbol. A policy of recruitment and selection on the basis of aptitude and ability without discrimination is followed. Haswell and District Mencap pursues both the employment of disabled people and the continued employment and retraining of employees who become disabled while employed by the organisation.

Haswell and District Mencap is committed to the training, career development and promotion of all employees. An individual's career development is assessed with an annual appraisal and 1-2-1's. Training programmes are provided to meet any on-going needs, with the aim of developing employees for both their current and their future roles.

***Risk Management***

The trustees have conducted a review of the major risks to which the charity is exposed.

Particular attention has been focused on non financial risks and in particular health and safety risks. Strong internal controls have now been developed to deal with such risks.

As part of the risk management process, the trustees have implemented a risk management strategy which comprises:

- An annual review of the risks that the charity may face;
- Detailed action plans to mitigate those risks identified; and
- Implementation procedures designed to minimise any potential impact on the charity should any of these risks materialise.

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022**

**Trustees' Responsibilities in Relation to the Financial Statements**

The charity trustees (who are also the directors of Haswell and District Mencap for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which 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 for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity 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 charity 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.

***Statement of disclosure to our independent examiners***

In so far as the trustees are aware at the time of approving our trustees' report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the company's independent examiner is unaware; and
- the trustees, having made enquiries of fellow directors that they ought to have individually taken, have each taken all the steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

**Independent Examiner**

E. J. Hartshorne-Ferguson BA FCA of Bell Tindle Williamson LLP will continue in office as independent examiner for the ensuing year.

This report was approved by the trustees on 31st January 2023 and is signed on their behalf by:

.....  
 MS S. BROWN  
 Trustee



**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

I report on the financial statements of the charity for the year ended 31st March 2022, which are set out on pages 17 to 31.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees (who are also the Directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you, as Trustees, concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - (b) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006.
  - (c) to prepare financial statements in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.
 have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



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E. J. Hartshorne-Ferguson BA FCA  
 Independent Examiner  
 CHARTERED ACCOUNTANTS AND  
 REGISTERED AUDITORS  
 31st January 2023

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

	<u>Note</u>	<u>Unrestricted Funds £</u>	<u>Restricted Funds £</u>	<u>2022 £</u>	<u>2021 £</u>
<b>INCOME</b>					
Donations and Legacies	3	25,188	12,747	37,935	230,590
Income from Charitable Activities	4	132,418	-	132,418	185,942
Activities for Generating Funds	5	37,830	-	37,830	25,971
<b>TOTAL INCOMING RESOURCES</b>		<u>195,436</u>	<u>12,747</u>	<u>208,183</u>	<u>442,503</u>
<b>EXPENDITURE</b>					
Cost of Raising Funds	6	(6,701)	-	(6,701)	(1,132)
Expenditure on Charitable Activities	7	(235,051)	(47,353)	(282,404)	(266,381)
<b>TOTAL EXPENDITURE</b>		<u>(241,752)</u>	<u>(47,353)</u>	<u>(289,105)</u>	<u>(267,513)</u>
<b>NET EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR</b>		(46,316)	(34,606)	(80,922)	174,990
<b>RECONCILIATION OF FUNDS</b>					
Transfer Between Funds	16	45,049	(45,049)	-	-
Total Funds Brought Forward		211,363	425,990	637,353	462,363
<b>TOTAL FUNDS AT 31ST MARCH 2022</b>	<b>16</b>	<u>210,096</u>	<u>346,335</u>	<u>556,431</u>	<u>637,353</u>

The Statement of Financial Activities includes all gain and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

*The notes on pages 19 to 31 form part of these financial statements*



**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2022**

	<u>Note</u>	<u>2022</u>	<u>2021</u>
		£	£
<b>FIXED ASSETS</b>	<b>12</b>	436,081	434,097
<b>CURRENT ASSETS</b>			
Stocks	13	1,800	2,050
Debtors	14	116,682	102,875
Cash at Bank and in Hand		14,761	110,867
		<u>133,243</u>	<u>215,792</u>
<b>CREDITORS - AMOUNTS DUE WITHIN ONE YEAR</b>	<b>15</b>	<u>(12,893)</u>	<u>(12,536)</u>
<b>NET CURRENT ASSETS</b>		<u>120,350</u>	<u>203,256</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		556,431	637,353
<b>NET ASSETS</b>		<u>556,431</u>	<u>637,353</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>	<b>16</b>		
General Funds		195,020	196,287
Designated Funds		<u>15,076</u>	<u>15,076</u>
		210,096	211,363
<b>Restricted Funds</b>	<b>16</b>	346,335	425,990
		<u>556,431</u>	<u>637,353</u>

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

For the year ending 31st March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the board of directors and authorised for issue on 31st January 2023 and are signed on behalf of the board by:

.....  
MS S. BROWN  
Trustee  
Company Registration Number: 05484495

*The notes on pages 19 to 31 form part of these financial statements*

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**1. ACCOUNTING POLICIES**

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 of Financial Statements**

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Haswell and District Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**b) Preparation of the Financial Statements on a Going Concern Basis**

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. The trustees have considered the impact of Covid-19 and the financial assistance received when reaching this judgement. There are no significant judgments or key sources of estimation uncertainty that affect the financial statements.

**c) Cash Flow Statement**

The trustees have taken advantage from including a cash flow statement in the financial statements on the grounds that the charity is small.

**d) Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- Donations and grants are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.
- Monies raised from activities for generating funds are included when received.
- Incoming resources from charitable activities are accounted for when earned.
- Investment income is included when receivable.

**HASWELL AND DISTRICT MENCAP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**1. ACCOUNTING POLICIES (continued)**

**e) Fund Accounting**

Unrestricted Funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated Funds are unrestricted funds received for a particular purpose.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by their donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

**f) Expenditure and Irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of activities and consumables.
- Expenditure on charitable activities includes the cost of events and other activities undertaken to further the purposes of the charity and their associated support costs.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**g) Support Costs**

Support costs are those functions that assist in the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, payroll and governance costs which support the charity's activities. These costs have been included within expenditure on charitable activities.

**h) Tangible Fixed Assets**

All fixed assets are initially recorded at cost.

**i) Tangible Fixed Assets and Restricted Funds**

Haswell and District Mencap may receive grants that can only be used for expenditure on fixed assets. The directors consider that the following policies are required to satisfy their obligations under Company and Charitable Law:-

- Expenditure on the fixed asset is capitalised. The fixed asset being depreciated over its useful economic life in accordance with the company's accounting policy.
- Grants received specifically to finance the expenditure are credited to a restricted fund.



**HASWELL AND DISTRICT MENCAP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**1. ACCOUNTING POLICIES *(continued)***

**j) Depreciation**

Depreciation is calculated to write off the cost of fixed assets over the expected useful lives of the assets concerned. The principal annual rates for this purpose, which are consistent with those of the previous year, are:-

Building and Installation	2% straight line
Playground Equipment	10 years straight line
Fixtures and Fittings and Office Equipment	25% reducing balance
Motor Vehicles	25% reducing balance
Toys	25% reducing balance

**k) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**l) Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**m) Cash at Bank and in Hand**

Cash at bank and in hand comprises petty cash and funds held in the charity bank current account and deposit account.

**n) Creditors and Provisions**

Creditors are recognised where the charity 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

**o) Operating Lease Agreements**

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the profit and loss account as incurred.

**p) Finance Lease Agreements**

Where the charitable company enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease. The asset is recorded in the balance sheet as a tangible fixed asset and is depreciated in accordance with the above depreciation policies. Future instalments under such leases, net of finance charges, are included within creditors. Rentals payable are apportioned between the finance element, which is charged to the profit and loss account on a straight line basis, and the capital element which reduces the outstanding obligation for future instalments.

**HASWELL AND DISTRICT MENCAP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**1. ACCOUNTING POLICIES *(continued)***

**q) Financial Instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**r) Defined Contribution Plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

**2. LEGAL STATUS**

The company is limited by guarantee and has no share capital. In the event of a winding up every trustee undertakes to contribute such amount as may be required for the payment of liabilities not exceeding a total of £1 each.

**3. DONATIONS AND LEGACIES**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Grants</b>				
SPIED Project	-	843	843	-
Postcode Neighbourhood	-	-	-	15,502
RMS - Lets Get Digital	-	3,849	3,849	2,000
Believe Housing Group	-	-	-	500
Willan Charitable Trust	-	-	-	5,000
Groundwork UK	-	-	-	500
St James Place	-	-	-	500
East Durham AAP - Fun and Food Project	-	3,780	3,780	4,260
Keyfund	-	-	-	45,000
Mencap Sports	-	-	-	5,795
The Clothworkers Foundation	-	-	-	3,625
<b><i>Carried Forward</i></b>	-	8,472	8,472	82,682



**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**3. DONATIONS AND LEGACIES** *(continued)*

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<i>Brought Forward</i>	-	8,472	8,472	82,682
Children In Need	-	2,500	2,500	12,500
East Durham AAP	-	-	-	5,275
DCC Infection Prevention	5,546	-	5,546	11,278
East Durham Trust	-	1,775	1,775	700
Big Lottery Fund	-	-	-	47,489
Big Lottery Fund	-	-	-	20,000
Local Authority Grant	17,667	-	17,667	10,000
HMRC CJRS Grants	-	-	-	38,531
				-
Donations - Haswell Furniture Enterprises	-	-	-	-
Donations - Minibus Fund	1,753	-	1,753	250
Donations - Building Fund	-	-	-	-
Donations - General	222	-	222	1,885
	<u>25,188</u>	<u>12,747</u>	<u>37,935</u>	<u>230,590</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Day Care	125,437	-	125,437	24,651
Members Fees	13	-	13	65
Trips and Outings	-	-	-	-
Room Hire	-	-	-	100
Mencap Groups	-	-	-	-
Monthly Draw	-	-	-	-
Sundry Income	-	-	-	5,000
NCC Stability Payment	6,968	-	6,968	156,126
	<u>132,418</u>	<u>-</u>	<u>132,418</u>	<u>185,942</u>

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**5. ACTIVITIES FOR GENERATING FUNDS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Shop Sales	16,079	-	16,079	4,542
Fundraising Income	21,751	-	21,751	21,429
	<u>37,830</u>	<u>-</u>	<u>37,830</u>	<u>25,971</u>

**6. COST OF RAISING FUNDS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Shop Purchases	955	-	955	502
Fundraising Costs	5,746	-	5,746	630
	<u>6,701</u>	<u>-</u>	<u>6,701</u>	<u>1,132</u>

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Wages and Salaries	114,622	34,315	148,937	122,145
Staff Pension Contributions	2,137	-	2,137	1,789
Management Charges	-	-	-	45,998
Rent, Rates and Water	3,754	-	3,754	5,627
Group Expenses	3,271	2,000	5,271	8,498
Heat and Light	15,055	-	15,055	8,619
Leasing Charges	12,907	-	12,907	12,206
Training	300	-	300	190
Depreciation	12,495	9,838	22,333	15,382
Motor and Travel Expenses	9,347	200	9,547	8,475
Repairs and Maintenance	12,666	500	13,166	7,988
Insurance	4,409	-	4,409	4,065
Cleaning	7,631	-	7,631	6,394
Bank Charges	296	-	296	44
Printing, Postage and Stationery	1,800	-	1,800	1,883
Telephone and Internet	2,517	-	2,517	4,934
Gifts	275	-	275	99
Licences and Subscriptions	1,907	-	1,907	912
Trainee and Volunteers Expenses	183	500	683	284
Sundry Expenses	246	-	246	551
Governance Costs (See Below)	25,585	-	25,585	12,663
Trainee Donations	-	-	-	(114)
Computer Expenses	3,648	-	3,648	3,869
HMRC Interest	-	-	-	62
(Profit)/Loss on Disposal of Minibus	-	-	-	(6,182)
	<u>235,051</u>	<u>47,353</u>	<u>282,404</u>	<u>266,381</u>

**8. ANALYSIS OF GOVERNANCE COSTS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u> <u>TOTAL</u>	<u>2021</u> <u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Independent Examiner's Fees	2,800	-	2,800	2,800
Accountancy and Bookkeeping Fees	3,550	-	3,550	4,765
Legal and Professional Fees	19,235	-	19,235	5,098
	<u>25,585</u>	<u>-</u>	<u>25,585</u>	<u>12,663</u>

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**9. NET MOVEMENT IN FUNDS FOR YEAR**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
The net movement in funds is stated after charging:		
Independent Examiner's Fees	2,800	2,800
Accountancy and Bookkeeping Fees	3,550	4,765
Operating Leases	12,907	12,206
Depreciation of Tangible Fixed Assets	<u>22,333</u>	<u>15,382</u>

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

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Wages and Salaries	108,381	34,315	142,696	119,024
Employer National Insurance Contributions	6,241	-	6,241	3,121
Employer Pension Contributions	2,137	-	2,137	1,789
	<u>116,759</u>	<u>34,315</u>	<u>151,074</u>	<u>123,934</u>

During the current and previous financial year no employee received emoluments in excess of £60,000.

The charity trustees were not paid nor did they receive any other benefits from employment with the charity in the year (2021: £nil) nor were they reimbursed expenses during the year (2021: £nil). Ms S. Brown, a charity trustee received £15,680 (2021: £nil) for consultancy services supplied to the charity.

The key management personnel of the charity comprise the trustees and the chief executive. The employee benefits of the chief executive were £35,997 (2021: £35,804).

**11. STAFF NUMBERS**

Haswell and District Mencap had an average of 9 (2021: 9) members of staff during the year.



**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**12. TANGIBLE FIXED ASSETS**

	<b><u>Building &amp; Installation</u></b>	<b><u>Playground Equipment</u></b>	<b><u>Motor Vehicles</u></b>	<b><u>Toys</u></b>	<b><u>Fixtures &amp; Fittings</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b>COST</b>						
As at 1 April 2021	548,308	13,804	46,479	1,763	103,185	713,539
Additions	6,560	-	-	-	17,757	24,317
Disposals	-	-	-	-	-	-
As at 31 March 2022	<u>554,868</u>	<u>13,804</u>	<u>46,479</u>	<u>1,763</u>	<u>120,942</u>	<u>737,856</u>
<b>DEPRECIATION</b>						
As at 1 April 2021	144,717	13,804	22,593	1,727	96,601	279,442
Charge for Year	11,097	-	6,011	9	5,216	22,333
On Disposal	-	-	-	-	-	-
As at 31 March 2022	<u>155,814</u>	<u>13,804</u>	<u>28,604</u>	<u>1,736</u>	<u>101,817</u>	<u>301,775</u>
<b>NET BOOK VALUE</b>						
As at 31 March 2022	<u>399,054</u>	<u>-</u>	<u>17,875</u>	<u>27</u>	<u>19,125</u>	<u>436,081</u>
As at 31 March 2021	<u>403,591</u>	<u>-</u>	<u>23,886</u>	<u>36</u>	<u>6,584</u>	<u>434,097</u>

**13. STOCKS**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Closing Stock	<u>1,800</u>	<u>2,050</u>

**14. DEBTORS**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Operating Debtors	760	1,406
Haswell Catering Services Limited	86,282	61,351
The Hive @ Haswell Limited	29,640	38,825
Value Added Tax	-	1,293
	<u>116,682</u>	<u>102,875</u>

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**15. CREDITORS**

	<u>Unrestricted</u> <u>Fund</u> <u>£</u>	<u>Restricted</u> <u>Fund</u> <u>£</u>	<u>Total</u> <u>2022</u> <u>£</u>	<u>Total</u> <u>2021</u> <u>£</u>
<b>Amounts due within one year:-</b>				
Bank Overdraft	740	-	740	-
Operating Creditors	3,734	-	3,734	7,570
Accruals & Deferred Income	3,288	-	3,288	3,610
PAYE/NIC	4,342	-	4,342	1,356
Value Added Tax	-	-	-	-
Other Creditors	789	-	789	-
	<u>12,893</u>	<u>-</u>	<u>12,893</u>	<u>12,536</u>

**16. STATEMENT OF FUNDS**

	<u>Balance</u> <u>1st April</u> <u>2021</u> <u>£</u>	<u>Income</u> <u>£</u>	<u>Expended</u> <u>£</u>	<u>Transfers</u> <u>Between</u> <u>Funds</u> <u>£</u>	<u>Balance</u> <u>31st March</u> <u>2022</u> <u>£</u>
<b>Restricted Funds</b>					
Coalfields Regeneration Trust (1)	129,356	-	(3,496)	-	125,860
Coalfields Regeneration Trust (2)	31,435	-	(706)	-	30,729
Urban II	160,653	-	(4,698)	-	155,955
Strategic Health	34,729	-	(938)	-	33,791
Postcode Neighbourhood	15,502	-	-	(15,502)	-
Believe Housing Group	500	-	(500)	-	-
Keyfund	45,000	-	(20,000)	(25,000)	-
East Durham Trust AAP	5,275	-	(4,577)	(698)	-
East Durham Trust	700	-	(700)	-	-
Big Lottery Fund	2,840	-	(2,840)	-	-
SPIED Project	-	843	(843)	-	-
RMS - Lets Get Digital	-	3,849	-	(3,849)	-
East Durham AAP - Fun and Food Project	-	3,780	(3,780)	-	-
Children In Need	-	2,500	(2,500)	-	-
East Durham Trust	-	1,775	(1,775)	-	-
	<u>425,990</u>	<u>12,747</u>	<u>(47,353)</u>	<u>(45,049)</u>	<u>346,335</u>
<b>Unrestricted Funds - Designated</b>					
Rainbow Fountain Appeal	15,076	-	-	-	15,076
<b>Unrestricted Funds - General</b>					
General Funds	196,287	195,436	(241,752)	45,049	195,020
	<u>637,353</u>	<u>208,183</u>	<u>(289,105)</u>	<u>-</u>	<u>556,431</u>

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**16. STATEMENT OF FUNDS (continued)**

**Restricted Funds**

These represent funds received which are restricted for a specific purpose. Amounts are released from these funds when the expenditure to which they relate is incurred by the charity.

The restricted funds received are summarised as follows:-

***Coalfields Regeneration Trust (1), Urban II and Strategic Health***

Funds were received to help cover the expenditure associated with the development of the Lisa Dixon Centre. The costs associated with this project have been capitalised and shown as an asset on the balance sheet. The funds are to be released in line with the depreciation policy of the assets.

***Coalfields Regeneration Trust (2)***

Funds were received to help cover the expenditure associated with the building of premises to house a second hand furniture shop and to contribute to salary costs. The costs associated with this building project have been capitalised and shown as an asset on the balance sheet. The funds are to be released in line with the depreciation policy of the assets.

***Postcode Neighbourhood***

Grant funding was received to purchase equipment.

***Believe Housing Group***

Grant funding was received for resources for the Booster Bus Project.

***Keyfund***

Grant funding was received to help towards Covid measures (to enable the Centre to re-open safely) and for salaries and working capital.

***East Durham Trust AAP***

Grant funding was received to help towards the Holiday programme.

***East Durham Trust***

Grant funding was received to help towards the Holiday programme.

***Big Lottery Fund***

Grant funding was received to help towards the Holiday programme. Funding was also received to help with salaries and equipment purchases.

***SPIED Project***

Grant funding was received of provision of a childrens tea time club.

***RMS - Lets Get Digital***

Grant funding was received of the purchase of tablet devices and sound system for the function room.

***East Durham AAP - Fun and Food Project***

Grant funding with received to help with Fun and Food Project activities, staffing and food costs.

***Children in Need***

Grant funding was received to help towards the Holiday Hunger programme.

***East Durham Trust***

Grant funding was received of provision of a childrens tea time club.

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**16. STATEMENT OF FUNDS** *(continued)*

**Unrestricted Funds - Designated**

These are funds given to the charity for a designated purpose. These funds are summarised as follows:

***Rainbow Fountain Appeal***

Funds received for a light, sound and sensory fountain.

**Unrestricted Funds - General**

These funds can be used in anyway by the trustees in accordance with the objectives of the charity.

**Transfer between funds**

£45,049 of restricted reserves which had been previously spent on capital expenditure has been transferred to unrestricted reserves as the restriction no longer applies.

**17. INDEPENDENT EXAMINER'S FEE**

The independent examination work conducted entailed a fee of £2,800

**18. TAXATION**

As a Charity, Haswell and District Mencap is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**19. ANALYSIS OF NET ASSETS**

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	
	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>TOTAL</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Tangible Fixed Assets	89,746	346,335	436,081
Current Assets	133,243	-	133,243
Current Liabilities	(12,893)	-	(12,893)
Net Assets at 31st March 2022	<u>210,096</u>	<u>346,335</u>	<u>556,431</u>



**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**20. RELATED PARTY TRANSACTIONS**

The trustees (and directors for the purpose of company law) of Haswell and District Mencap are also the directors of Haswell Catering Services Limited and The Hive @ Haswell Limited.

The provision of services between the three companies are by their very nature connected and transactions are recorded accordingly. The primary purpose of Haswell Catering Services Limited and The Hive @ Haswell Limited is to generate surplus funds to donate to Haswell and District Mencap.

There were donations of £nil made in the year (2021: £nil) from Haswell Catering Services Limited to Haswell and District Mencap. During the year Haswell and District Mencap paid for goods and services on behalf of Haswell Catering Services Limited and vice versa. At the year end, the amount owed by Haswell Catering Services Limited to Haswell and District Mencap was £86,282 (2021: £61,351) is amount is shown in debtors.

There were donations of £nil made in the year (2021: £nil) from The Hive @ Haswell Limited to Haswell and District Mencap. During the year Haswell and District Mencap paid for goods and services on behalf of The Hive @ Haswell Limited and vice versa. At the year end, the amount owed by The Hive @ Haswell Limited to Haswell and District Mencap was £29,640 (2021: £38,825) is amount is shown in debtors.

No other transactions with related parties were undertaken such as are required to be disclosed under FRS 102.

**22. ULTIMATE CONTROLLING PARTY**

In the opinion of the trustees, there is no ultimate controlling party of the charity other than the board itself.

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**MANAGEMENT INFORMATION**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

*The following page does not form part of the  
Statutory Financial Statements*

**HASWELL AND DISTRICT MENCAP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**YEAR ENDED 31ST MARCH 2022**  
**DETAILED ANALYSIS OF INCOME AND EXPENDITURE**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOME</b>				
Grants Receivable	5,546	12,747	18,293	179,924
Shop Sales	16,079	-	16,079	4,542
Donations - General	1,975	-	1,975	2,135
Donations - Haswell Furniture Enterprises	-	-	-	-
Fundraising Income	21,751	-	21,751	21,429
Members Fees	13	-	13	65
Day Care	125,437	-	125,437	24,651
Room Hire	-	-	-	100
Sundry Income	-	-	-	5,000
NCC Stability Payments	6,968	-	6,968	156,126
Local Authority Grant	17,667	-	17,667	10,000
HMRC CJRS Grants	-	-	-	38,531
	<u>195,436</u>	<u>12,747</u>	<u>208,183</u>	<u>442,503</u>
<b>EXPENDITURE</b>				
Shop Purchases	955	-	955	502
Fundraising Costs	5,746	-	5,746	630
Group Expenses	3,271	2,000	5,271	8,498
Wages and Salaries	114,622	34,315	148,937	122,145
Staff Pension Contributions	2,137	-	2,137	1,789
Management Charges	-	-	-	45,998
Rent, Rates and Water	3,754	-	3,754	5,627
Leasing Charges	12,907	-	12,907	12,206
Heat and Light	15,055	-	15,055	8,619
Telephone and Internet	2,517	-	2,517	4,934
Repairs and Maintenance	12,666	500	13,166	7,988
Printing, Postage and Stationery	1,800	-	1,800	1,883
Insurance	4,409	-	4,409	4,065
Motor and Travel Expenses	9,347	200	9,547	8,475
Legal and Professional Fees	19,235	-	19,235	5,098
Accountancy and Bookkeeping	3,550	-	3,550	4,765
Independent Examiner's Fees	2,800	-	2,800	2,800
Bank Charges	296	-	296	44
Cleaning	7,631	-	7,631	6,394
Gifts	275	-	275	99
Licences and Subscriptions	1,907	-	1,907	912
Training	300	-	300	190
Sundry Expenses	246	-	246	551
Trainee and Volunteers Expenses	183	500	683	284
Depreciation	12,495	9,838	22,333	15,382
Computer Expenses	3,648	-	3,648	3,869
Trainee Donations	-	-	-	(114)
Profit/Loss on Disposal of Minibus	-	-	-	(6,182)
HMRC Interest	-	-	-	62
	<u>241,752</u>	<u>47,353</u>	<u>289,105</u>	<u>267,513</u>
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	<u>(46,316)</u>	<u>(34,606)</u>	<u>(80,922)</u>	<u>174,990</u>