



Registered Charity No.1113444
Company Limited by Guarantee No.5692213



Trustees' Annual Report & Financial Statements, year ended 31 March 2022



Pictured: George working at our Community Café,
October 2021

Welcome to Merton Mencap



Our 3 proudest achievements in 2021/22

**Receiving an 'Outstanding Service Award'
for our Community Facilitator service**

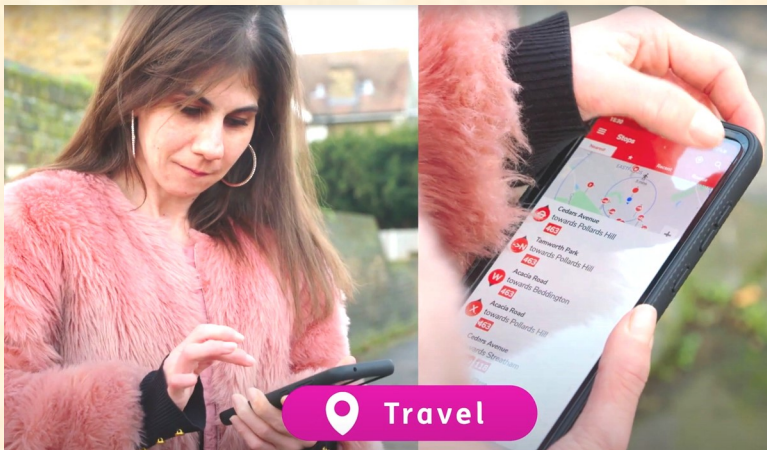
**Being a Finalist at the London Sport Awards
for our online fitness activities**

**Running 2 group activity holidays away
for adults with learning disabilities and/or autism**



In 2021/22, we launched our new online platform **Merton Mencap TV**...

...which provides activities such as free on-demand fitness instruction...



...information about using digital technology...

...and face-to-face meetings with key people like Merton councillors



Merton Mencap is at the HEART of our wonderful local community





Whether you're a business making a donation or an individual raising funds, a **BIG** thank you for all your fantastic support!

Merton Mencap

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Merton Mencap Overview

Our Mission

To listen and understand the needs of people with learning disabilities and/or autism and their families, empowering them to make their voices heard, actively representing and fighting for their interests, and creating and delivering the services they need.

We do this by

increasing the opportunities and choices made available to people with a learning disability and/or autism

promoting inclusion and participation in the community

supporting families of people with a learning disability and/or autism and help them to enjoy a life beyond their caring role

raising awareness and understanding of learning disability and/or autism.

Our charitable aims are stated in our Memorandum & Articles of Association

The relief of people with a learning disability in particular by the provision of help and support for them and for their families, dependants and carers.

Also, to provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability and/or autism with the object of improving their conditions of life.

About Merton Mencap

Merton Mencap is a local charity operating in the London Borough of Merton, supporting local families for over 50 years.

We are a registered charity affiliated to the national charity Royal Mencap Society; we are independent of them and responsible for our own governance, management and fundraising.



Unique!

We are the only charity in Merton providing services for the whole family affected by learning disability and/or autism, i.e. children, young people and adults, and their families.

Stakeholder Driven!

We are scrupulous about being needs-driven; we regularly consult our members, service users and potential users, and other local stakeholders.

Demonstrable & Effective!

We are rigorous about measuring outcomes and showing the demonstrable impact of our work.

Big Picture!

We collaborate with local organisations to pool resources and offer joined-up services.

But our work is only possible with continued funding.



Supporting children,
young people and adults
with a learning
disability and/or autism
and parents & carers

Chair of Trustees, Richard Drummond



It is a pleasure to provide my first report as Chair of Trustees for Merton Mencap having adopted the role from Julian Walton last year.

First, I'd like to pay tribute to Julian's hard work as Chair over the last 7 years. Julian has provided tremendous leadership for the Executive Committee, steering us through the challenges that a small, grassroots charity like Merton Mencap often encounters. Those who know Julian will testify to his many strengths including his commitment to strong governance and a dedication to supporting carers. I know everyone at Merton Mencap will join me in congratulating Julian for his exceptional work as Chair and thanking him for the many ways he supports the charity — and I'm pleased Julian intends to continue his involvement with the charity as Trustee.

This last year has continued to be a very challenging time for people with learning disabilities and/or autism and their parents and carers. Through our consultations, we have seen further how people have been adversely affected by the Covid-19 pandemic. We responded by offering a range of online and telephone-based support while resuming our in-person activities as lockdown conditions eased.

None of the charity's work would be possible without the commitment of our staff and volunteers and, in particular, our frontline teams who worked so tirelessly to implement the additional risk control measures to keep our activities safe in the context of the pandemic. My grateful thanks go to all who have made possible all our services and activities during this last year — you've done a super job.

We know that for many people affected by learning disability and/or autism the Covid-19 pandemic is far from behind us. For that reason, we will continue to take our lead from agencies including Merton's excellent Public Health professionals with our focus on offering a choice of support both remotely and in-person.

Chief Executive, Andrew Whittington

Our grateful thanks to our supporters & partners during challenging times

This time last year, we hoped and anticipated that the Covid-19 pandemic would be soon behind us but, as we know, the situation has been far from straightforward.

With the help of our partners and supporters, we have been able to adapt and continue our support for local people with learning disabilities and/or autism and their parents and carers. For example, Cricket Green and Perseid schools continue to be a great help to us by providing premises and resources for our activities; our Saturday Hub for adults could not have returned in-person without the support of the Wimbledon Guild, and our work with Carers Support Merton to support carers continues to be a very effective partnership.



During such changeable times, we have been keen to listen to the experiences of our members which we've done through various engagements. We were pleased, for example, to support Merton's Big Conversation engagement about day opportunities, and we were delighted to be commissioned by Public Health and Merton to carry out an engagement to show the true impact of the pandemic. Feedback gained from engagements is important to us as we approach our strategic planning.

So, our engagement work over this last year to understand the full extent of the pandemic's impact is leading us to a new strategic path for the future. We will soon publish a new business plan which sets out how the charity will serve local people over the next 3 years.

Finally, I'd like to add my sincere thanks to our outgoing Chair of Trustees, Julian Walton, who has been a great support to me and the team. I look forward to working with the charity's new Chair, Richard as we consider the charity's next chapter. We look forward to sharing our plans with you.



Supporting children, young people and adults with a learning disability and/or autism and parents & carers



Finance Manager
Elizabeth Cushman

Treasurer
Russell Benzies

We are pleased to report that the charity responded well to the challenges presented by the Covid-19 pandemic.

We continued to provide our services in a safe and responsible manner and we remain grateful that we had the opportunity to contribute to community partnership work to support local families.

Maintaining good financial management and control in the face of the pandemic has, in itself, been a challenge when working patterns are interrupted and service delivery alters, however we maintained our priority of ensuring that funds are directed at the support local families need.

When the Covid-19 pandemic emerged, we had no idea how long it might last or how it would impact our charity. The pandemic led us to consider our operation from a delivery and cost perspective. We are pleased that our staff were able to adapt to new ways of working and that the charity was able to operate in a sound, cost-efficient manner. Controlling the finances of the charity such that we will be able to deliver our services over the long term continues to be our main focus.

Our Finance Committee has continued its governance role reviewing all aspects of our financial management and control. The disruption over the last year focused us more on detailed forecasting and budgeting to better ensure we maintain our finances as expected.

The charity's normal practice is to have the Report and Accounts formally audited every four years in accordance with that policy this year we are subject to a Financial Inspection, which has been performed by the same firm of Chartered Accountants that audited us last year.

During the year to 31 March 2022, income and expenditure increased on previous year. Our free reserves position at year-end was £176,139 (2021: £168,028) which maintains our desire to hold free reserves equivalent to between 3-6 months operating expenditure (see the Financial Review). Our combined reserves grew from £335,077 to £451,579.

An element of our reserve's growth is caused by Income being received but for which the service is yet to be delivered therefore little or no expense has as yet been incurred. The accounting rules for charities mean we do not either defer this income or accrue the costs we expect to incur when the services are delivered. Consequently, in the year to 31 March 2023 we will have expenses with no income.

We continue to secure funding from a variety of sources and the process of funding diversification remains a key goal for the Charity.

Staff costs continue to be the charity's greatest investment and expenditure. As we look ahead, our aim remains to secure continuation funding in instances where funding for successful work is due to expire and, second, to attract further funding to develop current services to reach more families. We continue to be thankful to people who support us by raising much-needed funds to help our charity's general expenditures.

It is a credit to Merton Mencap that despite the challenges presented by the pandemic, and both its direct and indirect impact, we continue to be able to predict with a high level of confidence our income and expenses for the forthcoming year, where we will strive to facilitate improvements to lives for people affected by learning disability and/or autism.



**Supporting children,
young people and adults
with a learning
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Community Facilitator



Dymphna Graham, Community Facilitator



We were so pleased to be presented with the 'Outstanding Service' award by Social Prescribing Merton in 2022, in recognition of our Community Facilitator service (left).

The award means so much to us, particularly in the context of the Covid-19 pandemic which threatened to interrupt our work. Despite the pandemic, we continued to run our Community Facilitator service, providing remote-based support when in-person contact was not possible.

We know that for many people with learning disabilities and/or autism the pandemic has had a big impact, resulting in a loss of confidence and an understandable reluctance to venture back out into the community. Our Community Facilitator service remains here for those who need help to plan their lives, set goals, and re-connect with others.

Community Engagement



Maria Solari, Community Engagement Officer

You would be forgiven to think that community engagement activity would be prevented by the Covid-19 pandemic but thanks to Merton's brilliant community we've received wonderful support!

During this last year, we held our first ever on-line auction which raised over £2,800, hosted for us by the excellent Wimbledon Foundation. We received super support for our sponsored walk, and our Great Merton Mencap Art Competition 2021 produced wonderful entries. Our Christmas programme was popular too which included an online Pantomime and Carols.

Our special thanks go to local Tesco, Asda, & Morrisons for supporting us with donations & gifts for our events, especially for our Christmas events with their generous gift donations for our Santa grotto & food donations for our parties.

Local Waitrose supported us with a gift voucher donation for our Christmas raffle, and cheques donated to the charity.

The support of local business means so much to us and makes a huge difference to our activities. Thank you for all the terrific support we've received - we couldn't do it without you!



Supporting children,
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Community Café



Abby Herring, Café Manager
Tracy Blackwell, Deputy Café Manager
Jane Otehtubi, Café Support Worker

We are pleased that our vocational training project, Community Café, resumed in-person during 2021 as lockdown conditions eased.

The Covid-19 pandemic saw us temporarily close our café service to the public however we continued to support our Learners through online tutorials and other educational activity. We know that this last year or so has been a very difficult time for our Learners and their families so we are so pleased to have been able to get together again as a group. Our online 'Café Crew' sessions during lockdowns worked well but it's of course much more enjoyable to be working together in-person!

Our partnership with Orchard Hill college continued well during this last year. Tutors from the college contributed to our sessions, enhancing the learning experience. Our Learners took part in food hygiene training which supports their development, particularly for those who intend to move on to employment in the future.



But we are particularly pleased to have now reopened our café service to the public on Mondays and Wednesdays. Seeing our regular customers again has been a great joy after the restrictions of the pandemic.

So, after all the frustrating interruptions of the social lockdowns, we are looking to the future! The team are forming a new plan for the café which will see us taking an even greater part in the local community.



Meanwhile, if you are interested in tasting the best lunch and refreshments in Wimbledon, join us for a bite on Mondays and Wednesdays – you'll find us at the Hold Trinity Church, 234 the Broadway, Wimbledon.

We look forward to seeing you!



**Supporting children,
young people and adults
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Activities for children, young people & adults



Jane Birchmore, Niki Lowe, Radek Switalski

We are so pleased that our services and activities for children, young people and adults with learning disabilities and/or autism returned in-person this last year, as Covid-19 restrictions eased.

For children and young people, we ran our **holiday playschemes**, **Saturday clubs** and **Buddies** in-person throughout the whole year under stringent risk control measures advised to us by agencies like the excellent Merton Public Health. Our **Aces** club for young adults with high-functioning autism also continued in-person, as has our **travel training** for young people which had been affected so much by the pandemic the previous year.

We have seen a downturn in the availability of social care workers which affected us this year. Our **Giving Back Club**, for example, couldn't run even when Covid-19 restrictions lifted, on account of a shortfall in staffing. We hope that club will soon re-start this year.



For adults, we were pleased to resume our ever-popular **Saturday Club** (pictured left) after many months operating remotely as Hub Connected - it was fantastic getting everyone together again. Our sports clubs, **Better Gym** and **Community Sports**, also resumed in-person after running as online fitness sessions on account of the pandemic. Our special interest club, **Community Challenge**, and our **Personal Assistant** service also resumed this year which we know has

helped people using both services to get back into the community, rekindle friendships and enjoy activities.

Perhaps our greatest challenge post-Covid restrictions was to resume **holidays away** for adults — but we managed it! We were pleased to run 2 activity holidays in 2022 which provided a fun activities for those attending, and a break from caring for their families.

We must pay tribute to our magnificent staff teams this year. The additional risk control measures we implemented to keep our activities safe placed a great deal more duty on our team leaders, deputy team leaders and support workers — their dedication and commitment to running activities safely so that our families felt confidence in us has been outstanding. Our frontline teams do some of the charity's most important work and we are so proud of them.

So, we look ahead to 2022-23 feeling confident that we can adapt to whatever comes our way! We know that the Covid-19 pandemic is not over for many people with learning disabilities and/or autism so we will continue to offer a range of in-person and online activities, plus we have ideas for brand new activities which we want to take forward this year! Watch this space!



Supporting children, young people and adults with a learning disability and/or autism and parents & carers

Support for carers of adults



Yvonne Dawes, Carers Support **Carolyn Doyle, Carers Caseworker**

Many carers have seen an increase in the time they care for a loved one since the start of the Covid-19 pandemic, often impacting their physical and mental health.

During the pandemic, demand for our support increased. Our Welfare Telephone Support Service, which we formed in response to the lockdowns, showed us that many carers had become isolated and rapidly more fearful for their health and that of the person they care for.

Engagement we carried out with local families in 2021 further demonstrated the extent to which carers of adults, in particular, need support. We were therefore very pleased to secure funding to develop our support for carers of adults, extending our carers assessment service with a carers caseworker so we can support carers in specific, targeted ways.

So, for the first time, we are pleased to offer a dedicated, joined-up suite of support for carers of adults: carers' assessments and casework, and for carers who would like ongoing contact and information from us we have our carer forum Adults First, (see below).

Forums for parents & carers



Tracy Blackwell, Parent & Carer Forum Manager **Tuhina Shaikh, Projects, HR & Systems Administrator**

During 2021-22, we continued forum events for parents and carers, Kids First & Adults First, remotely via video webinars and meetings. We launched our new online portal, Merton Mencap TV, to upload events so parents and carers could watch at a time to suit them.

Our forum events were driven by our steering groups comprising parents and carers and included presentations from Merton council's officers on various engagement activity, employment & volunteering and support to plan for the future. Our steering groups do a super job of ensuring topics for events are diverse, relevant and appeal to a wide range of parents carers, intended to help them feel more informed and empowered.

But perhaps the most critical work of the forums is the representative work in which our forum reps contribute to local committees and boards representing the voice of forum members. Our forum reps contributed to 15 boards this year including the Autism Strategy Partnership Group, Carers Strategy sub-group, CCG Patient Engagement Group and the Preparation for Adulthood Board. The strength of both Kids First and Adults First continues to be its inclusion in local strategic work and planning of services affecting local people. None of the representative work of the Forums would be possible without the dedication of our volunteer forum reps and steering group members, so our huge thanks to them for all their time, great skill and commitment.



Supporting children,
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Merton Autism Parent Service



Maria Solari, **Coordinator, Merton Autism Parent Service (MAPS)**

Many parents needed greater support this year on account of the pandemic's social restrictions and I'm so grateful to our team of parent advisors for adapting so we could continue to offer our MAPS service.

In my update last year, I reported the extent to which we modified MAPS to offer sessions by telephone and video-call. We continued this approach during 2021-22, providing consultations and resources to parents remotely.

Many people may not realise that our parent advisors are also parents of a child with autism, who provide peer counselling to other parents through our MAPS service. Quite simply, MAPS would not exist without our parent advisors so my grateful thanks to the team for their brilliant work again over this last year.

One of our strategic priorities for MAPS this year has been to reach more fathers (most service users for MAPS are mothers) and I'm pleased we have started to do this, also providing some consultation sessions to couples. Our social events for parents who accessed MAPS have also been popular this year, adding an new aspect to our service.

For the year ahead, our aim is to recruit more parents to our MAPS team and run greater number of sessions. If you are a parent of a child or young person with autism and you would like to join our MAPS team, we'd love to hear from you.

Special projects



Paula Jewes, **Consultant, Special Projects**

Last year, I reported my three engagement pieces which showed the aspirations of young people and their parents for the future, revealed the impact of the Covid-19 pandemic on local people, and outlined the problem of digital exclusion for carers and people with a learning disability and/or autism.

This year, I carried out three further special projects; first, an engagement piece for Merton Connected in which I gathered more feedback from local people with learning disabilities and/or autism about the effect of the pandemic on them; second, I undertook an accessibility review of a web site for a consortium of six London Boroughs led by Merton; and third, I produced a film promoting digital confidence. For the latter project, our hope now is that the film will be used by professionals across the UK as a tool to facilitate conversations with carers and people with learning disabilities and/or autism, supporting them towards digital inclusion.

I am pleased that my special projects over these last 2 years will help inform the charity's new Business Plan which will be published in 2022.

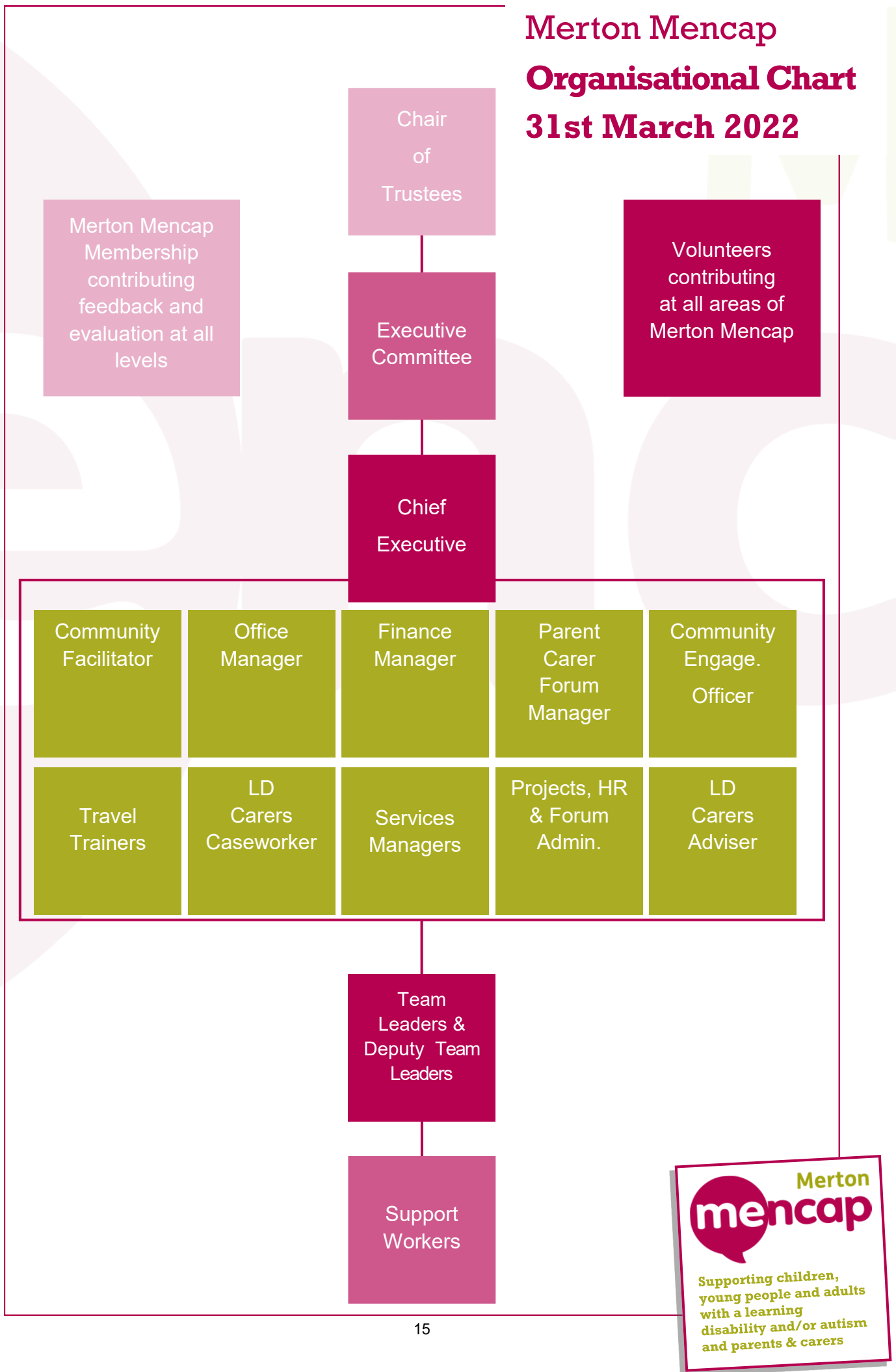


Supporting children,
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Merton Mencap

Organisational Chart

31st March 2022



Merton Mencap

Statement, Aims & Statistics

Image: Activity Holiday, February 2022



Supporting children,
young people and adults
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Merton Mencap

Statement & Aims

The financial statements have been prepared in accordance with the accounting policies set out in note 1 of the financial statements and comply with the charitable company's Trust Deed, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Public Benefit Statement

Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising our powers and duties.

We provide services to people affected by learning disability and/or autism and their parents and carers living in and around Merton. A large proportion of our users live in the most disadvantaged areas of our Borough.

Meeting our Charitable Aims

Our normal business model comprises face-to-face services and activities. During 2021-22, our operation continued to be affected by the restrictions of the Covid-19 pandemic.

In response to government advice and advice from local agencies such as Merton's Public Health, we implemented business continuity arrangements which saw our running activities differently, for example online or with fewer participants to preserve social distancing.

We have also seen a reduction in available social care workers during this last year, which we understand has been felt by many providers of social care services across the country. This impacted our operation further, for example leading us to postpone sessions until we appointed the staff we need to safely run them.

Our plan remains to run a variety of community-based, premise-based and online services for children, young people and adults with a learning disability and/or autism and their parents and carers in the London Borough of Merton. We know that the Covid-19 pandemic is far from over for many people who remain vulnerable to poorer outcomes from the virus, so we shall continue to respond through stringent risk management and by offering a range of ways people can engage with us.

Learning disabilities and autism range from profound disabilities to more moderate conditions. All learning disabilities/autism are life-long and affect a person's ability to learn, communicate, and interact socially. Many people with a learning disability/autism have additional needs such as medical needs, physical disabilities, sensory impairments and/or autistic spectrum disorders. Some people require 24 hour specialist care and support whilst others can succeed in mainstream society.

Our new Business Plan, which we intend to publish during 2022-23, will show our plans for supporting people with learning disabilities and/or autism to learn new skills, have new experiences and participate in mainstream community life; our plan will also include our support for parents and carers.



Trustee recruitment

The charity attracts trustees to its Executive Committee by advertising locally and online, through word-of-mouth and, occasionally, with free assistance from a recruitment agency. Prospective trustees are required to complete our application form setting out their interest in Merton Mencap, and their skills, experience and knowledge which they consider will be a help to the charity; the Chair of Trustees and Chief Executive meet prospective trustees, appointments subject to Executive Committee approval, satisfactory references and an enhanced DBS disclosure (updated every 2 years).

On appointment, trustees are required to learn about the charity's work by meeting the Chief Executive and senior team and undergoing the charity's mandatory training in Safeguarding, Health & Safety, Equal Opportunities & Diversity, and GDPR (updated every 2 years); Trustees are required to agree to follow the charity's policies & procedures and Code of Conduct and must declare any conflicts of interest to the Chair of Trustees. Trustees may claim expenses in respect of trustee activities, approved by the Chair of Trustees.

The Executive Committee meet 6 times a year in relation to the management of the organisation; trustees are required to visit the charity's projects and activities, take part in team meetings and represent the organisation at public events.

Statement of compliance with Charity Commission guidance

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Merton Mencap

Attendance

Tables show number of people accessing each project during 2021-22

Children & young people	Individuals
Saturday Club (Perseid)	21
Buddies Holidays	20
Buddies Going Out	14
Holiday Playscheme (Perseid)	48
Holiday Playscheme & Buddies (Cricket Green)	48
Independent Travel Training (LBM)	16
Aces	18

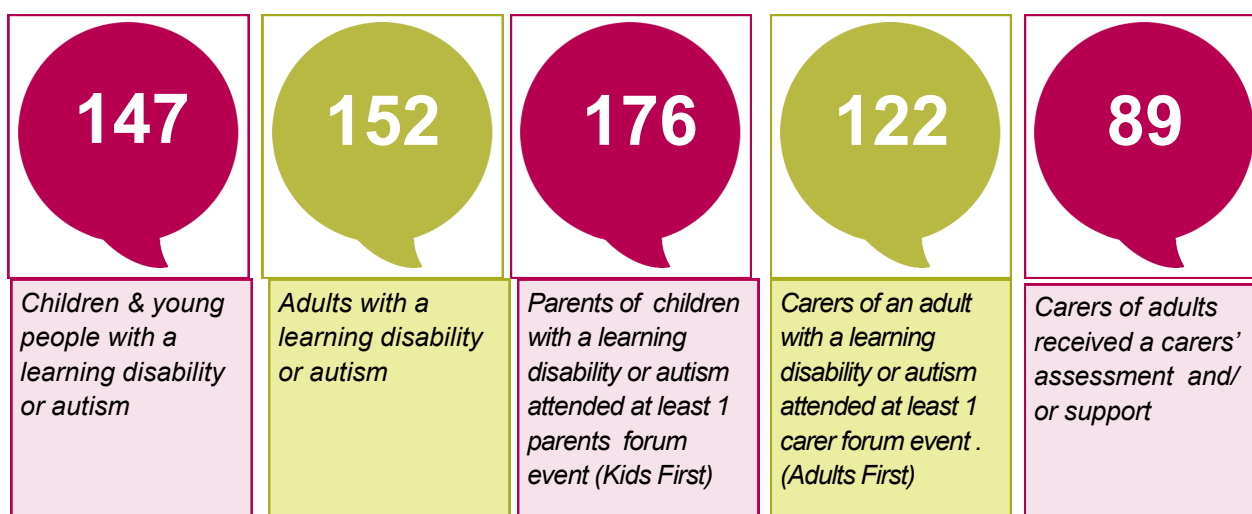
Parents & carers	Individuals
Kids First (registered parents)	589
Adults First (registered parents)	216
Merton Autism Parent Support (MAPS)	68
LD Carers Adviser	76
LD Carers Caseworker	13

Adults	Individuals
Merton Mencap Café	20
Fitness Now! (virtual Better Gym & Community Sports)	36
Dance Now (virtual Groovers & Movers)	46
Saturday Club + Hub Connected online	33
Personal Assistant	1
Community Facilitator	46
Community Sports	8
Community Challenge	6
Better Gym	12



During 2021-22, our beneficiaries included:

Statistics



Our services are open to anyone irrespective of income, ethnicity, gender or religion.

Merton Mencap

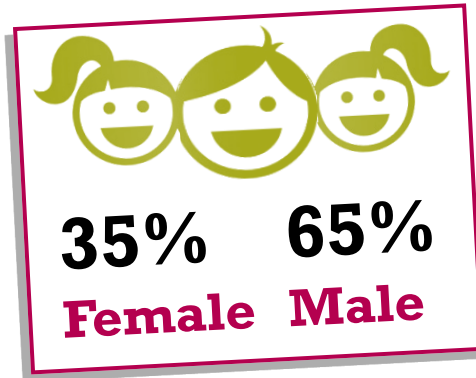
Ethnicity

Arab	1%
Asian/Asian British: Bangladeshi	1%
Asian/Asian British: Indian	4%
Asian/Asian British: Other	3%
Asian/Asian British: Pakistani	5%
Black/Black British: African	6%
Black/Black British: Caribbean	4%
Black/Black British Other	1%
Chinese	1%
Mixed: Other	4%
Mixed: White & Asian	3%
Mixed: White & Black African	1%
Mixed: White & Black Caribbean	3%
Other ethnic group:	2%
Prefer not to say:	14%
White: British	40%
White: Irish	1%
White: Other	6%



Merton Mencap: Gender & Location

The breakdown of our male and female service users reflects the nationwide incidence of learning disability between genders. Our ward by ward breakdown shows the prevalence of service users based in the east of the borough.

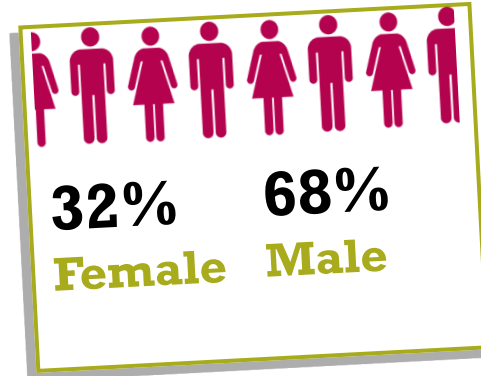


Services for children %

Female	35
Male	65

Location by Ward

Abbey	6
Cannon Hill	3
Colliers Wood	6
Cricket Green	13
Dundonald	6
Figges Marsh	18
Furzedown	1
Graveney	3
Hillside	3
Lavender Fields	9
Longthornton	9
Lower Morden	5
Merton Park	3
Unknown	14
Pollards Hill	20
Ravensbury	6
Raynes Park	6
St Helier	9
Sutton North	0
Trinity	1
Village	2
West Barnes	3
Wimbledon Park	1



Services for adults %

Female	32
Male	68

Location by Ward

Abbey	6
Cannon Hill	3
Colliers Wood	11
Cricket Green	6
Dundonald	4
Figges Marsh	2
Furzedown	7
Graveney	7
Hillside	3
Lavender Fields	3
Longthornton	6
Lower Morden	9
Merton Park	4
New Malden	1
Unknown	5
Pollards Hill	3
Ravensbury	6
Raynes Park	1
St Helier	1
Sutton North	1
Trinity	1
Village	1
West Barnes	1
Wimbledon Park	4

Merton Mencap

Summary of Projects: 2021-22

Image: Neil at our Better Gym club, 2022



Supporting children,
young people and adults
with a learning
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and parents & carers

Merton Mencap

Summary of projects for children & young people

Saturday Club (Perseid)

When: Weekly during term time, Saturdays for up to 6 hours
Where: Based at Perseid School, Morden
Places: 12-15 young people with complex learning and physical disabilities.
Access: Referral from the Short Breaks Team, via Merton Council
Transport: Provided for those who need it

Providing a range of activities for children aged 5-13 from a base, supporting them to develop experiences and enjoy life.

Buddies Holidays (Groups 1 & 2)

When: Various during the school/college holidays
Where: Various activities in the local community
Places: 8-10 young people (aged 12-18) with moderate & complex learning disabilities
Access: Referral from the Short Breaks Team, via Merton Council
Transport: Not provided

Buddies Going Out

When: Weekly during term time, usually Wednesdays
Where: Various activities in the local community
Places: 8-10 young people (aged 18-24) with mild and moderate learning disabilities
Access: Referral from the Short Breaks Team, via Merton Council or self referral
Transport: Not provided - training in using public transport is provided.

Holiday Playschemes (Perseid)

When: Various days during the school holidays (all day provision – 7 hours)
Where: Various activities from a base and in the local community
Places: 12 young people (aged 5-13) with complex learning & physical disabilities
Access: Referral from the Short Breaks Team, via Merton Council
Transport: Provided to those who need it

Holiday Playschemes & Buddies (Cricket Green)

When: Various days during the school holidays (7hrs)
Where: Various activities from a base and in the community
Places: Up to 12 young people (8-13) with moderate needs
Access: Referral from Cricket Green School
Transport: Provided to those who need it

Giving Back Club

When: Weekly on Saturdays, 10.30am — 3.30pm
Where: Meet at Cricket Green School, activities in the community
Cost: £3 subs per week
Places: 14 young people, 16-25 years
Access: Self-referral, no social services referral needed
Transport: Travel training may be offered

Supporting young people to 'give something' back to their communities through volunteering, supporting other charities and supporting local campaigns.

Covid-19 modified: Did not run during 2021-22.



Supporting children,
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Merton Mencap

Summary of projects for children & young people

Aces

When: Every other Thursdays, 6.45pm-8.45pm
Where: Phipps Bridge Youth Centre, CR4 3TY
Cost: £2.50 subs per week
Places: 20 young people with high-functioning autism
Access: Self-referral, no social services referral needed
Transport: Travel training may be offered
A youth club for young people with high-functioning autism; the club takes a mainstream approach offering activities which any young people would enjoy

Independent Travel Training (Merton Council funded)

Access: Mainly referrals from Merton schools and colleges, but also from schools and colleges out of borough attended by Merton residents

Through practical training in the community, our Travel Trainers monitors students' progress until they are able to travel safely on their own.

Independent Travel Training (Independently funded)

Access: Open referral

Through practical training in the community, our Travel Trainers monitors students' progress until they are able to travel safely on their own.



Merton Mencap

Summary of projects for adults

Merton Mencap Community Café

When: Weekly on Mondays & Wednesdays, 9.30am to 2.30pm
Where: Holy Trinity Church, 234 The Broadway, Wimbledon, SW19 1RY
Places: Up to 10 adults (aged 18+) with moderate learning disabilities
Access: Self-referral. Available to personal budget holders and self-funders
Transport: Not provided

The Merton Mencap Café is run by adults with a learning disability, supported by our staff and volunteers, and serves a healthy menu to the public. The project provides vocational training in the areas of food preparation, customer service, good hygiene practice, and team working. Service users develop skills which lessens the demand on family carers. The Merton Mencap café also provides catering at local community events.

Covid-19 modified: Online Café Crew sessions before returning in-person

Better Gym

When: Weekly on Wednesdays, 7pm to 9pm
Where: Canons Leisure Centre, Mitcham
Places: 12 places for adults (aged 18-24) with a moderate learning disability
Access: Self-referral, no social services referral needed
Transport: Not provided at present

A gym and sports club which includes sessions in the gymnasium, various sports and leisure activities. The club takes place in a mainstream setting alongside the general public.

Covid-19 modified: Lockdown restrictions led us to switch location to Cricket Green School but we have since returned to our usual venue at Canons Centre

Saturday Hub

When: Saturdays 10am-1pm;
Where: Wimbledon Guild, Wimbledon; North Cheam Community Centre
Places: Up to 30 places for adults with a learning disability
Access: People who do not qualify for social care support, self-referral
Transport: Not provided

Our Hubs provide people with a learning disability and/autism with activities which encourage health, wellbeing, inclusion and independence.

Covid-19 modified: Between April and June 2021 we ran online 'Hub Connected' sessions 3 times per week in lieu of the Saturday Club. We resumed the club in-person on 9 June 2021.

Groovers & Movers

When: Weekly on Thursdays, 7pm to 9pm
Where: Leyton Road Community Centre
Places: 30 places for adults with a moderate learning disability
Access: Self-referral, no social services referral needed
Transport: Provided for those who need it

Covid-19 modified: Lockdown restrictions caused us to adapt the Groovers & Movers by switching sessions to take place as weekly on-line activities, named Dance Now!



Supporting children,
young people and adults
with a learning
disability and/or autism
and parents & carers

Merton Mencap

Summary of projects for adults

Community Facilitator

When: By appointment
Where: Home and at our offices
Places: N/A
Access: Self-referral, no social services referral needed
Transport: N/A

Covid-19 modified: Lockdown restrictions caused us to adapt our Community Facilitator service by providing sessions online and by telephone.

Personal Assistants

When: As required
Where: Activities in the community
Places: N/A— service agreed individually
Access: Self – referral
Transport: As instructed
Covid-19 modified: Resumed in-person on 21 July 2021

Community Challenge

When: Weekly on Thursdays afternoons
Where: Activities in the community
Places: Up to 15 places for adults with moderate learning disabilities
Access: Self-referral, no social services referral needed
Transport: Not provided at present
Covid-19 modified: Resumed in-person January 2022

Community Sports

When: Weekly on Thursdays mornings
Where: Sports in the community
Places: Up to 15 places for adults with moderate learning disabilities and/or autism
Access: Self-referral, no social services referral needed
Transport: Not provided at present
Covid modified: Operated online as *Fitness Now* between April and June 2021, resumed in-person from Sept 2021.

Dance Now!

When: Weekdays, varied
Where: Online
Places: Unlimited— for adults with moderate learning disabilities and/or autism
Access: Self-referral, no social services referral needed
Transport: Not applicable

Adults Holidays

When: Various dates—2 holidays per year
Where: High Ashurst activity centre,
Places: 10 places for adults with learning disabilities, autism
Access: Self-referral, no social services referral needed
Transport: Provided



Merton Mencap

Summary of projects for adults / whole family

Welfare Telephone Support Service

When: All week
Where: Calls to members to check welfare during pandemic restrictions
Places: Unlimited (230+ families reached)
Access: Self-referral

Covid-19 variant: A new service formed during lockdown, our teams proactively telephoned adults with a learning disability/autism and family carers to establish whether they required any support, practical assistance or a listening ear.

Merton Mencap

Summary of projects for parents & carers

Parent & Carer Forums

Our parent & carer forums supported our members to have a voice about local service provision affecting them and the person they care for.

We run free educational workshops and opportunities for mutual support and information sharing during the year. Parents and carers also have representative roles at key local forums and committees.

Our parent forums are:

Kids First Forum

for parents of children & young people (aged 0-25)

Adults First Forum

for Carers of adults (aged 18+)

LD Carers Adviser & LD Carers Caseworker

Our LD Carers Support service supports carers of adults with a learning disability and/or autism through the completion of carers assessments & reviews. In 2021-22 we extended the service by adding a LD Carers Caseworker who is available to help with problems provides information, a listening ear and emotional support. Both services have been offered remotely in line with our Covid-19 risk assessments.

Merton Autism Parents Service (MAPS)

MAPS is a listening, support, information and advice service for parents of 0 – 25 year olds with a diagnosis of autism or who are likely to receive a diagnosis (e.g. referred for an assessment), running on Wednesdays 10am-1pm. During this last year, we provided this service via telephone and online consultations.

MAPS offers confidential, informal sessions provided by a Parent Advisor (who also has a child or young person with autism) and a member of MAPS staff. Our team has been trained to offer a range of evidence-based strategies – this means that the tools and information we provide parents have been tried and tested and are approved by professionals in the field.

We offer support on communication, challenging behaviours, self-harming, sleep issues, anxiety and many other challenges that arise.

Carers Group— May 2022

Our monthly Carers Group provides monthly outings for carers of adults with learning disabilities and/or autism. We organise enjoyable outings at convenient times, which also provide opportunities for carers to meet up, develop friendships and support each other. Membership and activities are free. The group could not run in 21-22 on account of the Covid-19 pandemic but resumed in May 2022.



Merton Mencap Finance & Governance

Image: Our team at the London Sports Awards, December 2021



Supporting children,
young people and adults
with a learning
disability and/or autism
and parents & carers

Merton Mencap Financial Review

Overall the charity's finances fared well in 2021-22, ending with a net income of £117k and we are in a strong financial position going forward into 2022-23.

Income increased from 2020-21 by £124k. During 2021-22, the charity was fortunate not to see a decrease in income from grants, receiving grant income of £572k which is up by £81k on the prior year. Income generated from our services and other trading activities that were most affected by the pandemic during 2020/21 increased year on year by a total of £47k, as in-person services resumed after the lockdown.

Other income from the government's Coronavirus Job Retention scheme was £12k lower than the previous year and the value of donated services increased by £7k. The remaining income increase of £1k is a combination of an increase of other trading activities and lower bank interest.

Expenditure was £562k, £73k higher than the prior year, as in person services resumed after periods of lockdown during the pandemic during 2020/21 financial year.

The Debtors at 31 March 2022 decreased by £99k on the previous year. March 2022 debtors comprise grant income £16k, service user fees £5k and prepayments of £2k compared to the debtors at March 2021 which comprised of grant income £92k, service user fees £18k and prepayments £11k.

Review of the charity's reserves

The total funds held by the charity at the end of the accounting period 31 March 2022 was £452k which is an increase of £117k from 2021. Our unrestricted funds were £176k, an £8k increase from 2021. Our unrestricted funds represent 3.8 months of operating expenditure cover for the charity, assuming no other income, which is the same cover as year end 31 March 2021. Our intention is to maintain reserves of 3-6 month cover of operating expenditure.

No amounts have been designated or otherwise committed at the end of the reporting period. Restricted funds at the end of the reporting period were £275k an increase of £108k reported in the prior year.

Risk Management

Last year, trustees commissioned our external auditors to carry out a full audit of our accounts which has been followed this year with a financial inspection. Trustees have also reviewed the charity's risk register this year and assessed the major risks and procedures to mitigate those risks.

Trustees regard the following among the principal risks at this time:

1. Finance & fundraising

The charity can only continue to operate with the funds it needs and through prudent financial management

We will ensure we have the income we need and manage our finances by

- (i) applying knowledge gained from the research & engagement we conducted last year to ensure the charity's activities meet identified need, therefore more likely attracting funding from statutory funding sources
- (ii) building on last year's community & online fundraising, diversifying income streams
- (iii) applying sufficient adequate resources to ongoing grant fundraising, maximising opportunities with independent trusts and foundations
- (iv) ensuing sound ongoing reviews and forecasting involving our Finance Committee and Executive Committee

2. Safeguarding

We believe safeguarding and sound risk management must continue to be at the heart of the charity.

We will achieve this by

- (i) continuing the work of our newly formed Safeguarding Committee
- (ii) increasing the quality of the charity's safeguarding induction and training
- (iii) carrying out more frequent internal audits

3. Investing in our staff

We recognise that looking after staff supports them in their care for our service users. We will support staff by

- (i) introducing health-care benefits and financial support
- (ii) equipping staff with more regular training, briefings, supervisions, and appraisals
- (iii) involving staff more in decision-making



Merton Mencap Supporters

Funders

We are very grateful to our funders and supporters who have permitted us the flexibility to adapt our services to respond to the needs of local people., particularly during this past year of the Covid-19 pandemic. This flexibility has been a great help to us as we were able to alter many of our normal activities to provide support in different ways, eg online .

We are most grateful to our grant funders (see Financial Statements) for their trust in our work and for all those who support us including by providing in-kind support, including:

- **Baily Thomas**
- **BBC Children in Need**
- **Big Lottery (National Lottery)**
- **Carers Support Merton**
- **City of London's Corporation Charity, City Bridge Trust**
- **Cricket Green School**
- **Department for Education**
- **London Borough of Merton (Adult Care Services)**
- **London Borough of Merton (Children, Schools & Families)**
- **London Sport**
- **NHS England**
- **NHS Clinical Commissioning Group (South-West London)**
- **Perseid School**
- **Royal Mencap Society (Round The World Challenge)**
- **Taylor Family Foundation**
- **Wimbledon District & Nursing Midwifery Benevolent**
- **Wimbledon Guild**

We also wish to thank all our members and others who have kindly donated or raised money for us during this last year.

Volunteers

At March 2022, we are fortunate to have **28 volunteers** registered with us. As a consequence of some of our activities being affected by the pandemic many volunteers were unable to contribute to our work as normal. However, during 2021-22, **28 volunteers** gave time to the charity (8 at our activities for children, young people and adults; 15 at our parent/carer forums and 5 Trustees).

We estimate that our 28 volunteers gave the charity a total of **1,355 hours** during 2021-22 for which we are extremely grateful, particularly as we know every person has been affected by Covid-19 pandemic again in this last year.

The year ahead & future plans

During 2021-22, we carried out further engagement work with local people to obtain their views. We regard this critical work as our business planning relies on our feeling confident that our work is led by the needs and wishes of people with learning disabilities and/or autism and parents and carers.

We are now preparing our new Business Plan which sets out the charity's intentions for 2022-25. Our plan is informed by feedback obtained during our various engagements plus published reports from other agencies, eg our affiliated partner, Royal Mencap Society.

We believe our work during the last 2 years, particularly, shows our charity to be adaptable, professional and forward-thinking as we managed the challenges of the Covid-19 pandemic. This, coupled with the many positive feedback from our service users, presents us strongly to potential funders keen on supporting people with a learning disability and/or autism and their families in Merton.



Supporting children,
young people and adults
with a learning
disability and/or autism
and parents & carers

Merton Mencap Administrative Details

Company no:	5692213
Charity no:	1113444
Registered office:	Chaucer Centre Canterbury Road Morden Surrey, SM4 6PX
Auditors:	WSM Advisors Limited Connect House 133-137 Alexandra Road London, SW19 7JY
Solicitors:	Russell-Cooke 2 Putney Hill London, SW15 6AB
Principal Bankers:	National Westminster Bank Plc 16 Wimbledon Hill Road London SW19 7ZD

Trustees:

At the date of this report, the following are the charity's trustees and directors for the purposes of the Companies Act:-

Richard Drummond, Chair of Trustees
Russell Benzies, Treasurer
Eleanor Budd
William Ian Newman
Julian Walton

Chief Executive Officer:

Andrew Whittington

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

Approved by the Trustees, the following being authorised to sign on their behalf:

Dated:



Merton Mencap

Statement of trustees' responsibilities

STATEMENT OF TRUSTEES' RESPONSIBILITIES

For the year ended 31 March 2022

The trustees, who are also the directors of Merton Mencap for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these 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 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 the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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

Auditor's Report

MERTON MENCAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MERTON MENCAP

I report to the trustees on my examination of the financial statements of Merton Mencap (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve the gathering of all the evidence that would be required in an audit and consequently does not cover all the matters than an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a "true and fair" view and my report is limited to those specific matters set out in an independent examiners statement.

Independent examiner's statement

Since the charity'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 , which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Simon Marsh (Independent Examiner)

for and on behalf of WSM Advisors Limited

Connect House
133-137 Alexandra Road
Wimbledon
London
SW19 7JY

Dated: 28 June 2022

MERTON MENCAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<u>Income and endowments from:</u>					
Grants and donations	3	69,501	534,570	604,071	515,625
Charitable activities	4	-	64,633	64,633	17,892
Other trading activities	5	2,480	126	2,606	904
Investments	6	39	-	39	216
Other income	7	-	7,565	7,565	19,936
Total income		72,020	606,894	678,914	554,573
<u>Expenditure on:</u>					
Expenditure on other trading activities	8	-	11,582	11,582	10,792
Charitable activities	9	86,552	464,278	550,830	478,506
Total resources expended		86,552	475,860	562,412	489,298
Net (outgoing)/incoming resources before transfers		(14,532)	131,034	116,502	65,275
Gross transfers between funds	17	22,643	(22,643)	-	-
Net income for the year/ Net movement in funds		8,111	108,391	116,502	65,275
Fund balances at 1 April 2021		168,028	167,049	335,077	269,802
Fund balances at 31 March 2022		176,139	275,440	451,579	335,077

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

MERTON MENCAP

BALANCE SHEET

As at 31 March 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	14	22,856		121,785	
Cash at bank and in hand		487,857		289,343	
		<u>510,713</u>		<u>411,128</u>	
Creditors: amounts falling due within one year	15	<u>(59,134)</u>		<u>(76,051)</u>	
Net current assets			451,579		335,077
Income funds					
Restricted funds	17		275,440		167,049
Unrestricted funds			176,139		168,028
			<u>451,579</u>		<u>335,077</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

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 Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Trustees on 28/6/22



Trustee

Company Registration No. 05692213

MERTON MENCAP

STATEMENT OF CASH FLOWS

For the year ended 31 March 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	19		198,475		33,531
Investing activities					
Investment income received		39		216	
Net cash generated from investing activities			39		216
Net increase in cash and cash equivalents			198,514		33,747
Cash and cash equivalents at beginning of year			289,343		255,596
Cash and cash equivalents at end of year			487,857		289,343

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

1 Accounting policies

Charity information

Merton Mencap is a private company limited by guarantee incorporated in England and Wales, Company number 5692213. The registered office is Chaucer Centre, Canterbury Road, Morden, Surrey, SM4 6PX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have undertaken an assessment of the adequacy of the resources available to the charitable company and have taken in to account the impact of the coronavirus on the charity and disruption caused by coronavirus. The trustees have a reasonable expectation the charitable company has adequate resources to continue in operational existence for the foreseeable future and accordingly continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Restricted funds

Restricted funds must be used for specific purposes which are determined by the donor's wishes. Expenditure which meets these criteria is charged to the fund. The charity has a number of separate restricted funds, as set out in the notes to the financial statements. The Trustees' Report provides further information about the uses of these funds. On completion of a project the funder may permit the transfer of any surplus funds to our unrestricted funds.

Unrestricted funds

Donations and incoming resources received by the charity for general use are held as unrestricted funds. They are available for use at the discretion of the trustees in furtherance of their charitable objectives unless funds have been designated for other purposes.

Designated funds

These are unrestricted funds earmarked by the trustees for a particular purpose. Such accounts are identified separately in the financial statements.

1.4 Incoming resources

Income received under a contract for the performance of services is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be or has been received.

Membership subscriptions, donations, fundraising and grants are accounted for when received by the charity. Taxation receivable is accrued for in view of the material amounts involved.

Donated services and facilities, other than volunteers and transport, are valued on the basis of their estimated value to the charity of the services or facility received, based on the price the charity estimates it would pay in the open market for such a service or facility.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accruals basis as liabilities are incurred. As the charity is not VAT registered and cannot recover any of its VAT, expenditure includes unrecoverable VAT.

All charitable expenditure in furtherance of the charity's objectives relates to the provision of services under the contracts and related administrative costs.

Costs of generating voluntary income comprise of costs directly attributable to raising voluntary income and gifts in kind.

Governance costs comprise internal and external audit or independent financial examination.

Other costs of generating funds relate to business development, communications and marketing and specific fundraising and investment projects.

Costs are allocated according to an estimate of the time and resources spent on delivering each project including staff time and use of general office resources. The remaining unallocated core costs represents the governance work that would be necessary irrespective of our level of front-line project activity.

The charity has a number of funding streams that do not include any allowance for core costs or where the allowance does not adequately reflect our true core costs. In these cases, we show a deficit against the project which is then covered by our unrestricted reserves. Our fund-raising strategy reflects the need to fill these deficits as well as to generate enough core income to balance any unallocated core expenditure. Trustees consider funding priorities at executive committee meetings weighing up the need to continue projects that our service users are reliant upon for their wellbeing and the need to remain a going concern.

Where we made transfers from restricted to unrestricted funds, this has been done with the approval of the funding organisations concerned.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% straight line per annum
Computers	20% straight line per annum

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

1 Accounting policies

(Continued)

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

3 Grants and donations

	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £
Donations and gifts	4,260	492	4,752
Sponsorship	564	-	564
Grants	37,730	534,078	571,808
Membership subscriptions	388	-	388
Gift Aid	151	-	151
Donated services and facilities	26,390	-	26,390
Collections	18	-	18
	<u>69,501</u>	<u>534,570</u>	<u>604,071</u>

For the year ended 31 March 2021

	2021 £	2021 £	2021 £
Donations and gifts	6,858	270	7,128
Grants	3,750	486,673	490,423
Membership subscriptions	209	-	209
Gift Aid	165	-	165
Donated services and facilities	17,700	-	17,700
	<u>28,682</u>	<u>486,943</u>	<u>515,625</u>

The charity is fortunate to have 28 volunteers who regularly give their time to help the charity. Like all charities, Merton Mencap is reliant on a team of volunteers for our smooth running.

Volunteers perform two roles:

Trustees

Project volunteers

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts. The value of the services provided by volunteers is not incorporated in these financial statements.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

3 Grants and donations

(Continued)

Grants receivable for core activities	Activity	Unrestricted £	Restricted £	Total £	Total 2021
Baily Thomas	General	4,230	-	4,230	-
Big Lottery Fund	General	1,500	-	1,500	750
Edward Gosling	General	5,000	-	5,000	-
LLoyds Foundation	General	25,000	-	25,000	-
Wimbledon District Nursing and Midwifery Benevolent Society	General	2,000	-	2,000	3,000
Wimbledon District Nursing and Midwifery Benevolent Society	Carers Support Group	-	1,000	1,000	-
Cheshire Community CCF Assura	Better Gym	-	4,350	4,350	-
Shanley Foundation	Better Gym	-	3,000	3,000	-
BBC Children in need	Travel Training (CIN)	-	10,000	10,000	9,251
Big Lottery Fund	Café Employment Extension	-	7,991	7,991	7,397
Big Lottery Fund	Community Challenge	-	12,666	12,666	12,304
Big Lottery Fund	Community Challenge Holiday	-	6,364	6,364	6,178
Big Lottery Fund	Community Engagement Manager	-	13,068	13,068	12,688
Big Lottery Fund	Community Sports	-	7,837	7,837	7,627
Carers Support Merton	Adults First	-	-	-	3,127
Carers Support Merton	LD Carer's Adviser	-	20,000	20,000	20,000
City of London (City Bridge Trust)	Giving Back	-	18,375	18,375	12,125
Department of Education	Kids First	-	17,500	17,500	15,103
LBM (Adult Care Services)	Community Facilitator	-	17,447	17,447	17,447
LBM (Adult Care Services)	Saturday Hub	-	18,682	18,682	18,682
LBM (Adult Care Services)	Wednesday Hub	-	12,440	12,440	12,440
LBM (Children, Schools and Families)	Buddies	-	37,500	37,500	37,500
LBM (Children, Schools and Families)	CGS Playscheme & Buddies	-	30,500	30,500	30,500
LBM (Children, Schools and Families)	Holiday Playschemes Perseid	-	65,000	65,000	65,000
LBM (Children, Schools and Families)	Kids First	-	18,000	18,000	18,000
LBM (Children, Schools and Families)	Saturday Club Perseid	-	35,000	35,000	35,000
LBM (Children, Schools and Families)	Travel Training	-	50,000	50,000	50,000

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

3 Grants and donations

(Continued)

LBM (Children, Schools and Families)	Engagement Project	-	-	-	4,287
London Borough of Merton	Café	-	1,000	1,000	25,996
London Borough of Merton	Personal Assistant	-	-	-	7,406
London Borough of Merton	Website Accessibility Review	-	1,600	1,600	-
Royal Mencap Society	Lets Get Digital	-	6,480	6,480	-
Lloyds Bank Foundation	Lamplight	-	3,484	3,484	-
London Community Grant	Adults First	-	-	-	5,650
London Sport	Tackling Inequalities	-	4,920	4,920	4,920
Merton Connected	Your Merton Engagement	-	1,000	1,000	-
London Borough of Merton	Adults First	-	17,936	17,936	-
Merton Public Health	Covid Engagment	-	-	-	12,500
London Borough of Merton	LD Carers Caseworker	-	39,521	39,521	-
NHS Clinical Commissioning Group (SW London)	ACES	-	17,917	17,917	11,734
NHS Clinical Commissioning Group (SW London)	Merton Autism Parent Service	-	17,000	17,000	15,000
Public Health England	Mind the Gap	-	11,500	11,500	7,546
Taylor Family	Travel Training Training	-	5,000	5,000	-
Round the World Challenge	Groovers & Movers	-	-	-	1,265
		<u>37,730</u>	<u>534,078</u>	<u>571,808</u>	<u>490,423</u>

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

4 Charitable activities

	Restricted funds	Restricted funds
	2022	2021
Income from:	£	£
Services and activities for children and young people	3,502	861
Services and activities for adults	61,131	17,031
	<u>64,633</u>	<u>17,892</u>

5 Other trading activities

	Unrestricted funds	Restricted funds	Total	Total
	2022	2022	2022	2021
Income from:	£	£	£	£
Fundraising events	2,480	31	2,511	904
Trading activity income: other	-	95	95	-
	<u>2,480</u>	<u>126</u>	<u>2,606</u>	<u>904</u>
Other trading activities	2,480	126	2,606	904
	<u>2,480</u>	<u>126</u>	<u>2,606</u>	<u>904</u>
For the year ended 31 March 2021	904	-		904
	<u>904</u>	<u>-</u>		<u>904</u>

6 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Bank interest	39	216
	<u>39</u>	<u>216</u>

7 Other income

	Restricted funds	Restricted funds
	2022	2021
	£	£
Other income	7,565	19,936
	<u>7,565</u>	<u>19,936</u>

Other income represents grant receivable from the Coronavirus Job Retention Scheme.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

7 Other income (Continued)

8 Expenditure on other trading activities

	Restricted funds 2022 £	Total 2021 £
Cost of generating voluntary income	10,340	10,792
Fundraising trading: cost of goods sold and other costs	1,242	-
	<hr/>	<hr/>
	11,582	10,792
	<hr/>	<hr/>

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

9 Charitable activities

	Children and young people	Adults	Parents and Carers	Core	Other	Total	Total
	2022	2022	2022	2022	2022	2022	2021
	£	£	£	£	£	£	£
Staff costs	134,688	117,882	50,647	-	4,330	307,547	261,056
Transport, travel and related costs	5,058	408	-	-	-	5,466	2,763
Refreshments and entrance fees	679	1,490	48	-	33	2,250	225
Rent and venue hire	8,140	18,078	771	-	231	27,220	9,192
Other costs	13,067	12,509	3,357	-	19,428	48,361	46,572
	<u>161,632</u>	<u>150,367</u>	<u>54,823</u>	<u>-</u>	<u>24,022</u>	<u>390,844</u>	<u>319,808</u>
Share of support costs (see note 10)	26,691	31,980	7,070	86,552	-	152,293	145,803
Share of governance costs (see note 10)	3,462	3,192	1,039	-	-	7,693	12,895
	<u>191,785</u>	<u>185,539</u>	<u>62,932</u>	<u>86,552</u>	<u>24,022</u>	<u>550,830</u>	<u>478,506</u>
Analysis by fund							
Unrestricted funds	-	-	-	86,552	-	86,552	77,430
Restricted funds	191,785	185,539	62,932	-	24,022	464,278	401,076
	<u>191,785</u>	<u>185,539</u>	<u>62,932</u>	<u>86,552</u>	<u>24,022</u>	<u>550,830</u>	<u>478,506</u>

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

9 Charitable activities

(Continued)

For the year ended 31 March 2021

	Children and young people	Adults	Parents and Carers	Core	Other	Total
	2021	2021	2021	2021	2021	2021
	£	£	£	£	£	£
Staff costs	114,200	94,208	51,956	-	692	261,056
Transport, travel and related costs	2,559	198	6	-	-	2,763
Refreshments and entrance fees	105	66	54	-	-	225
Rent and venue hire	9,167	-	25	-	-	9,192
Other costs	11,181	6,795	5,782	-	22,814	46,572
	<u>137,212</u>	<u>101,267</u>	<u>57,823</u>	<u>-</u>	<u>23,506</u>	<u>319,808</u>
Share of support costs (see note 10)	26,677	34,942	6,086	77,430	668	145,803
Share of governance costs (see note 10)	5,545	5,932	1,354	-	64	12,895
	<u>169,434</u>	<u>142,141</u>	<u>65,263</u>	<u>77,430</u>	<u>24,238</u>	<u>478,506</u>
Analysis by fund						
Unrestricted funds	-	-	-	77,430	-	77,430
Restricted funds	169,434	142,141	65,263	-	24,238	401,076
	<u>169,434</u>	<u>142,141</u>	<u>65,263</u>	<u>77,430</u>	<u>24,238</u>	<u>478,506</u>

Other costs are related to additional special projects for the whole charity. Core costs are the overhead costs of an organisation, as opposed to those specific to a project. Whilst these costs do not directly produce outputs of charitable activity, they are necessary to deliver these activities.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

10 Support and governance costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Administration staff costs	93,648	-	93,648	97,418
Transport	131	-	131	16
Rent	12,175	-	12,175	12,065
Donated services - accommodation	26,390	-	26,390	17,700
Office supplies	923	-	923	1,765
Telephone	3,462	-	3,462	3,863
Subscriptions	572	-	572	-
Consultancy fees	3,865	-	3,865	2,456
Bank charges	666	-	666	457
Computer Expenses	6,443	-	6,443	5,727
Equipment and materials	127	-	127	524
Insurance	1,555	-	1,555	1,424
Other costs	2,338	-	2,338	2,388
Accountancy fees	-	7,693	7,693	12,895
	<u>152,295</u>	<u>7,693</u>	<u>159,988</u>	<u>158,698</u>
Analysed between				
Charitable activities	<u>152,295</u>	<u>7,693</u>	<u>159,988</u>	
	<u>152,295</u>	<u>7,693</u>	<u>159,988</u>	

For the year ended 31 March 2021

	£	£	£
Analysed between			
Charitable activities	<u>145,803</u>	<u>12,895</u>	<u>158,698</u>
	<u>145,803</u>	<u>12,895</u>	<u>158,698</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the current or the previous year.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Full time	1	1
Part time	9	8
Sessional	30	29
	<u>40</u>	<u>38</u>

Employment costs

	2022 £	2021 £
Wages and salaries	353,225	321,889
Social security costs	23,657	21,433
Other pension costs	12,390	12,399
	<u>389,272</u>	<u>355,721</u>

The full time equivalent of the staff employed in the year, based on a 35 hour week, was 14 (2021:11). No employees earned in excess of £60,000 (2021: nil).

13 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 April 2021	4,527	8,079	12,606
At 31 March 2022	<u>4,527</u>	<u>8,079</u>	<u>12,606</u>
Depreciation and impairment			
At 1 April 2021	4,527	8,079	12,606
At 31 March 2022	<u>4,527</u>	<u>8,079</u>	<u>12,606</u>
Carrying amount			
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

14 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	21,083	110,977
Prepayments and accrued income	1,773	10,808
	<u>22,856</u>	<u>121,785</u>

15 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	18,776	33,093
Other creditors	10,720	5,457
Accruals and deferred income	29,638	37,501
	<u>59,134</u>	<u>76,051</u>

16 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held for specific purposes:

	Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Holiday Playschemes Perseid	25,140	65,000	(42,357)	(352)	47,432
Saturday Club Perseid	-	37,772	(40,307)	2,535	-
Buddies Holiday	22,012	37,500	(11,293)	(9,705)	38,515
Buddies Going Out	-	1,942	(10,625)	8,683	-
Buddies Incred-edibles	-	-	(1,022)	1,022	-
Holiday Playscheme & Buddies CGS	-	30,501	(28,318)	(2,183)	-
Travel Trainer	-	50,000	(45,380)	(4,620)	-
Travel Training (CIN)	3,539	10,582	(8,251)	(600)	5,270
ACES 1	5,557	19,477	(8,837)	-	16,197
Giving Back	5,711	19,355	(5,478)	-	19,588
Community Sports	13,481	8,365	(15,538)	-	6,308
Community Challenge	32,253	14,708	(13,137)	(17,742)	16,081
Café Employment Extension	17,979	7,991	(1,204)	-	24,766
Community Challenge Holiday	818	7,564	(16,964)	8,582	-
Community Engagement Manager	15,805	13,068	(23,535)	-	5,338
Better Gym	-	10,146	(9,062)	-	1,084
Cafe	-	56,582	(61,787)	5,205	-
Saturday Hub	5,846	19,444	(17,530)	(7,760)	-
Wednesday Hub	6,701	13,042	(4,725)	3,991	19,009
Community Facilitator	-	17,447	(21,217)	3,770	-
PA1 (PT)	-	207	20	-	227
PA2 (AP)	-	1,010	(976)	(33)	-
Kids First	-	35,500	(24,788)	(10,712)	-
Adults First	-	18,186	(10,656)	9,160	16,690
Carers Group	-	1,000	(63)	-	936
LD Carer's Adviser	772	20,000	(20,979)	207	-
MAPS	7,062	17,000	(7,829)	(3,414)	12,819
Lamplight	-	3,484	(844)	(2,640)	-
Tackling Inequalities	4,373	4,920	(6,992)	(2,301)	-
Mind the Gap - Phase 2	-	11,500	(9,500)	(2,000)	-
Your Merton engagment	-	1,000	(1,000)	-	-
Website Accessibility Review	-	1,600	(1,100)	(500)	-
Travel Trainer Training	-	5,000	-	-	5,000
LD Carers Caseworker	-	39,521	(4,586)	(2,500)	32,435
Round the World Challenge	-	-	-	1,265	1,265
Lets Get Digital	-	6,480	-	-	6,480
	<u>167,049</u>	<u>606,893</u>	<u>(475,860)</u>	<u>(22,643)</u>	<u>275,440</u>

MERTON MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 March 2022

17 Restricted funds (Continued)

The transfers from restricted funds above of £22,643 (2021: £44,363) relate to contributions to the costs of administration, co-ordination and management of projects activities and services, and to office overheads and expenses, provided for in funding arrangements.

18 Related party transactions

There were no related party transactions during the year (2021 - none).

19 Cash generated from operations	2022 £	2021 £
Surplus for the year	116,502	65,275
Adjustments for:		
Investment income recognised in statement of financial activities	(39)	(216)
Movements in working capital:		
Decrease/(increase) in debtors	98,929	(54,892)
(Decrease)/increase in creditors	(16,917)	23,364
Cash generated from operations	198,475	33,531

20 Analysis of changes in net funds

The charity had no debt during the year (2021: none).