

Charity Registration No. 1117888

Company Registration No. 05984331 (England and Wales)

ORWELL MENCAP
(a company limited by guarantee)

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2023**

ORWELL MENCAP

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ORWELL MENCAP

REFERENCE AND ADMINISTRATIVE DETAILS

Year ended 31 March 2023

Name:	Orwell Mencap (also operates under working names of Genesis, Green Bike Project, Stars and Buddies)
Legal structure:	Orwell Mencap is a company limited by guarantee in the United Kingdom, company number 05984331, incorporated 31 October 2006 and registered as a charity on 8 February 2007, charity number 1117888.
Trustees:	B England J Knell C Kynaston (resigned 23 rd May 2022) M Scrogie K Parr (resigned 14 th July 2022) J Stevens E Franks J Dickson
Chief executive:	R Hart
Principal address & registered office:	6 Wright Road Ipswich IP3 9JG
Auditors:	Ensors Accountants LLP Connexions 159 Princes Street Ipswich IP1 1QJ
Bankers:	Barclays Bank plc 1 Princes Street Ipswich IP1 1PB Ipswich Building Society PO Box 547 Ipswich IP3 9WZ
Solicitors:	Ashtons Legal Portman House 120 Princes Street Ipswich IP1 1RS

ORWELL MENCAP

TRUSTEES' REPORT

Year ended 31 March 2023

The Trustees present their report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with Orwell Mencap's governing document, the Memorandum & Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS 102) (as amended for accounting periods commencing from 1 January 2019).

The Charity also operates under the working names of Genesis, Green Bike Project, Buddies and Stars.

The Charity is affiliated to the Royal Mencap Society (Mencap) and bases its Memorandum and Articles of Association on the Royal Mencap Society's model constitution.

STATUS AND GOVERNING INSTRUMENT

Orwell Mencap is a company limited by guarantee, incorporated 31 October 2006. The company was registered as a charity on 8 February 2007, charity number 1117888, and is governed by its Memorandum and Articles of Association.

TRUSTEES

During this year we had seven members on the Board of Trustees including a service user, as detailed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is administered by an Executive Committee of Trustees appointed at the Charity's Annual General Meeting or subsequently by co-option until the following AGM. The Trustees have met regularly throughout the year.

At its meetings the Executive Committee follows a standard agenda to set the strategic direction of the Charity. The day to day management of activities and staff is delegated to the Chief Executive, who regularly reports back at the meetings of the Executive Committee and via a monthly report.

Appointment and recruitment of Trustees

New trustees are identified through appropriate networks and are appointed at the annual general meeting by the members. Trustees with specific management skills or experience in the field of learning disability are also co-opted to fill vacancies on the Executive Committee. Orwell Mencap is committed to equality and diversity in the recruitment of trustees and aims to appoint suitably qualified trustees from as broad a spectrum of the community as is possible. To this end Orwell Mencap undertake periodic analysis of trustees' skills and experiences in order to identify areas that could be strengthened by either recruitment of new trustees or training.

Prospective Trustees are first invited to view our services, talk to our service users and learn something of the culture and ethos of our organisation. They are then invited to submit a CV, apply for membership of Orwell Mencap, and are put forward for appointment. Once appointed or co-opted trustees receive induction, training and further support where appropriate.

A third of the Trustee board were re-elected at the AGM along with election of the Chair, Vice-chair and Treasurer.

ORWELL MENCAP

TRUSTEES' REPORT (Continued)

Year ended 31 March 2023

Involving service users

It is hoped that through training, mentoring and appropriate support that people with learning disabilities will play a meaningful and increasing role in the running of the Charity. During the year we continued to seek opinion and representation from the clients and their carers, ensuring implementation of changes as a result of findings. The continued involvement of a service user as a Trustee highlights our continued efforts to strive for representation from our clients and, to this end, the service user Trustee has been fully involved in customer related issues and discussions.

Three Trustees serving on the Executive Committee 2022 to 2023 were parents/carers of people with disabilities who, during that period, used Genesis services.

Safeguarding vulnerable adults

All of the Charity's trustees and staff go through a full DBS police check.

AIMS AND OBJECTIVES

During the year ended 31 March 2023 the objects of the Charity were:-

The relief of those people in need through disabilities and disadvantages by identifying, promoting their needs, and providing services and facilities for the public benefit.

PUBLIC BENEFIT

In setting objectives, developing strategies and undertaking activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Trustees are confident that Orwell Mencap's objects, as detailed above, are in accordance with the regulations on public benefit.

REVIEW OF ACTIVITIES & PRINCIPAL FUNDING SOURCES

Orwell Mencap provides a wide range of care, support and training for people with learning and physical disabilities and the Charity's objectives are currently met through:

- Working with other organisations
- Provision of day services for recreation
- Evening social clubs
- Holiday clubs
- Domiciliary care and staffing supported living accommodation
- Social enterprises
- Working towards becoming a 'Total Communication' organisation

Our website (www.orwellmencap.co.uk) continues to be regularly updated to ensure it remains relevant and useful. We continue to increase our online profile reporting several times a week on all platforms. Having a member of staff responsible for social/digital media and marketing has resulted in a significant increase in awareness of and engagement with Orwell Mencap in the community, including increased enquiries from potential clients and staff.

Working with other organisations

Orwell Mencap believes very much in working in partnership with like-minded organisations as well as the National Mencap society and its affiliated groups. Much headway has been made with SLT liaising with other local providers.

ORWELL MENCAP

TRUSTEES' REPORT (Continued)

Year ended 31 March 2023

Regular contact is maintained by our senior management team with key staff from Suffolk County Council Adult Social Care regarding the provision of adult care services and funding.

We continue to liaise with other day service providers and homes to promote good continuity of support for our services users and to allow service users to access multiple services

We also worked with Activities Unlimited and The Bridge schools to develop our holiday clubs operating in Ipswich. We also run a Saturday Club from the Wright Road premises.

Genesis continues to reach out into the wider community wherever possible (and practical) on a range of initiatives and partnership working opportunities.

Genesis day service provision

The day centre has continued to expand as we have exited from Covid restrictions. Customer numbers have increased but are not at pre-Covid levels due to customer's requirements altering and staffing proving a stumbling block. Genesis has been investing in the facilities to ensure it is the premium location in the area and meets the growing needs of our users.

Domiciliary service provision

Genesis provides domiciliary services to people through tailored individual support for people with learning disabilities and their carers and families in the community.

This can be anything from just a few hours a week to provide support to access social activities at home or at other locations, during the day, evening or at weekends.

Supported Living

Genesis also provides around the clock support to three clients to live as independently as possible in a home of their own

Evening Social Clubs

The evening Social club has been open during this year and membership continues to grow.

Holiday clubs and after school clubs

Holiday clubs have also been running; we continue to work towards increasing attendance.

Social enterprises

(i) Genesis garden furniture

From its fully-equipped workshop Genesis produces hardwood garden furniture of the highest quality, providing work experience, life skills, and undoubted benefits to self-esteem and mental health to those with disabilities. The furniture has a high reputation and Genesis is a preferred supplier for many local authorities including Ipswich Borough Council's parks.

(ii) Eco-fuel briquettes

As a by-product of its furniture manufacture Genesis recycles its own sawdust as well as collected sawdust from local sawmills into compressed briquettes for resale.

(iii) Green Bike Project

The Green Bike Project takes unwanted bicycles and trains people with disabilities to repair, refurbish and recycle the machines for resale and community use. The GBP continues to grow, therefore, several grant applications to help finance the construction of a new purpose-built, bigger space for GBP commenced during the year with many successful outcomes. That work continues.

ORWELL MENCAP

TRUSTEES' REPORT (Continued)

Year ended 31 March 2023

VOLUNTEERS AND STAFF

The Charity welcomes volunteers to help support our activities at Genesis. We appreciate the involvement of both our regular volunteers as well as those that help on specific projects or events, giving freely of their time and energy to enrich the experiences of our service users. We have this year attracted several volunteers many of whom have made significant contributions in time to make improvements to the environment.

The Trustees would like to thank all of the charity's staff for their continued dedication to our customers during this period and to publicly recognise that it is their efforts which allowed the charity to continue to offer care throughout the year.

The Trustees would also like to thank all the many individuals and organisations who kindly contributed donations and grants to us.

FINANCIAL RESULTS FOR THE YEAR

The total incoming resources to 31 March 2023 are stated at £1,700,655 compared to £1,525,433 for the year to 31 March 2022.

Total resources expended amount to £1,789,152 up from £1,561,436 for 31 March 2022. This means the results have shown a deficit of £88,497 compared to a deficit of £36,003 for the previous year.

Genesis has found it a different world post covid. Customer attendance has reduced from the number of customers to the number of days customers now require support. This has required our day centre services to be reorganised to suit the needs of users.

Recruitment has become more challenging for the whole of the social care sector as pay has not kept up with retail and so it has become more attractive to work in other sectors. This has resulted in the number of applicants for a vacancy being reduced considerably which has an effect on the number of customers Genesis can support.

The current cost of living crisis has impacted our services not only through increased expenditure for utilities but also food cost increasing in our Diner provision. These have put added pressure on our pricing which cannot be fully forwarded onto customers.

To tackle these challenges the Senior leadership Team (SLT) developed a three year break even projection that was agreed by the Trustee board to return the charity to a surplus position. It is based over three years to give the SLT time to implement refurbishment works to the premises as well as make the service attractive for the new and existing staff to help with retention levels.

POLICIES

Reserves

The Trustees are committed to maintaining a sufficient level of reserves to ensure that all contractual and statutory liabilities can be satisfied and the business is viable in the long term. At the year end the Charity held funds amounting to £869,922, of which £142,611 were restricted.

The Trustees considered that our contingencies funding needed to be restructured to better suit the needs of the Charity. The designated 'Property fund' set at £100,000 is now not required as the lease extension is confirmed. It is suggested that an amount of £20,000 is retained in this fund to allow for the extension of a lease due in 2028. A new equipment fund has been set up with £150,000 to allow for replacement of identified projects and improvements to the facility. This is to cover replacement minibuses, upgrades and improvements. These have been allocated in the 3 year breakeven plan. The contingency fund to cover activity in the event of loss of funding has been reduced to a more realistic amount to cover activity for a period of 3 months. These reserves have been reduced by £150,000 to allow for the equipment fund. The Property fund saving will be added to the general fund to allow for deficits forecast over the three year period to breakeven point.

ORWELL MENCAP

TRUSTEES' REPORT (Continued)

Year ended 31 March 2023

Investments

Trustees have tasked SLT with ensuring the funds of Genesis are working as effectively as possible to provide returns on the levels of reserves the Charity possess.

RISK MANAGEMENT

During the year the trustees delegated the management of risks to the CEO. The principal risks identified during the year and the control procedures used to mitigate against those risks were:

- Contract risk from Suffolk County Council – monitor numbers of SCC customers and changes in SCC funding regime.
- Competition from other providers – increase marketing and maintain competitiveness.
- Recruitment issues –increased use of social media and financial incentives
- Analysing barriers to being able to increase customer numbers
- IT Infrastructure – consider DCSR implementation by March 2024
- Deficit – Implement a three year plan to return to surplus. This will comprise of identifying savings, increasing customer and staff numbers to meet demand, review all business units to ensure all remain competitive and contribute to the benefit of the Charity activities.

STRATEGIC GOALS

1. Focus on Care
2. Balance the Budget
3. Increase customer numbers
4. Improve facilities
5. Invest in staff
6. Invest in training

THE FUTURE AND GOING CONCERN

At present it is expected that the 2023/24 finances will show an agreed deficit of £160,000. The deficit is increasing due to the need to invest in the Charity's operations and services. A full audit review of Genesis' services and customers was conducted by SLT to identify which services were operating efficiently and cost effectively and which services needed restructuring. On completion of this review the SLT developed a fully costed and projected three year plan to return the charity to breakeven and even a surplus. This consists of expanding services which provide value for money and restructuring of services which fall short of the required level. This will take time and actions to implement so the deficit is not going to be eradicated in a 12 month period. Trustees approved the plan and have allocated enough unrestricted funds to meet the reducing deficit over the three year period. Once completed Genesis Orwell Mencap will be in a position to meet the requirements of their customer's needs with services that are suitable for the changing dynamic of disability services.

PAY POLICY FOR SENIOR STAFF

The directors consider the Executive Committee, who are the charity's trustees, and the senior leadership team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All the trustees give of their time freely and no trustees received remuneration in the year. Details of trustees' expenses and related party transactions are disclosed in notes 6 and 19 to the accounts.

The pay of senior staff is set by the Trustees.

ORWELL MENCAP

TRUSTEES' REPORT (Continued)

Year ended 31 March 2023

TANGIBLE FIXED ASSETS

Movements in fixed assets during the year are set out in note 9 to the accounts.

FUNDRAISING

The charity has made several applications for grants between 2022 and 2023 and customers have benefitted greatly from use of those funds as Genesis have improved the facilities and customer offering. The charity does not use third parties to raise funds on our behalf and we have not received any complaints regarding fundraising.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees 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 the incoming resources and application of resources, including the income and expenditure, for the period. 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; 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 proper 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.

DISCLOSURE OF INFORMATION TO AUDITORS

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 Charity's auditors are aware of such information.

AUDITORS

A resolution proposing that Ensors be reappointed as auditors of the Charity will be put to the members.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Trustees

.....
Jill Knell
Chair

Date:

30.10.2023

ORWELL MENCAP

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ORWELL MENCAP

For the year ended 31 March 2023

Opinion

We have audited the financial statements of Orwell Mencap (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

ORWELL MENCAP

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ORWELL MENCAP (Continued)

For the year ended 31 March 2023

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees' are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

Our audit was designed to include tests of detail together with an assessment of the control environment to enable us to obtain reasonable assurance about whether the financial statements are free from material misstatement due to fraud.

In planning and designing our audit procedures we assessed the risks of material misstatement due to fraud. Our assessment concluded that the areas of highest risk are non-compliance with laws and regulations and management override of controls.

We obtained an understanding of the legal and regulatory frameworks that the charity operates in through discussions with management, and from our commercial knowledge and experience of the sector in which the charity operates. This enabled us to identify the key laws and regulations applicable to the charity. We focussed on specific laws and regulations which we considered may have a direct impact on the financial statements including safeguarding, the Companies Act 2006, taxation legislation, data protection and employment laws.

To address the risk of fraud we performed the following audit procedures:

- Thorough review of journal entries and other adjustments for appropriateness and evaluating the rationale of any transactions outside of the normal course of business.

ORWELL MENCAP

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ORWELL MENCAP (Continued)

For the year ended 31 March 2023

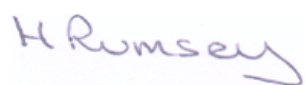
- Assessment of key accounting estimates within the financial statements in order to assess their reasonableness and determine whether there is any bias in management's estimates.
- All team members were informed of the relevant laws and regulations and potential fraud risks at the planning stage and reminded to remain alert to any indications of fraud or non-compliance.
- Enquiring of management whether there have been any alleged, suspected or actual instances of fraud during the year.
- Enquiring of management and those charged with governance whether there have been any actual or potential litigation or claims.
- Reviewing correspondence with relevant legal authorities.
- Reviewing legal expense accounts for any indicators of litigation or claims.

There are, however, inherent limitations to our above audit procedures. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they are likely to involve deliberate concealment or collusion. It is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and regulations made under that Act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.



Helen Rumsey FCA (Senior Statutory Auditor)

For and on behalf of Ensors Accountants LLP
Connexions
159 Princes Street
Ipswich
IP1 1QJ

Date: 11th December 2023

ORWELL MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (incorporating an income and expenditure account)

For the year ended 31 March 2023

	Note	Unrestricted £	Restricted £	2023 Total £	2022 Total £
Income from:					
Donations and legacies	3	8,288	120,724	129,012	213,429
<i>Charitable activities:</i>					
Day care/domiciliary care and associated charges		1,448,547	-	1,448,547	1,179,330
Sales of goods made by beneficiaries		121,462	-	121,462	131,807
<i>Other trading activities</i>					
Fundraising		17	-	17	282
Investments		1,617	-	1,617	585
Total income		1,579,931	120,724	1,700,655	1,525,433
Expenditure on:					
<i>Raising funds:</i>					
Costs of generating donations and legacies	4	22,717	-	22,717	21,938
Costs of generating fundraising income	4	16,457	-	16,457	15,986
<i>Charitable Activities:</i>					
Day care/domiciliary care and associated charges	4	1,425,611	64,646	1,490,256	1,272,327
Goods made by beneficiaries	4	256,701	3,020	259,722	251,185
Total expenditure		1,721,486	67,666	1,789,152	1,561,436
Net income/(expenditure)	6	(141,555)	53,058	(88,497)	(36,003)
Fund transfers		749	(749)	-	-
Net movement in funds		(140,806)	52,309	(88,497)	(36,003)
Total funds brought forward		868,117	90,302	958,419	994,422
Total funds carried forward		727,311	142,611	869,922	958,419

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 14 to 32 form part of these financial statements

ORWELL MENCAP**BALANCE SHEET****As at 31 March 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	293,549	324,005
Current assets			
Stock	10	39,124	25,656
Debtors	11	169,575	227,585
Cash at bank and in hand		551,828	546,045
		760,527	799,286
Current liabilities			
Creditors: amounts falling due within one year	12	184,154	164,872
NET CURRENT ASSETS		576,379	634,414
TOTAL ASSETS LESS CURRENT LIABILITIES		869,922	958,419
Funds			
Unrestricted			
- general	13	264,311	325,117
- designated	13	463,000	543,000
		727,311	868,117
Restricted	14	142,611	90,302
TOTAL FUNDS		869,922	958,419

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Executive Committee on 30.10.2023

and signed on its behalf by


J Knell


B England

Company registration no. 05984331

The notes on pages 14 to 32 form part of these financial statements.

ORWELL MENCAP**STATEMENT OF CASH FLOWS****For the year ended 31 March 2023**

	Note	2023 £	2022 £
Cash flow from operating activities	16	43,866	(21,489)
Cash flow from investing activities			
Interest income		1,617	585
Purchase of tangible fixed assets		(41,116)	(111,914)
Sale proceeds from disposal of tangible fixed assets		1,416	-
		<u>(38,083)</u>	<u>(111,329)</u>
(Decrease) / increase in cash & cash equivalents in the year		<u>5,783</u>	<u>(132,818)</u>
Cash & cash equivalents at the beginning of the year		<u>546,045</u>	<u>678,863</u>
Total cash & cash equivalents at the end of the year		<u>551,828</u>	<u>546,045</u>

ORWELL MENCAP

NOTES TO THE ACCOUNTS

For the year ended 31 March 2023

1. ACCOUNTING POLICIES

Charity information

Orwell Mencap is a company limited by guarantee incorporated in England and Wales. The registered office is 6 Wright Road, Ipswich, IP3 9JG. The charity is a Public Benefit Entity as defined by FRS 102.

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

These accounts are denominated in pound sterling and are rounded to the nearest pound.

Going concern basis

The accounts have been prepared on the going concern basis as the Trustees consider there to be sufficient funding to ensure the Charity meets its current liabilities as they fall due and there are no material uncertainties regarding the going concern status of the charity.

Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income, receipt is probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Incoming resources from charitable activities are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables are accounted for as the Charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered:

- Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

ORWELL MENCAP

NOTES TO THE ACCOUNTS

For the year ended 31 March 2023

1. ACCOUNTING POLICIES (continued)

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis, e.g. floor areas or estimated usage as set out in notes 4 and 5.

Pension commitments

The Charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year they are payable.

Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to sell. Cost comprises direct materials, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition.

Fixed assets

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

Depreciation

Depreciation is calculated to write off the cost of the assets over the period of the expected useful life of each class of asset as follows:

Leasehold property	- straight line over the period of the lease
Leasehold improvements	- straight line over the period of the lease
Motor vehicles	- 25% reducing balance
Computer equipment	- 25% reducing balance
Fixtures & fittings	- 25% reducing balance
Plant & machinery	- 25% reducing balance

Assets in the course of construction are not depreciated.

The gain or loss arising on disposal of an asset is determined as the difference between the sale proceeds and the carrying value of an asset and is recognised in net income/(expenditure) for the year.

Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the charity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

1. ACCOUNTING POLICIES (continued)

Cash at bank and in hand

Cash at bank and in hand are basic financial assets and includes cash in hand, deposits held with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

Leasing

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.

Taxation

The charity is exempt from corporation tax on charitable activities.

Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' 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 receipts 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.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

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.

3. INCOME

	Unrestricted £	Restricted £	2023 Total £	2022 Total £
Donations and legacies				
Donations	1,789	78,124	79,913	99,070
Suffolk County Council	6,499	42,600	49,099	114,359
Total	8,288	120,724	129,012	213,429

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

4. EXPENDITURE

	Voluntary income £	Fundraising £	Day Care / domiciliary and assoc charges £	Goods made by beneficiaries £	2023 total £	2022 total £	Basis of allocation
Costs directly allocated to activities							
Wages & salaries	-	-	1,116,502	106,382	1,222,885	1,045,273	Direct
Motor expenses	-	-	25,070	4,640	29,710	24,197	Direct
Venue hire	-	-	4,600	-	4,600	4,200	Direct
Timber/material etc	-	-	-	22,869	22,869	42,701	Direct
Depreciation	-	-	10,280	300	10,581	9,951	Direct
Loss on disposal	-	-	1,726	35	1,761	-	Direct
Sessions/costs	-	-	37,912	-	37,912	17,245	Direct
Subscriptions & training	-	-	4,448	20	4,468	5,082	Direct
Building & equip maintenance	-	-	6,976	3,663	10,640	5,667	Direct
Irrecoverable VAT	-	-	27,244	85	27,330	23,360	Direct
Miscellaneous costs	-	-	442	3,196	3,639	1,479	Direct
Canteen costs	-	-	13,860	-	13,860	3,803	Direct
Electricity	-	-	-	-	-	(280)	Direct
Professional fees	-	-	983	2,385	3,368	2,115	Direct
Bad debt	-	-	1,764	62	1,826	204	Direct
Governance costs	Note 5	1,517	1,083	12,568	4,334	19,502	14,118
2023 total costs directly allocated	1,517	1,083	1,264,377	147,972	1,414,949	1,199,114	

	Voluntary income £	Fundraising £	Day care / domiciliary and assoc charges £	Goods made by beneficiaries £	2023 total £	2022 total £	Basis of allocation
Support costs allocated to activities							
Premises costs	495	495	24,753	22,773	48,517	45,182	Floor area
General office & finance staff	14,112	10,080	116,924	40,319	181,434	193,634	Staff time
Training, advertising & subscriptions	362	259	3,000	1,034	4,655	2,719	Staff time
Health & Safety PPE	265	189	2,194	756	3,404	11,792	Staff time
Motor expenses & subsistence	10	7	82	28	127	137	Staff time
General costs - insurance	96	96	4,800	4,416	9,409	10,449	Floor area
Depreciation	592	592	29,587	27,220	57,990	48,107	Floor area
Loss on disposal	(14)	(14)	(679)	(625)	(1,331)	1,386	Floor area
Finance costs - bank charges	153	-	1,724	144	2,022	1,355	Turnover
Computing costs	1,635	1,168	13,544	4,670	21,017	8,546	Usage *
Legal, professional & consultancy	624	446	5,169	1,782	8,021	4,151	Usage *
Postage, stationery & advertising	327	234	2,713	936	4,210	3,066	Usage *
Communications - telephone	240	172	1,989	686	3,087	3,599	Usage *
Sundry expenses - miscellaneous	294	210	2,436	840	3,780	686	Usage *
Governance costs	Note 5	2,009	1,442	17,643	6,770	27,865	27,514
2023 total support costs allocated	21,200	15,374	225,879	111,751	374,205	362,322	
Total resources expended	22,717	16,457	1,490,256	259,722	1,789,152	1,561,436	

2022 total costs directly allocated	1,098	784	1,052,854	144,377	1,199,114	
2022 total support costs allocated	20,839	15,202	219,473	106,808	362,322	
2022 total resources expended	21,938	15,986	1,272,327	251,185	1,561,436	

*usage based on staff time

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

5. GOVERNANCE COSTS

Governance costs are allocated between the four expenditure categories, as shown below:

	Voluntary income £	Fundraising £	Day Care / domiciliary and assoc charges £	Goods made by beneficiaries £	2023 total £	2022 total £	Basis of allocation
Costs directly allocated to activities							
Audit & accountancy	1,517	1,083	12,568	4,334	19,502	14,118	Direct
Support costs allocated to activities							
Premises costs	10	10	505	465	990	922	Floor
Wages & salaries	1,568	1,120	12,992	4,480	20,159	21,515	Usage
Training, advertising & subscriptions	40	29	333	115	517	302	Usage
Health & Safety PPE	29	21	244	84	378	1,310	Usage
Motor expenses & subsistence	1	1	9	3	14	15	Usage
General costs - insurance	2	2	98	90	192	213	Floor
Depreciation	12	12	604	556	1,183	982	Floor
(Profit)/loss on disposal	-	-	(14)	(13)	(27)	28	Floor
Computing costs	182	130	1,505	519	2,335	950	Usage
Legal, professional & consultancy	69	50	574	198	891	461	Usage
Postage, stationery & advertising	36	26	301	104	468	341	Usage
Communications - telephone	27	19	221	76	343	400	Usage
Sundry expenses - miscellaneous	33	23	271	93	420	75	Usage
	2,009	1,442	17,643	6,770	27,865	27,514	
Total governance costs	3,526	2,525	30,211	11,104	47,367	41,632	

6. NET INCOME/(EXPENDITURE) FOR THE YEAR

	2023 £	2022 £
This is stated after charging:		
(Profit) / Loss on disposal of fixed assets	429	1,414
Depreciation	71,515	59,039
Auditors' remuneration – audit services	13,350	9,100
Auditors' remuneration – non-audit services	5,932	5,158

The Trustees received no remuneration during either year. One Trustee was reimbursed for expenditure incurred on behalf of the charity for £233 (2022: £50). Donations totalling £200 were made by the Trustees to the Charity during the year (2022: £Nil). The Charity purchased indemnity insurance for its Trustees for £1,904 (2022: £2,166).

ORWELL MENCAP**NOTES TO THE ACCOUNTS (Continued)****For the year ended 31 March 2023****7. STAFF COSTS**

	2023	2022
	£	£
Wages and salaries	1,322,169	1,171,359
Social security costs	79,990	69,206
Pensions	22,319	19,855
	<u>1,424,478</u>	<u>1,260,420</u>

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

Day care/domiciliary care	92	86
Administration & support (including CEO)	5	6
	<u>97</u>	<u>92</u>

No employees were paid over £60,000 during either year.

Key management remuneration

Key management personnel are deemed to be those having authority and responsibility, delegated to them by the Trustees for planning, directing and controlling the activities of the charity. Aggregate key management remuneration was as follows:

	2023	2022
	£	£
Salaries	129,000	127,564
Social security costs	14,957	13,942
Pensions	3,075	3,265
	<u>147,032</u>	<u>144,771</u>

8. CORPORATION TAX

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

9. FIXED ASSETS

	Leasehold Property	Leasehold Improvements	Motor Vehicles	Computer Equipment	Fixtures & Fittings	Plant & Machinery	Total
	£	£	£	£	£	£	£
Cost							
At 1 April 2022	90,000	499,783	134,961	61,482	38,034	126,078	950,338
Additions	-	22,733	-	8,834	-	9,549	41,116
Disposals	-	-	(19,100)	-	-	-	(19,100)
At 31 March 2023	90,000	522,516	115,861	70,316	38,034	135,627	972,354
Depreciation							
At 1 April 2022	75,000	304,165	99,576	38,360	28,970	80,261	626,335
Charge	3,000	39,523	8,832	6,117	2,266	11,778	71,515
On disposals	-	-	(19,042)	-	-	-	(19,042)
At 31 March 2023	78,000	343,688	89,366	44,477	31,236	92,039	678,806
Net Book Value							
At 31 March 2023	12,000	178,828	26,495	25,840	6,798	43,588	293,549
Net Book Value							
At 31 March 2022	15,000	195,617	35,385	23,122	9,064	45,817	324,005

All assets are used in the furtherance of the charitable activities.

10. STOCK

	2023 £	2022 £
Finished goods	7,493	7,671
Raw materials and work in progress	31,631	17,985
	39,124	25,656

11. DEBTORS

	2023 £	2022 £
Trade debtors	77,317	145,124
Prepayments and accrued income	92,258	82,461
	169,575	227,585

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

12. CREDITORS: amounts falling due within one year

	2023 £	2022 £
Trade creditors	26,724	20,911
Tax & Social Security	60,595	64,655
Other creditors	6,571	8,514
Accruals and deferred income	90,264	70,792
	<u>184,154</u>	<u>164,872</u>
Deferred income		
Deferred income at 1 April	-	-
Released to Statement of Financial Activities	-	-
Deferred in the year	20,051	-
Deferred income at 31 March	<u>20,051</u>	<u>-</u>

13. UNRESTRICTED FUNDS

For the year ended 31 March 2023

	Balance at 1 April 2022 £	Movement in the year (net) £	Transfers between funds £	Balance at 31 March 2023 £
General	325,117	(138,493)	77,687	264,311
Designated				
- Contingency fund	443,000	-	(150,000)	293,000
- Property fund	100,000	(3,062)	(76,938)	20,000
- Equipment fund	-	-	150,000	150,000
	<u>868,117</u>	<u>(141,555)</u>	<u>749</u>	<u>727,311</u>

The Contingency fund is in place to cover activity in the event of loss of funding to ensure continuity of service delivery whilst alternative funding is sought. During the year the Trustees took the decision to reduce this reserve to a more realistic level, being 3 months' worth of costs.

The Property fund was initially set up for the purpose of securing new premises in the event that the current lease was not renewed. However, during the year, a lease extension has been confirmed. The Trustees have decided to keep £20,000 in this fund to allow for the extension of the lease, which is due in 2028.

During the year, the Equipment fund has been established to allow for replacement projects and improvements to the Charity's facilities and vehicles.

ORWELL MENCAP**NOTES TO THE ACCOUNTS (Continued)****For the year ended 31 March 2023****13. UNRESTRICTED FUNDS (continued)****For the year ended 31 March 2022**

	Balance at 1 April 2021	Movement in the year (net)	Transfers between funds	Balance at 31 March 2022
	£	£	£	£
General	462,376	(77,820)	(59,439)	325,117
Designated				
- Contingency fund	362,000	-	81,000	443,000
- Property fund	100,000	-	-	100,000
	<u>924,376</u>	<u>(77,820)</u>	<u>21,561</u>	<u>868,117</u>

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

14. RESTRICTED FUNDS

For the year ended 31 March 2023

	Balance at 1 April 2022 £	Movement in the year (net) £	Transfers between funds £	Balance at 31 March 2023 £
Lottery grant				
- Wright Road	32,421	(6,483)	-	25,938
- sensory garden and room	22,921	(3,635)	-	19,286
St Lawrence Parish Hall				
- air conditioning	216	(55)	-	161
SCC – briquette machine	263	(66)	-	197
SCC – briquette machine (unspent)	1,484	(1,484)	-	-
Lottery – People's Millions				
- Green Bike Project	352	(88)	-	264
SCC – van	586	(147)	-	439
Tesco Charity Award				
Mencap – shower tray	21	(5)	-	16
Ipswich Rotary Club				
Various – kitchen refit	51	(13)	-	38
BT - sensory room equipment	14	(4)	-	11
Batik arts	6	(6)	-	-
Garden sponsorship event	294	-	-	294
Seckford Golf Club - Diner	117	(117)	-	-
Suffolk Building Society	1,270	1,710	-	2,980
SBS - Green Bike Project	7	(7)	-	-
Sports equipment	1,781	(800)	-	981
Hoist for care room	4,050	(1,012)	-	3,038
Shower bed for care room	1,682	(331)	-	1,351
Yoga	438	(438)	-	-
SAICP	200	(188)	-	12
Digitalising care	5,000	(108)	-	4,892
Commemorative tree	18	-	-	18
Do Good	110	(110)	-	-
Suffolk New College - diner	-	749	(749)	-
Waitrose – Green Bike Project	-	380	-	380
Will Charitable Trust	-	17,829	-	17,829
Cost of living assistance	-	4,166	-	4,166
Garden tutor	-	11,375	-	11,375
New bath	-	2,000	-	2,000
Projector	-	3,000	-	3,000
Activities room	-	1,866	-	1,866
Speech & Language Therapist	-	15,704	-	15,704
Tennis Coaching	-	973	-	973
Bike swap	-	1,000	-	1,000
Sensory equipment	-	1,000	-	1,000
Plinth bed	-	1,000	-	1,000
Pennington's / Ipswich Rugby Club	-	2,000	-	2,000
Green Bike Project – new building	17,000	3,403	-	20,403
	90,302	53,058	(749)	142,611

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

14 RESTRICTED FUNDS (continued)

Lottery funding was obtained during the years ended 31 March 1998 and 1999 and then again in 2001. The initial funding was obtained to purchase the leasehold of and to develop Wright Road, from where the Charity now operates.

Funding obtained during the year ended 31 March 2001 was for the establishment of a sensory garden and sensory room.

During the period ended 30 September 2006 and the period ended 31 March 2008 funding was obtained towards the cost of air conditioning.

During the year ended 31 March 2009 the Charity obtained funding for a briquette making machine.

During the year ended 31 March 2010 the Charity obtained funding from the People's Millions for fixed asset additions in relation to the Green Bike Project and from Suffolk County Council for a new van.

During the year ended 31 March 2011 the Charity obtained funding for a shower tray.

During the year ended 31 March 2012 the Charity obtained funding for a kitchen refit and sensory room equipment.

Donations were received to provide materials to be used by the Charity's beneficiaries in Batik arts activities.

Kevin Robertson, a support worker, undertook a sponsored silence to raise funds to spend on a summerhouse and the garden at Wright Road.

The ladies Seckford Golf Club donated funds to be spent on equipment for the diner.

The Suffolk Building Society donated funds towards new furniture for the Social Zone at Wright Road.

SBS donated money to be spent on the Green Bike Project.

Royal Mencap and Sports England gave funds towards the purchase of sports equipment to be used by our customers.

The Suffolk Community foundation - Fonnereau Road Health Foundation Fund awarded a grant to be used for the purchase of a new overhead hoist in the new Personal Care Rooms.

The Suffolk Community Foundation - Suffolk Giving Fund and private funds gave funding to purchase a new shower bed for the new Personal Care Rooms.

Ipswich Borough Council gave grant funding to buy new equipment needed to restart yoga sessions that had been ended due to the pandemic.

SAICP was to fund Amazon Music to allow our customers access to music at the day centre.

During the current and prior year, various donors have contributed towards the cost of building new premises for the Green Bike Project.

Suffolk County Council awarded a grant to help increase the use of digital technology in providing care services.

A donation was given to fund the planting of a tree to commemorate the Queen's Platinum Jubilee.

A team of volunteers from the Do Good organisation helped tidy the garden at Wright Road and a donation was made to be spent on making new planters.

Suffolk New College provided funding to be spent on the Charity's diner.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

14 RESTRICTED FUNDS (continued)

During the current year:

Waitrose provided funds to purchase equipment needed for the refurbishment of donated bicycles.

The Will Charitable Trust provided funding to purchase a number of plinth beds and hoists to use for customer personal care.

Cost of living assistance was generously donated by AXA to use for customers and staff during the cost of living crisis.

Additional funding was received to employ a dedicated tutor working in the Charity's garden with customers.

Funds were also provided to purchase a suitable bath for customer personal care.

Funds were received to install a new projector and automated screen in the social zone.

Donations were received to completely refurbish a number of the Charity's activities rooms.

Funding was obtained to employ a Speech and Language Therapist (SALT) and Positive Behaviour Support Practitioner (PBS) to work with the Charity's customers.

Funds were received to provide tennis coaching to customers.

Bike Swap, to refurbish a number of bikes and allow them to be swapped for old or unstable bikes at two specific events.

Funding was received to purchase new sensory equipment for customers.

Further funding was secured towards the purchase of plinth beds and hoists to use for customer personal care.

Pennington's kindly provided funding to create a memorial area in the Charity's garden for a customer who sadly passed away.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

14 RESTRICTED FUNDS (continued)

For the year ended 31 March 2022

	Balance at 1 April 2021 £	Movement in the year (net) £	Transfers between funds £	Balance at 31 March 2022 £
Lottery grant				
- Wright Road	38,903	(6,482)	-	32,421
- sensory garden and room	26,557	(3,636)	-	22,921
St Lawrence Parish Hall				
- air conditioning	289	(73)	-	216
SCC – briquette machine	352	(89)	-	263
SCC – briquette machine (unspent)	1,484	-	-	1,484
Lottery – People's Millions				
- Green Bike Project	469	(117)	-	352
SCC – van	782	(196)	-	586
Tesco Charity Award				
Mencap – shower tray	43	(22)	-	21
Ipswich Rotary Club				
Various – kitchen refit	67	(16)	-	51
BT - sensory room equipment	19	(5)	-	14
Stars	-	8,432	(8,432)	-
Workshop	560	(560)	-	-
Batik arts	522	(516)	-	6
Infection control	-	6,303	(6,303)	-
Garden sponsorship event	-	294	-	294
Seckford Golf Club - Diner	-	117	-	117
Suffolk Building Society	-	1,270	-	1,270
Asda Foundation	-	175	(175)	-
SBS - Green Bike Project	-	288	(279)	7
Sports equipment	-	8,153	(6,372)	1,781
Hoist for care room	-	4,050	-	4,050
Shower bed for care room	-	1,682	-	1,682
Yoga	-	438	-	438
SAICP	-	200	-	200
Green Bike Project – new building	-	17,000	-	17,000
Digitalising care	-	5,000	-	5,000
Commemorative tree	-	18	-	18
Do Good	-	110	-	110
	70,046	41,817	(21,561)	90,302

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

For the year ended 31 March 2023

	Tangible assets £	Current assets £	Current liabilities £	Total £
Restricted funds				
Wright Road	25,938	-	-	25,938
Sensory garden and room	19,286	-	-	19,286
St Lawrence Parish Hall Trust – air conditioning	161	-	-	161
SCC – briquette machine	197	-	-	197
Lottery – People's Millions – Green Bike Project	264	-	-	264
SCC – van	439	-	-	439
Various – shower tray	16	-	-	16
Various – kitchen refit	38	-	-	38
BT – sensory room equipment	11	-	-	11
Garden sponsorship event	-	294	-	294
Suffolk Building Society	2,980	-	-	2,980
Sports equipment	-	981	-	981
Hoist for care room	3,038	-	-	3,038
Shower bed for care room	1,351	-	-	1,351
Will Charitable Trust	17,829	-	-	17,829
SAICP	-	12	-	12
Green Bike Project building	-	20,403	-	20,403
Digitalising care	4,892	-	-	4,892
Commemorative tree	-	18	-	18
Waitrose – Green Bike Project	380	-	-	380
Cost of living assistance	-	4,166	-	4,166
Garden tutor	-	11,375	-	11,375
New bath	-	2,000	-	2,000
Projector	-	3,000	-	3,000
Activities room	-	1,866	-	1,866
Speech & Language Therapist	-	15,704	-	15,704
Tennis Coaching	-	973	-	973
Bike swap	-	1,000	-	1,000
Sensory equipment	-	1,000	-	1,000
Plinth bed	-	1,000	-	1,000
Pennington's / Ipswich Rugby Club	-	2,000	-	2,000
	76,820	65,792	-	142,611
Designated funds				
Contingency fund	-	293,000	-	293,000
Property fund	-	20,000	-	20,000
Equipment fund	-	150,000	-	150,000
	-	463,000	-	463,000
Unrestricted funds	216,729	231,735	184,154	264,311
	293,549	760,527	184,154	869,922

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

For the year ended 31 March 2022

	Tangible assets £	Current assets £	Current liabilities £	Total £
Restricted funds				
Wright Road	32,421	-	-	32,421
Sensory garden and room	18,160	4,761	-	22,921
St Lawrence Parish Hall Trust – air conditioning	216	-	-	216
SCC – briquette machine	263	-	-	263
SCC – briquette machine (unspent)	-	1,483	-	1,484
Lottery – People’s Millions – Green Bike Project	352	-	-	352
SCC – van	586	-	-	586
Various – shower tray	21	-	-	21
Various – kitchen refit	51	-	-	51
BT – sensory room equipment	14	-	-	14
Batik arts	-	6	-	6
Garden sponsorship event	-	294	-	294
Seckford Golf Club - Diner	-	117	-	117
Suffolk Building Society	-	1,270	-	1,270
SBS - Green Bike Project	-	7	-	7
Sports equipment	-	1,781	-	1,781
Hoist for care room	4,050	-	-	4,050
Shower bed for care room	1,322	360	-	1,682
Yoga	-	438	-	438
SAICP	-	200	-	200
Green Bike Project building	-	17,000	-	17,000
Digitalising care	-	5,000	-	5,000
Commemorative tree	-	18	-	18
Do Good	-	110	-	110
	<u>57,456</u>	<u>32,846</u>	<u>-</u>	<u>90,302</u>
Designated funds				
Contingency fund	-	443,000	-	443,000
Property fund	-	100,000	-	100,000
	<u>-</u>	<u>543,000</u>	<u>-</u>	<u>543,000</u>
Unrestricted funds				
	266,549	223,440	164,872	325,117
	<u>324,005</u>	<u>799,286</u>	<u>164,872</u>	<u>958,419</u>

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

16. CASH FLOW FROM OPERATING ACTIVITIES

	2023 £	2022 £
Net movement in funds	(88,497)	(36,003)
Adjustments for:		
Depreciation charge	71,515	59,039
(Profit)/loss on disposal of fixed assets	(1,359)	1,414
Interest income	(1,617)	(585)
	<u>(19,958)</u>	<u>23,865</u>
Movements in working capital:		
Decrease/ (increase) in stock	(13,468)	(1,198)
(Increase)/ decrease in debtors	58,010	(63,633)
Increase/ (decrease) in creditors	19,282	19,477
	<u>43,866</u>	<u>(21,489)</u>

17. PENSIONS

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. The charge to the Statement of Financial Activities in respect of the defined contribution scheme was £22,319 (2022: £19,855).

18. CONNECTED CHARITY

Orwell Mencap is affiliated to The Royal Society for Mentally Handicapped Children and Adults (MENCAP).

19. RELATED PARTIES

Care was provided during the year for the relatives of three of the Trustees – K Parr, J Stevens and J Knell. The total care invoiced to these Trustees, on the same basis as for other customers, was £24,091 (2022: £36,450). The amount owed to the charity at the year end was £1,704 (2022: £31 owed by the charity as one of the Trustees had made payments in advance).

Care has also been provided to one of the Trustees, J Dickson, via Suffolk County Council. The total care provided during the year totalled £25,530 (2022: £23,901), the amount charged was on the same basis as for other customers. The amount owed to the charity at the year end was £2,030 (2022: £1,924).

The Charity obtained HR support for £2,220 (2022: £nil) from Blue Star Limited, a company of which B England (Trustee) is a shareholder. At the year end £nil (2022: £nil) was owed to Blue Star. The transaction was conducted on an arms-length basis on the same terms as if the company was not a related party.

An immediate family member of N Leonard (previous Finance Manager) was employed by the charity during the current and prior year. The remuneration paid was on the same basis as for other employees. During Nick Leonard's time as Finance Manager the total remuneration was £6,772 (2022: £16,207), none of which was outstanding at either year end.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

20. OPERATING LEASE COMMITMENTS

At 31 March 2023, the Charity was committed to making the following payments under non-cancellable operating leases:

	2023 £	2022 £
Within one year	576	576
Between two and five years	1,440	2,016
	<u>2,016</u>	<u>2,592</u>

21. CAPITAL COMMITMENTS

At the year end the Charity had a capital commitment of £20,403 for a new building for the Green Bike Project.

22. SHARE CAPITAL

The Charity is a company limited by guarantee and accordingly does not have any share capital. Every member of the company undertakes to contribute such an amount as may be required (not exceeding £1) to the company's assets if it should be wound up whilst they are a member, or within one year after they cease to be a member, to cover the liabilities of the company.

ORWELL MENCAP

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2023

23. PRIOR YEAR COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (incorporating an income and expenditure account)

	Note	Unrestricted £	Restricted £	2022 Total £
Income from:				
Donations and legacies	3	60,261	153,168	213,429
<i>Charitable activities:</i>				
Day care/domiciliary care and associated charges		1,179,330	-	1,179,330
Sales of goods made by beneficiaries		131,807	-	131,807
<i>Other trading activities</i>				
Fundraising		282	-	282
Investments		585	-	585
Total income		1,372,265	153,168	1,525,433
Expenditure on:				
<i>Raising funds:</i>				
Costs of generating donations and legacies	4	20,245	1,693	21,938
Costs of generating fundraising income	4	14,740	1,246	15,986
<i>Charitable Activities:</i>				
Day care/domiciliary care and associated charges	4	1,176,720	95,607	1,272,327
Goods made by beneficiaries	4	238,380	12,805	251,185
Total expenditure		1,450,085	111,351	1,561,436
Net income/(expenditure)	6	(77,820)	41,817	(36,003)
Fund transfers		21,561	(21,561)	-
Net movement in funds		(56,259)	20,256	(36,003)
Total funds brought forward		924,376	70,046	994,422
Total funds carried forward		868,117	90,302	958,419