



The local voice of learning disability

Report of the Trustees and Unaudited Accounts For the year ended 31st March 2024

Charity Registration Number: 1118287
Company Registration Number: 05976118 (England & Wales)

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LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2024

Status:

The charitable company was established under memorandum and articles of association incorporated 24 October 2006 and registered as a charity 8 March 2007. Prior to incorporation the charity had provided services in Reading since 1962.

Charity Number: 1118287

**Company Number:
(England & Wales)** 05976118

**Registered Office &
Principal Office** 21 Alexandra Road,
Reading, RG1 5PE

Trustees & Directors Z Ridout, Interim Chair
J Allpass, Interim Treasurer
M Saban (resigned 4th October 2023)
H Baxter
J Eustace
P Dyer (appointed 29th November 2023)
L Macdonald (resigned 12th March 2024)
J N Walters (resigned 4th October 2023)
P Miller (resigned 15th November 2023)

The Trustees/directors of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. At the Balance Sheet date there were 6 trustees each guaranteeing to contribute £1.

Independent Examiner:

John Mack, FCCA
CF Limited
Certified Accountants and Taxation Consultants
20 Woods Road, Caversham,
Reading, RG4 6NA

Report of the Trustees FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their report together with the financial statements of the charitable company for the year ended 31 March 2024, as required under the Charities Act 2011. This report is also the Directors' report required by section 386 of the Companies Act 2006.

Introduction

At Reading Mencap, we are a small charity dedicated to improving the lives of individuals with learning disabilities and their families in the Reading area. Our mission is to promote equality, inclusion, and empowerment for people with learning disabilities, ensuring they have access to the support and opportunities they need to lead fulfilling lives. Reading Mencap aims to provide a range of services and activities that enhance the physical, emotional, and social well-being of individuals with learning disabilities, while also advocating for their rights and raising awareness about the challenges they face. Through our commitment to care and support, we strive to create a more inclusive society where individuals with learning disabilities are valued, respected, and given the opportunity to reach their full potential.

A strong year supporting 280 people in our community

We are proud to have supported 280 people in our community this year, across our 4 key areas:

- Family Support – an outreach information, advice and casework service specialising in social care
- 4ME Activities – our much-loved day service for adults with learning disabilities, running weekdays at our centre
- Clubs – the ever-popular clubs provide a social and leisure connections for adults with learning disabilities, including discos and drama groups
- Carers Partnership – information and advice, carer's assessments and social events for family carers.

We make local lives better

Our client survey results gave us some overwhelmingly positive feedback, which we hope demonstrates the value we bring to people with learning disabilities and their families:

- 94% of adults with a learning disability said we had helped to make their lives better.
- 94% of adults with a learning disability said they now feel more positive as a result of our support.
- 91% of adults with a learning disability said they feel less alone or isolated.
- 100% of family carers rated the quality of our Family Support Service as excellent or good, with 98% saying they now have a better understanding of their options and rights.
- 93% of carers said they now feel better able to cope with their caring responsibilities.

This has been possible through the passion and dedication of our team as well as the vital support we've been given by our generous funders and donors, including our long term partnership with Reading Borough Council (RBC) which has gone from strength to strength. In these uncertain times, with economic pressures and cost of living squeezes, we're incredibly grateful that RBC have continued to work with us to deliver our vital service to our local community.

Social value is at the heart of our service

Our local impact on the Reading economy continues to grow, with 20 local people now employed by Reading Mencap. We are incredibly proud that all our revenue, almost £600k in total last year, was spent directly back into our local area; delivering local services, paying local suppliers and paying local staff – all of which contributes to a thriving Reading economy. We continue to strive to create the most value for money from our services, supporting the local authority to stretch their vital funding further. We do this but doubling every £1 of local authority funding through fundraising, grants and donations.

Exploring new opportunities

We recognise the necessity to never stand still in today's world, and we continue seeking new opportunities to find inventive and exciting ways to support people with learning disabilities. In this pursuit, we have been working closely with Reading Borough Council on a Horticultural Project at an RBC-owned allotment site, with the intent to provide a horticultural day service for our service users, which would provide a wealth of benefits including therapeutic benefits, skills development, social interaction, physical activity and vocational opportunities. However, unfortunately we have had to make a difficult decision to step away from this specific project due to insurmountable difficulties at the site. We still strongly believe this would be a fantastic day services to add to our offering and so are actively exploring new opportunities along these lines.

Our generous supporters

2023-24 marked the final year of our 4-year National Lottery Community Fund grant for our Family Support Service, in partnership with Acre and as we close out the year we heard the very welcome news that our application to the Lottery for a further 4-year grant towards our Family Support Service was successful. This new grant will amount to around half of the funding required to run the service. Nationwide Community Grants, the Garfield Weston Foundation, Berkshire Community Foundation, Gerald Palmer Eling Trust and Reading Borough Council's Integration Board also provided funding for the Family Support Service during the year.

This was also the second year of our Lloyds Bank Foundation grant which has provided us with valued consultancy and funding support to help grow and develop our strategic approach. We'd also like to thank the following organisations for providing us with much needed support in the year: St Laurence Church, M&G, Forbes Charitable Foundation, Tom Purser, Berkshire Masonic Charity, Nick Hawkins, Procter & Gamble, Reading Rotary Awards, Heavy Pop, the Duff Family, Englefield Charitable Trust, Syder Foundation, Grant Thornton LLP, Mobbs Memorial Trust, Reading Christadelphians, Theodore Roussel Memorial Trust, Screwfix Foundation, Sport England, and SNG.

Thank you to all our supporters, funders and advocates, we could not do it without you!

Financial Review

The financial results for the year showed total income of £565,376 (2023: £538,736). At the Balance Sheet date total net assets amounted to £274,846 (2023: £284,971). The charity recorded a deficit for the year of £10,126 (2023: deficit £85,123). The trustees are optimistic that a small surplus will be generated in the next financial year although do not expect the surplus to be at the same levels as in 2021/22 (£51,000) and 2020/21 (£119,000). It should be noted that 96% of expenditure relates to the delivery of charitable services.

Our future looks strong

The future outlook for Reading Mencap is strong. We have a dynamic board of trustees at the helm and are actively seeking a permanent Chair to strengthen our leadership. We also welcome back Patricia Dyer, our lived experience trustee. We are actively exploring new avenues for growth, which includes expanding our services and reaching more individuals in need. Our passionate and dedicated team is committed to making a positive impact in the community and ensuring that our mission is fulfilled.

We are confident that with our collective efforts and vision, Reading Mencap will continue to thrive and make a meaningful difference in the lives of those we serve.

Risk Review

All risk assessment processes we are using are in line with those recommended by Reading Borough Council and the Social Care Institute for Excellence and Royal Mencap Society.

Going Concern

Currently we have no concerns about the overall viability of the charity and are confident that we can continue to provide services for the foreseeable future.

Principal Funding Sources

Income from the Day Services totalled £204,994 for the year compared with £194,027 for the previous year. The Big Lottery grant, to run our Family Support Service, was £71,583 (2023: £73,602). Reading Borough Council provided £102,060 for the Family Support Service, Carers' Services, Health Family adviser and clubs for adults. The Nationwide Building Society provided funding totalling £40,630 for the Family Support Service. Rental income from the self-contained flats at 21a Alexandra Road was £38,265. This is supported living accommodation for four adults with learning disabilities.

Investment Policy

We continue to try to gain the most from our bank deposits while ensuring the cash flow needs of the charity are met. Currently there are deposits in interest bearing accounts of financial institutions with acceptable credit ratings.

Reserves Policy

The trustees believe that it is appropriate to set a target closely approximating 6 months of normal expenditure to safeguard against the significant loss of current sources of income and to be able to retain key staff and develop new business opportunities.

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Applying this policy, the required level of reserves at the Balance Sheet date is computed to be £278,000 compared with total reserves of £274,846. The trustees consider this sufficiently close to the policy and continue to monitor it regularly.

Structure, Governance and Management

Governing Document

The Charity is organised under its Articles of Association approved in October 2006. By Special Resolution (July 2018) changes to the Articles have been approved and objects (b) and (c) have been deleted.

Management

A team of trustees appointed at the Charity's Annual General Meeting manages the Charity. All of the trustees provide their time free of charge. The Committee of trustees comprises the Chair, Treasurer, and general trustees. During the year three trustees resigned with one trustee being appointed to strengthen the Board which now comprises six trustees. Since the year end steps have been undertaken to appoint two further trustees to bring the total up to eight. Meetings are held at least every 2 months and the Chief Executive Officer (CEO) is invited to attend these meetings.

The CEO is employed by the Charity and manages the day-to-day running of the Charity on behalf of the trustees.

None of the trustees had a material interest in any contract of significance to which the Charity was party during the period of these accounts.

Policies

The Charity continues to review its policies and procedures and ensure it meets all health and safety requirements.

Trustees' Responsibilities in Relation to the Financial Statements

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and: -

- Select suitable accounting policies and apply them consistently;
- 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 charitable company will continue on that basis.

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

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

Approved by the Board of Trustees on 23rd September 2024 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Zoe Ridout', is centered within a light gray rectangular box.

Zoe Ridout
Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READING MENCAP ON THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

I report on the financial statements of the Charity for the year ended 31 March 2024 set out on Pages 13 to 20.

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the Charitable Company's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charitable Company and the Charitable Company's members as a body, for my work or for this report, or for the opinions I have formed.

Respective Responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the Financial Statements. The Trustees consider that an Audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5) (b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

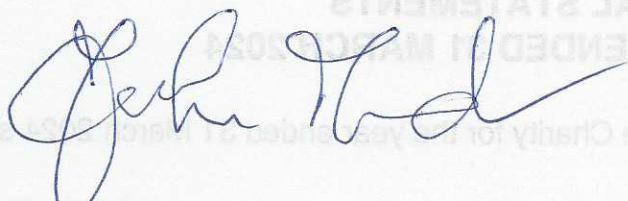
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

Independent Examiner's Statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or

b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.



John Mack FCCA

CF Limited

Certified Accountants and Taxation Consultants

20 Woods Road, Caversham, Reading, RG4 6NA

Dated: 23rd September 2024

**READING MENCAP STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds	Restricted funds	Total funds 2024	Total funds 2023
Income					
Donations		10,366		10,366	9,115
<u>Charitable activities</u>					
From public authorities			102,062	102,062	80,367
Grants			200,679	200,679	209,066
Fundraising events	2	5,476		5,476	6,503
Rental income		38,265		38,265	38,206
ME Day Service fees		204,994		204,994	194,027
<u>Other Income</u>					
Investment income	4	2,744		2,744	837
Membership subscriptions		790		790	615
Total income		262,635	302,741	565,376	538,736
Expenditure					
Raising funds		16,528		16,528	33,196
Charitable activities	6,7	267,867	283,481	551,348	582,878
Governance	5	7,626		7,626	7,785
Total expenditure		292,021	283,481	575,502	623,859
Net Income / (Expenditure)		(29,386)	19,260	(10,126)	(85,123)
Grants for Capital Expenditure		0	0	0	0
Net Movement in Funds		(29,386)	19,260	(10,126)	(85,123)
Reconciliation of Funds					
Total funds brought forward		193,825	91,146	284,971	370,094
Total Funds Carried Forward		164,439	110,406	274,845	284,971

READING MENCAP BALANCE SHEET AS AT 31 MARCH 2024

	Notes	2024	2023
FIXED ASSETS			
Tangible Assets	8	84,641	82,201
CURRENT ASSETS			
Debtors and Prepayments	9	26,421	32,075
Cash at Bank and in Hand	10	247,956	255,725
		274,377	287,800
CREDITORS			
Amounts falling due within one year	11	34,172	35,030
Current assets less current liabilities		240,205	252,770
Total assets less current liabilities		324,846	334,971
CREDITORS			
Amounts falling due after more than 1 year	12	50,000	50,000
		274,846	284,971
REPRESENTED BY:			
Unrestricted funds		164,439	193,825
Restricted funds		110,407	91,146
		274,846	284,971

Approved by the Board of Trustees on the 23rd September 2024 and signed on their behalf
by



Zoe Ridout (Interim Chair)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting Policies

1.1 Accounting convention

The Financial Statements are prepared under the historical cost convention and in accordance with The Charities Act 2011 and comply with the Companies Act 2006. The Financial Statements have been prepared in accordance with the "Accounting and Reporting by Charities: Statement of Recommended Practice."

1.2. Income

Income from donations and grants, including capital grants, is included in total income when these are receivable, except as follows:

- when donors specify that the donations and grants given to the charitable company must be used in future accounting periods, the income is deferred accordingly
- when donors impose conditions, which have to be fulfilled before the charitable company becomes entitled to such income, the income is deferred and is not included until the preconditions for use have been met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, this income is only included in incoming resources when the corresponding expenditure takes place.

1.3 Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of expenditure in the Statement of Financial Activities. The charitable company is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

- Raising funds represents the cost of community fundraising, bid writing, individual and legacy giving schemes, corporate partnerships and fundraising events.
- Charitable activities comprise activities undertaken to further the purposes of the charity.
- Governance costs represent the costs of the management of the charity and complying with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1.4 Depreciation

Equipment is capitalised when it has a useful life in excess of one year and costs over £1,000. Depreciation is calculated so as to write-off the cost of an asset, less its residual value over the useful economic life of the asset as follows: -

Freehold property	Over 50 years on straight-line method
Freehold property improvements	Over 8 years on straight-line method
Furniture	Over 6 years on straight-line method
Office Equipment	Over 3 years on straight-line method
Play Equipment	Over 5 years on straight-line method
Motor Vehicles	On a 25% reducing balance basis

1.5 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

1.6 Fund Accounting

Funds held by the charitable company are either: -

Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charitable company.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

1.7 Pensions

Reading Mencap operates a workplace pension scheme for employees. This scheme has been set up with the National Employment Savings Trust (NEST). The minimum contribution for qualifying employees in the year was 8% (2021/22: 8%) in total of which the Charity contributed 3% (2021/22: 3%).

2. Income from fundraising events

	2024	2023
Net Income	5,476	6,503

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

3. Restricted Funds Analysis

	Balance at 1.4.23 £	Incoming resources £	Resources expended £	Balance at 31.3.24 £
Family Support Service				
Reading Borough Council Closing the Gap contract	-	14,004	14,004	-
National Lottery Community Fund Reaching Communities	11,492	71,583	83,075	-
Nationwide Community Grants	-	40,630	3,336	37,294
Reading Borough Council Reading Integration Board Projects	9,874	15,000	15,837	9,037
Garfield Weston Foundation	-	15,000	5,480	9,520
Berkshire Community Foundation	-	4,000	-	4,000
Other grants (various funders)	4,945	3,230	8,175	-
Carers Partnership				
Reading Borough Council contract	-	41,340	41,340	-
Other grants (various funders)	1,550	48	1,494	104
4ME Day Service				
Henry Smith Charity	8,600	5,000	13,600	-
Sport England Together Fund	-	5,700	5,700	-
Other grants (various funders)	4,152	5,230	5,018	4,364
Social & Leisure Clubs				
Reading Borough Council Closing the Gap contract	-	31,716	31,716	-
Other grants (various funders)	9,122	5,650	6,622	8,150
Business Development				
Lloyds Bank Foundation for England and Wales	27,243	26,308	29,859	23,692
Building, Overheads & Administration				
Theodore Roussel Memorial Trust	-	10,000	-	10,000
Berkshire Community Foundation	5,000	2,000	7,000	-
Screwfix Foundation (driveway)	5,000	-	5,000	-
Other grants (various funders)	3,422	4,000	3,638	3,784
Hardship grants applied for on behalf of individual service users				
Pat's Lasting Memories/Berkshire Community Foundation	262	-	-	262
Other grants (various funders)	485	2,302	2,587	200
Total	91,147	302,741	283,481	110,407

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

4. Investment Income

	2024	2023
Bank interest	2,744	837
	<u>2,744</u>	<u>837</u>

5. Governance costs

	2024	2023
Accountancy fees	7,626	7,785
	<u>7,785</u>	<u>8,340</u>

6. Charitable Activities Costs

	2024	2024	2024	2023
	Direct costs	Support costs	Total	Total
ME Day Service	177,591	96,848	274,439	294,497
Family Support Service	142,090	77,488	219,578	231,546
Social Inclusion	37,099	20,232	57,331	56,835
	<u>356,780</u>	<u>194,568</u>	<u>551,348</u>	<u>582,878</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

7. Staff Costs

	Note	2024	2023
Total staff costs were as follows			
Wages and salaries		436,402	463,506
Social security costs		26,816	28,825
Pension contributions	1.7	8,436	8,736
Total		<u>471,654</u>	<u>501,067</u>

The average number of employees during the year was as follows

	2024	2022
Office management	5	5
Fundraising	1	2
Support workers	16	19
Total	<u>22</u>	<u>26</u>

There were no trustees' expenses paid or remuneration for the year or for 2022.

8. Tangible Assets

	Property	Equipment & Furniture	Play Equipment	Motor Vehicle	Total
Cost					
At 1 April 2023	118,043	22,284	937	15,645	156,909
Additions	8,217	-	-	-	8,217
	-	-	-	-	-
Disposals					
As at 31 March 2024	126,260	22,284	937	15,645	165,126
Depreciation					
At 1 April 2023	35,842	22,284	937	15,645	74,708
Charge for the year	5,777	-	-	-	5,777
Disposals	-	-	-	-	-
As at 31 March 2023	41,619	22,284	937	15,645	80,485
Net Book Value					
At 31 March 2024	84,641	-	-	-	84,641
					-
At 31 March 2023	82,201	-	-	-	82,201

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

9. Debtors and Prepayments

	2024	2023
Debtors	20,288	27,040
Prepayments	6,132	5,035
	<u>26,420</u>	<u>32,075</u>

10. Cash at bank and in hand

	2024	2023
HSBC current account	56,568	41,857
HSBC deposit account	188,832	120,733
NSI Income Bond	2,000	2,000
Virgin Money savings account	-	90,422
Petty cash	556	713
	<u>247,956</u>	<u>255,725</u>

11. Amounts falling due within one year

	2024	2023
Trade creditors and accruals	14,989	21,383
Deferred income	19,183	13,647
	<u>34,172</u>	<u>35,030</u>

12. Amounts falling due after more than one year

	2024	2023
Loan from Reading Borough Council	50,000	50,000
	<u>50,000</u>	<u>50,000</u>

This is an interest free loan repayable upon the sale of the freehold property.

13. Cashflow statement

	2024	2023
Bank opening balance	255,725	327,920
Income (deficit) for the year	(10,126)	(85,123)
Debtors (increase)/decrease	5,655	(2,143)
Creditors increase/(decrease)	(858)	26,498
Capital additions	(8,217)	(13,647)
Depreciation	5,777	2,220
	<u>247,956</u>	<u>255,725</u>
Bank closing balance	<u>247,956</u>	<u>255,725</u>