

BISHOPS STORTFORD MENCAP

England & Wales · Charity number 1122298

Details

Other names	GROVE COTTAGE
Status	Registered
Legal form	Charitable company
Company number	06368719
Registered	2008-01-14
Register	View on the Charity Commission register

Contact

Address	Grove Cottage 151 London Road Bishop's Stortford CM23 3JX
Phone	01279656085
Email	info@mencapgrovecottage.org
Website	http://www.mencapgrovecottage.org

Activities

Objects: 1) THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND THEIR FAMILIES, DEPENDANTS AND CARERS.2) TO PROVIDE OR ASSIST IN THE PROVISION OF THE EDUCATION, RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASON OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

Activities: Spec Needs Nursery for under 5 s.Speech and language therapy.Weekend and school holiday clubs for children and young people.Adult social and support sessions.Sports, gardening, performing arts, and Music Man Project groups for adults.Resulting short respite for carers.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE BISHOP'S STORTFORD AND DISTRICT
- Essex
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£1,228,504	£648,074	£2,880,989	37
2024-08-31	£948,709	£710,913	£2,297,327	38
2023-08-31	£542,623	£523,185	£1,996,027	38
2022-08-31	£538,285	£555,856	£1,997,740	39
2021-08-31	£1,876,577	£421,811	£2,146,539	37
2020-08-31	£601,108	£419,311	£675,380	38

Trustees

Name	Role	Appointed
Charlotte Anne Simmonds		2026-03-23
Claire Ruth Arnold		2022-01-24
Duncan James William Murdoch		2015-02-09
KEVIN DAVIS		2013-05-01
Karen Lynn Gilfillan Wallace		2021-06-07
RICHARD SMITH		2014-11-17
Sarah Francesca Hill		2025-10-13
Stephen Downing		2018-01-12
Tracy Fisher		2015-09-29

Accounts

COMPANY NUMBER: 06368719
CHARITY NUMBER: 1122298

BISHOP'S STORTFORD MENCAP

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

TRUSTEES AND DIRECTORS: KEVIN DAVIS
RICHARD SMITH
DUNCAN MURDOCH
TRACY FISHER
STEPHEN DOWNING
CHRISTOPHER THORN (RESIGNED 21 JULY 2025)
KAREN WALLACE
CLAIRE ARNOLD
SARAH HILL (APPOINTED 13 OCTOBER 2025)
CHARLOTTE SIMMONDS (APPOINTED 23 MARCH 2026)

COMPANY SECRETARY: TRACY FISHER

COMPANY NUMBER: 06368719

CHARITY NUMBER: 1122298

OPERATIONAL NAME: GROVE COTTAGE

BANKERS: BARCLAYS BANK
LEICESTER
LE87 2BB

SOLICITORS: TEES LAW
TEES HOUSE
95 LONDON ROAD
BISHOP'S STORTFORD
HERTFORDSHIRE
CM23 2GW

WEBSITE: WWW.MENCAPGROVECOTTAGE.ORG

AUDITORS: WILTON LYNDON LIMITED
CHARTERED CERTIFIED ACCOUNTANTS
5 DUCKETTS WHARF
SOUTH STREET
BISHOP'S STORTFORD
HERTFORDSHIRE
CM23 3AR

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

CONTENTS

Trustees' Report	2-11
Independent Auditor's Report	12-15
Statement of Financial Activities	16
Balance Sheet	17
Statement of Cash Flows	18
Notes to the Financial Statements	19-31

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

The Trustees of Bishop's Stortford Mencap ("Grove Cottage" or the "Charity") present their Trustees' Report for the Financial year ended 31 August 2025.

Governing Document

The Charity is operated by a company limited by guarantee, incorporated on 12 September 2007 and the "Company" is a Registered Charity (number 1122298). The Company was established under a Memorandum of Association, which established the objects and powers of the Charity and is governed under its Articles of Association. The Charity, which is affiliated to the Royal Mencap Society (RMS), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop's Stortford since 1972.

Trustees' Responsibilities

The Trustees (who are also directors of the Company) are responsible for preparing the Trustees' Annual 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the incoming resources and application of resources, including the income and expenditure, of the Company for that 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose, with reasonable accuracy at any time, the Company's financial position and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the Company's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

Disclosure of Information to the Auditor

Each trustee has taken steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

Trustees and Directors

During the period under review, Sarah Hill and Charlotte Simmonds were appointed as Trustees. The Board of Trustees would like to welcome Sarah and Charlotte and very much look forward to working with them going forward. Chris Thorn resigned from the Board of Trustees in July 2025. We would like to thank Chris for his many years of hard work on behalf of Grove Cottage as a Trustee.

Recruitment and Appointment of Board Members

The Board recruits new Trustees to maintain a wide range of skills to maximise the Board's contribution towards the Charity's goals. The training of Trustees is constantly reviewed to ensure they are familiar with current thinking and legislative changes. Each trustee is responsible for a different area of the charity's business (depending on their personal skills and expertise) and, in addition, is responsible for a specific club or activity within Grove Cottage for which they report back to the board regularly. The Board's policy is that a Trustee responsible for a club or activity visits at least once a term.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

Management and Staffing

Grove Cottage has approximately 37 full and part-time staff members and numerous incredibly valuable volunteers.

Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

The Charity's major risks are linked to income - predominately fundraising and staffing. The Board of Trustees set strategic objectives which are cascaded throughout the organisation and are regularly monitored, reviewed and updated. An annual budget is produced. This is monitored via monthly management accounts, bi-monthly Finance & Risk Committee Meetings, and Fundraising Committee Meetings and reported as a standard agenda item to the wider Trustee board. Similarly, robust financial controls are in place covering money received and spent by the Charity.

All staff go through a recruitment and induction process and are DBS checked (updated every three years) and staff performance is reviewed regularly. There are individual and organisational training plans in place. Trustees are assigned to clubs and activities and regularly visit them, interacting with both staff and service users. Pay is benchmarked and reviewed annually via the Remuneration Committee and all leavers undertake an exit interview.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without the involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Fundraising Manager at Grove Cottage. Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2024: none).



Hello, my name is Syd and I am 21 years old. Grove Cottage has been a part of my life since I was just two.

From starting in their nursery to now regularly attending three of their wonderful clubs, I have had the most amazing opportunities. I even got to perform at the Royal Albert Hall with the Music Man Project, and celebrate my 21st birthday at Grove Cottage in the Park. It was the best birthday ever!

Without Grove Cottage I wouldn't have become part of an incredible community where I have met some of my favourite people and newfound family. My mum, Marie, says that Grove Cottage has been a lifeline for us. Grove Cottage provides a safe haven and total acceptance not just for me, but for my parents as well.

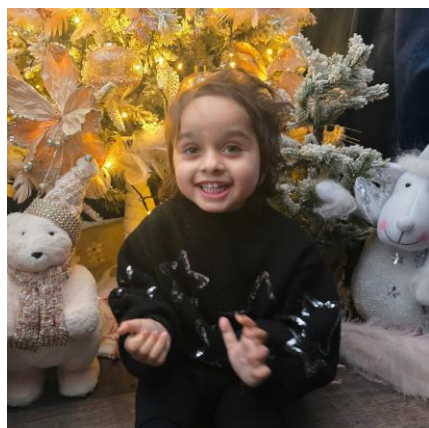
Mission and Activities

Our Mission: To provide social and educational activities for people of all ages with learning disabilities and special additional needs; to help them develop their potential, avoid social isolation by supporting lifelong friendships, and to provide respite for their families.

Our Vision: A world in which every individual has the opportunity to learn, develop, integrate into society and exercise choices, and where families can enjoy a regular family life.

Our Activities: Grove Cottage, the home of Bishop's Stortford Mencap, supported over 180 members and their families under the period of review. We provided a range of services to individuals with learning disabilities and special additional needs, with members ranging in age from 2 to over 70 years. We are a unique charity providing lifelong support, friendship, and vital respite to residents with learning disabilities in Hertfordshire, Essex and beyond. We run a timetable of activities aimed at encouraging all individuals to reach their full potential, have fun and develop new skills within a safe and secure environment.

Our mission and activities remain unchanged during the period under review.



My daughter Sapphire is three and a half. She faces daily challenges due to global developmental delay, autism, and coxa valga (twisted hips). She's awaiting whole genome genetic testing and, for now, is unable to roll over, crawl, or walk. Her development is at the 12-month stage, but thanks to her determination and support, she's making progress. At nursery, she uses a walker and follows a tailored physiotherapy plan.

We discovered Grove Cottage when Sapphire was one and a half years old and enrolling her was the best decision we've ever made. When Sapphire started, she was shy and quiet. Today, she's a bright, bubbly child who lights up the room. She comes home every day beaming with joy from playing with her friends, which is something she couldn't do before. The transformation has been wonderful.

At Grove Cottage, Sapphire takes part in activities like swimming, park visits, and creative play that have been vital to her development. With staff working closely with her physiotherapist, Sapphire has grown stronger, hit communication milestones we once thought impossible, and now expresses herself through touch and eye contact.

The staff's care and dedication make Grove Cottage a nurturing space where Sapphire feels safe and supported. They've been by her side every step, giving me peace of mind and confidence as she prepares to start primary school next year with new skills and the brightest smile.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

Grove Cottage runs an Ofsted-regulated Early Years Special Needs Nursery and individual Speech and Language Therapy sessions for children and adults. We also offer a variety of social and respite clubs for all members aged five and over.

For Children

- Saturday Cottage Kids
- Saturday Cottage Crew
- Saturday Cottage Chill
- Holiday Clubs for 5-25 year olds
- Get Active sports club for ages 16 plus

For Adults

- Music Man Project Hertfordshire
- Performing Arts evening club
- Grove Grows community gardening club
- Evening Adult Social Clubs - monthly Wednesday evening club and weekly Thursday evening club
- GC @ Thirst Youth Café
- GC @ South Mill Arts Centre



We first discovered Grove Cottage through a friend who started a performing arts group there and invited our adult son with autism to join. Given his intense shyness and therefore active dislike of anything drama-related, we doubted he'd be interested. But with a little persuasion and encouragement he tried it and over 10 years later, he's still attending. The relaxed, social nature of the group and very positive mutual support it encourages, keep him wanting to go along. Participating in many public group performances was something we never imagined him wanting to do, let alone enjoy it, yet he has, and

he does.

Rob has recently become actively involved in fundraising for Grove Cottage, turning his passion for creating artwork into a meaningful way to give back. What began as a quiet hobby has grown into a source of pride and purpose, with Rob now signing and dating each piece and selling his work to raise funds. Most notably, he now helps run the sales stall at fundraising events, something that once felt unimaginable, confidently talking to people about his art and supporting the place that means so much to him. These experiences have visibly boosted his self-esteem.

Grove Cottage hasn't just given Rob an activity to enjoy; it's given him confidence, community, and a greater sense of identity. For that, we are deeply grateful.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

Financial Review

Bishop's Stortford Mencap's total income in the financial year was £1,228,504 (2024: £948,709). Expenditure in the year was £648,074 (2024: £710,913). This resulted in total net income for the year of £580,430 (2024: £237,796).

The financial results reflect the ongoing changes in Grove Cottage as we continue to deliver and grow services for members and their families. We are not immune to current economic pressures, most notably inflation, and the resulting impact on staff costs and fundraising activities. Whilst we have reserves and have taken steps to mitigate where we can, we anticipate that we will have to utilise these to balance our books over the next year or two.

This has been a milestone year in that we have successfully concluded fundraising to redevelop Grove Cottage, demolishing and rebuilding a much-needed new facility on our existing site. In total we have received funding of £2,550,534. This plays against costs incurred to date and other costs, for example temporary accommodation, which we estimate will result in a total project cost of c£2.6m. We have set aside designated funds to cover the shortfall.

The build has progressed well, and whilst there have been some delays which are outside of our control, we have moved the nursery back into the building in February 2026 followed by a phased return of clubs. We propose to offer new clubs and activities from the building in the first half of 2026 increasing further our provision to our members and the local community and delivering on our pledge to grant funders.

With professional advice we have carefully managed our inherited investment portfolio and at the time of writing all funds have been spent. During the financial year we generated a capital gain of £3,232 during the last year and an overall gain of £95,139.

We have also carefully managed our cash including money received for our new build, utilising a cash management platform that gives us access to superior returns whilst ensuring the funds are protected by the Financial Services Compensation Scheme. This careful management has yielded £25,436 in interest over this accounting period. Outside of our core reserves, these monies include cash donations restricted to the new build and are accounted for in the restricted funds referred to above.

We thank all those who have generously donated to our capital project in this and our previous financial years, including a legacy from the Crabb family which links one of the founding trustees, Stanley Crabb, and one of our original members, Brian Crabb, whom without their support realising our dream would not have been possible.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

In particular we would like to thank:

Alisped UK Ltd
Bernard Sunley Foundation
Bishop's Stortford Town Council
Edward Gostling Foundation
Fowler Smith & Jones Trust
Garfield Weston Foundation
Goldman Sachs Gives
Kytes
Rotary Club of Dunmow
Stansted Airport Community Fund
The Baily Thomas Charitable Fund
The Beatrice Laing Trust
The Brazier Trust
The Chaldean Charitable Trust
The Clothworkers' Foundation
The Hobson Charity
The John Apthorp Charity
The Nineveh Charitable Trust
The Sylvia Waddilove Foundation
Three Banks Masonic Lodge L4557
Wolfson Foundation

Also thank you to the generous donors who wish to remain anonymous, as well as the businesses and many individuals who supported our Buy a Brick appeal.

We continue to be indebted to our local community for a significant amount of our income, to those who generously gave their time organising or attending our fundraising events throughout the year, and to those who approached us with generous donations. We would like to give a special mention to the work and impact of our many wonderful volunteers, without whom we simply could not operate. We also want to recognise and thank those local organisations who have provided temporary space throughout the build which has enabled us to maintain all of our services to our members.

Our good working relationships with trusts and foundations, grant-making organisations and community groups have generated a substantial proportion of our income, and we continue to be grateful for their support.

Going Concern

Like many charities, we have been impacted by the current prevailing economic headwinds which continue to impact our operational costs and fundraising. With strong reserves and forward planning we are confident that the charity has sufficient resources to be financially viable for the next 12 months, even with the current inflationary pressures around wage growth.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

Significant Donations, Grants and Restricted Income

During the year, Grove Cottage was the beneficiary of many generous donations, grants and fundraising partnerships.

We want to thank every grant-making organisation, corporate partner, community group and individual who has made a real difference to Grove Cottage and our community



Reserves Policy

Our aim for the next twelve months is to continue to strive for a balanced budget and to complete our plans for meeting our growing property requirements. At the year-end, Bishop's Stortford Mencap has unrestricted reserves of £2,308,665 (2024: £608,683) which is made up of:

	2025	2024
Designated funds	£196,382	£196,382
Unrestricted fixed assets funds	£1,714,450	£168,000
Unrestricted general funds	£397,833	£244,301
Total	£2,308,665	£608,683

The Trustees have designated funds to contribute towards the new build on the current site.

Restricted funds at the year-end totalled £572,324 (2024: £1,688,644).

The board intends to maintain 6 months of projected expenditure as a contingency fund to facilitate sensible cash flow management and conservatively set aside monies in the remote chance that the Charity would need to be wound down. This equates to £270,000.

The Voice of Our Volunteer: Megan's Story



I'm Megan, and I've been volunteering at Grove Cottage for a year, supporting the weekly Thursday evening adult club. It's something I really look forward to and has become one of the highlights of my week.

I'm currently in Year 13, so I'm dealing with exams and a lot of associated stress. Volunteering at Grove Cottage gives me two hours each week where I can completely switch off from exam preparation and focus on being present. I really enjoy interacting with the members, and every session is fun, positive, and uplifting.

Volunteering has helped me gain valuable experience working with people with learning and social differences, in a happy and supportive environment. It has also been a great opportunity to develop my social skills. As someone who describes themselves as an introvert, I've grown in confidence and built meaningful connections with staff and members.

As I haven't been employed before, volunteering at Grove Cottage has also given me insight into the world of work in a way that fits around my studies. The interview process and regular commitment helped me understand what a job involves, while still being enjoyable and rewarding.

Volunteering at Grove Cottage has had a positive impact on my wellbeing, confidence, and personal development, and it's an experience I would strongly recommend to other young people.

Achievements and Performance

During the period under review, Grove Cottage did not occupy 151 London Road, as the premises were demolished to make way for the new Grove Cottage building, which officially opened on 23rd February 2026.

Throughout this time, our services were delivered at various locations within the community. I would like to thank the organisations and individuals locally who made this possible. Of special mention are:

- The St Elizabeth's Centre, Much Hadham
- Northgate Primary School, Bishop's Stortford
- South Mill Arts Centre, Bishop's Stortford
- Bishop's House, Bishop's Stortford
- Herts and Essex School, Bishop's Stortford
- Bishop's Stortford Baptist Church
- PHF Fire, Bishop's Stortford
- Cupaz, Office Refurbishment, London
- Mantle Estate, Thremhall Park
- Manor Fields Primary School, Bishop's Stortford

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025

We would also like to thank the local community for their patience during a period of considerable disruption, and the staff, volunteers, and wider community for their flexibility and resilience throughout the construction phase.

The construction of the new Grove Cottage is an extraordinary achievement, and it would not have been possible without the dedication of our staff, volunteers, and the local community. Thanks, should also go to TJ Evers Construction for delivering such a high-quality building, to Barker Associates for their professionalism and guidance throughout the project, and to Kate Maguire and Sarah Hill for their invaluable professional advice.

It is appropriate to pay tribute to the Board of Trustees past and present, who have worked tirelessly over many years to deliver an exceptional building on the 60th anniversary of Grove Cottage—one that will serve our community for the next 60 years. Their tenacity, dedication, skill, resilience, and persistence in the face of numerous setbacks have been truly remarkable.

The Future

The Board of Trustees and the staff at Grove Cottage are looking forward to expanding the services we provide to our community and placing the organisation on a secure financial footing for the future.

Feedback survey results

Grove Cottage invites members, families, and carers to complete twice-yearly feedback surveys. This feedback enables us to monitor and evaluate our service provision and provide feedback to our generous grant funders.

Some common words used in this year's feedback surveys included "friendship", "mental health", "respite", "confidence", "safe space" and "supportive".

100% of respondents said that attending Grove Cottage increases members' access to social opportunities. The results celebrated the successes of our service provision, with feedback reporting: increased happiness (94%); improved confidence (86%); reduced social isolation (90%); and greater independence (84%).

100% respondents rated our overall service as "Excellent" or "Good".

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2025



The Trustees' Report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on 19th May 2026 and signed on its behalf:

A handwritten signature in blue ink, consisting of a stylized 'R' followed by a horizontal line.

Richard Smith
Trustee

Independent Auditor's Report to the Trustees of Bishop's Stortford Mencap

Opinion

We have audited the financial statements of Bishop's Stortford Mencap (the 'charitable company') for the year ended 31 August 2025, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and 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 August 2025 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 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.

Other matter

The corresponding figures for 31 August 2024 are unaudited. Our opinion on the financial statements for the year ended 31 August 2025 does not extend to the corresponding figures.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's 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 entity'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.

Independent Auditor's Report to the Trustees of Bishop's Stortford Mencap

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 contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Opinion on other matter prescribed by the Companies Act 2006

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

- the information given in the trustee's report, which includes the director's report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the director's report included within the trustee's report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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.

Responsibilities of trustees

As explained more fully in the trustee's responsibilities statement [set out on page 2], the trustees (who are also the directors of the charitable company for the purposes of company law) 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.

Independent Auditor's Report to the Trustees of Bishop's Stortford Mencap

Auditor 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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

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. Based on our understanding of the charitable company and its industry, we identified that the principal risks of non-compliance with laws and regulations related to the UK tax legislation, employment regulation and health and safety regulation, anti-bribery, corruption and fraud, money laundering and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements, such as the Companies Act 2006.

We evaluated the trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting manual journal entries to manipulate financial performance, management bias through judgements and assumptions in significant accounting estimates and significant one-off or unusual transactions.

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but not limited to:

- Discussing with the trustees and management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charitable company which were contrary to applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the trustees and management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risk of fraud through management override of controls by performing journal entry testing.

Independent Auditor's Report to the Trustees of Bishop's Stortford Mencap

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or override of internal controls.

A further description of our responsibilities is available on the Financial Reporting Council's website at: 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 company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Mark Williams (Senior Statutory Auditor)
For and on behalf of Wilton Lyndon Limited, Statutory Auditor

5 Ducketts Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR
19th May 2026

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
INCOME:					
Donations and legacies	2	146,934	24,248	171,182	140,158
Other trading activities	3	68,165	100	68,265	100,783
Charitable activities	4	185,619	726,902	912,521	651,874
Investments	5	51,100	25,436	76,536	55,894
TOTAL INCOME		451,818	776,686	1,228,504	948,709
EXPENDITURE:					
Raising funds	6	5,828	150	5,978	23,355
Charitable activities	7	311,145	330,951	642,096	687,558
TOTAL RESOURCES EXPENDED		316,973	331,101	648,074	710,913
NET INCOME / (EXPENDITURE)		134,845	445,585	580,430	237,796
Transfers between funds		1,565,137	(1,565,137)	-	-
Gains/(losses) on investments		-	3,232	3,232	63,504
NET MOVEMENT IN FUNDS FOR THE YEAR		1,699,982	(1,116,320)	583,662	301,300
RECONCILIATION OF FUNDS					
Total funds brought forward		608,683	1,688,644	2,297,327	1,996,027
TOTAL FUNDS CARRIED FORWARD		2,308,665	572,324	2,880,989	2,297,327

The above results were derived from continuing operations.

The charity has no recognised gains or losses for the year other than the results above, hence no Statement of Other Comprehensive Income has been presented.

The notes on page 18 to 32 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06368719

BALANCE SHEET
AS AT 31 AUGUST 2025

			2025	2024
	Note	£	£	£
FIXED ASSETS				
Tangible assets	12		1,714,450	168,000
Investments	13		-	75,907
			<u>1,714,450</u>	<u>243,907</u>
CURRENT ASSETS				
Cash at bank		1,056,433	1,957,830	
Debtors	14	211,155	127,641	
		<u>1,267,588</u>	<u>2,085,471</u>	
CREDITORS: amount falling due within one year	15	(101,049)	(32,051)	
		<u></u>	<u></u>	
NET CURRENT ASSETS			1,166,539	2,053,420
			<u></u>	<u></u>
NET ASSETS			2,880,989	2,297,327
			<u></u>	<u></u>
CHARITY FUNDS				
Designated funds	16		196,382	196,382
Unrestricted fixed assets funds	16		1,714,450	168,000
Unrestricted general funds	16		397,833	244,301
Restricted funds	16		572,324	1,688,644
			<u>2,880,989</u>	<u>2,297,327</u>
			<u></u>	<u></u>

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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



Richard Smith
Treasurer and Trustee

Approved by the Board on 19th May 2026

The notes on pages 18 to 32 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2025

	2025 £	2024 £
Net cash inflow/(outflow) from operating activities:		
Net movement in funds	583,662	301,300
Adjustments for:		
Depreciation of tangible fixed assets	-	-
Income from bank and investments	(76,536)	(55,894)
Decrease/(increase) in debtors	(83,514)	(119,972)
(Decrease)/increase in creditors	68,998	(4,724)
(Profit)/loss on disposal of tangible assets	-	-
Change in investments	75,907	723,447
Net inflow/(outflow) from operating activities	568,517	844,157
Cash flows from investing activities:		
Acquisition of tangible assets	(1,546,450)	-
Income from bank and investments	76,536	55,894
Net inflow/(outflow) from investing activities	(1,469,914)	55,894
(Decrease)/increase in cash in the year	(901,397)	900,051
Cash brought forward at 1 September	1,957,830	1,057,779
Cash carried forward at 31 August	1,056,433	1,957,830

The accompanying accounting policies and notes on pages 18 to 32 form an integral part of these financial statements. A net debt reconciliation for the statement of cash flows is disclosed in note 18.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (second edition effective October 2019) and the Companies Act 2006.

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The Charity's functional and presentational currency is Pounds Sterling.

1.2 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. A detailed commentary on its impact is detailed in the Trustees' Report.

1.3 Company status

The Charity is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Investment income, gains and losses are allocated to the appropriate fund.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 Income

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles – 5 years on a straight-line basis.

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

1.9 Pension Costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing from any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

1.13 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, investments, trade debtors and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.14 Key Source of Judgement and Estimate Uncertainty

No significant judgements, accounting policies or assumptions have been made by management in applying the charity's accounting policies.

2. DONATIONS AND LEGACIES

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations and legacies	146,934	24,248	171,182	140,158
	<u>146,934</u>	<u>24,248</u>	<u>171,182</u>	<u>140,158</u>

Income from donations and legacies in 2024 was £133,908 of unrestricted income and £6,250 of restricted income.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Events and activities	68,145	100	68,245	99,753
Other Income	20	-	20	1,030
	<u>68,165</u>	<u>100</u>	<u>68,265</u>	<u>100,783</u>

Income from other trading activities in 2024 was all related to unrestricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Clubs	47,301	-	47,301	45,866
Special Needs Nursery	1,920	93,318	95,238	69,840
Speech and language therapy	8,880	-	8,880	13,600
Grants	127,518	633,584	761,102	522,568
	<u>185,619</u>	<u>726,902</u>	<u>912,521</u>	<u>651,874</u>

Income from charitable activities in 2024 included £154,226 of unrestricted income and £497,648 of restricted income.

5. INVESTMENT INCOME

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Bank Interest	51,100	-	51,100	27,491
Income return from Investments	-	25,436	25,436	28,403
	<u>51,100</u>	<u>25,436</u>	<u>76,536</u>	<u>55,894</u>

Investment income in 2024 included £27,491 of unrestricted income and £28,403 of restricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

6. RAISING FUNDS

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Events and fundraising	5,828	150	5,978	23,355

All the cost of raising funds in 2024 was unrestricted.

7. EXPENDITURE BY CHARITABLE ACTIVITY

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Clubs	37,160	70,578	107,738	96,075
Special Needs Nursery	18,297	129,687	147,984	131,784
Speech and language therapy	1,313	16,029	17,342	23,259
Support costs (note 8)	254,375	114,657	369,032	436,440
Total	311,145	330,951	642,096	687,558

Expenditure on charitable activities in 2024 included £338,259 of unrestricted expenditure and £349,299 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

8. SUPPORT COSTS

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Staff costs	192,586	5,561	198,147	191,236
Equipment and repairs	424	-	424	3,315
Insurance	5,139	16,800	21,939	6,337
Occupancy costs	1,396	15,733	17,129	10,027
Motor vehicle costs (including depreciation)	1,860	-	1,860	1,529
Miscellaneous	36,537	2,638	39,175	46,329
Governance (see note 9)	16,433	73,925	90,358	177,667
	<u>254,375</u>	<u>114,657</u>	<u>369,032</u>	<u>436,440</u>

Support costs in 2024 included £265,824 of unrestricted expenditure and £170,616 of restricted expenditure.

9. GOVERNANCE COSTS

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Legal and professional fees	16,433	73,925	90,358	177,667
	<u>16,433</u>	<u>73,925</u>	<u>90,358</u>	<u>177,667</u>

Governance costs in 2024 included £12,374 of unrestricted expenditure and £165,293 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2025	2024
	£	£
Depreciation of tangible fixed assets:		
- Owned by the Charity	-	-
Independent Examiner's fees	-	3,774
Audit fees	9,600	-
Other fees to auditors – non-audit services	1,200	-

11. STAFF COSTS

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	383,682	380,534
Social security	18,840	15,667
Employers pension contributions	6,045	5,565
	408,567	401,766

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

	2025	2024
	No.	No.
Administration	5	5
Fundraising	4	4
Front line services	28	29
	37	38

No employee received remuneration amounting to more than £60,000 in either year (2024 – 0).

The Charity considers its key management personnel to comprise the Trustees. No key management personnel received benefits in the year (2024 – Nil).

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

12. TANGIBLE FIXED ASSETS

	Assets under construction £	Freehold property £	Motor vehicles £	Total £
Cost				
At 1 September 2024	-	168,000	68,580	236,580
Additions	1,546,450	-	-	1,546,450
Disposals	-	-	-	-
At 31 August 2025	1,546,450	168,000	68,580	1,783,030
Depreciation				
At 1 September 2024	-	-	68,580	68,580
Charge for the year	-	-	-	-
At 31 August 2025	-	-	68,580	68,580
Net book value				
At 31 August 2025	1,546,450	168,000	-	1,714,450
At 1 September 2024	-	168,000	-	168,000

13. INVESTMENTS

Listed investments

	2025 £	2024 £
At 1 September 2024	75,907	799,354
Additions	-	-
Disposals	(76,851)	(778,828)
Change in investments	944	55,381
At 31 August 2025	-	75,907

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

14. DEBTORS

Due within one year

	2025	2024
	£	£
Prepayments and accrued income	208,687	125,000
Other debtors	2,468	2,039
Debtors control account	-	602
	211,155	127,641

15. CREDITORS

Amounts falling due within one year

	2025	2024
	£	£
Accruals and deferred income	42,214	17,178
Creditors control account	3,879	8,122
PAYE and net wages	8,535	6,751
Other creditors	46,421	-
	101,049	32,051

	2025	2024
	£	£
Deferred income at start of period	-	12,714
Resources deferred during the year	-	-
Amounts released from previous periods	-	(12,714)
	-	-

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

16. STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers £	Carried forward £
Clubs	10,296	67,253	(76,825)	-	724
Special Needs Nursery	983	109,189	(110,172)	-	-
Speech and Language Therapy	2,922	9,000	(11,922)	-	-
Funds restricted to BAU	14,201	185,442	(198,919)	-	724
New Property	1,674,443	591,244	(128,950)	(1,565,137)	571,600
Total restricted funds	1,688,644	776,686	(327,869)	(1,565,137)	572,324
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	412,301	451,818	(316,973)	1,565,137	2,112,283
Total funds	2,297,327	1,228,504	(644,842)	-	2,880,989

Unrestricted funds

Included within general unrestricted funds are fixed assets of £1,714,450, leaving free reserves of £397,833.

Designated funds

The Trustees have designated funds to pay for the redevelopment of the current site. This currently stands at £196,382.

Restricted funds

Restricted funds total £572,324 of which £571,600 of this is restricted to the redevelopment project.

Other restricted funds include amounts where funds are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes.

Grove Cottage runs an Ofsted Regulated Early Years Special Needs Nursery which provides specialist education and social support for pre-school children with learning disabilities and special additional needs. Total restricted funds carried forward for the year relating to the nursery are £nil.

The Speech and Language Therapy programme supports individuals with learning disabilities, to assist them with their communication and to help them be better understood. Total restricted funds carried forward for the year relating to therapy are £nil.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

PRIOR YEAR'S STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Gains/ (losses) £	Carried forward £
Clubs	10,702	34,968	(35,374)	-	10,296
Special Needs Nursery	53,430	92,680	(145,126)	-	983
Speech and Language Therapy	1,628	5,000	(3,707)	-	2,922
Funds restricted to BAU	65,760	132,648	(184,207)	-	14,201
New Property	1,376,378	399,653	(165,092)	63,504	1,674,443
Total restricted funds	1,442,138	532,301	(349,299)	63,504	1,688,644
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	357,507	416,408	(361,614)	-	412,301
Total funds	1,996,027	948,709	(710,913)	63,504	2,297,327

Unrestricted funds

Included within general unrestricted funds are fixed assets of £168,000, leaving free reserves of £244,301.

Designated funds

The Trustees have designated funds to pay for the redevelopment of the current site. This currently stands at £196,382.

Restricted funds

Restricted funds total £1,688,644 of which £1,674,443 of this is restricted to the redevelopment project.

Other restricted funds include amounts where funds are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes.

Grove Cottage runs an Ofsted Regulated Early Years Special Needs Nursery which provides specialist education and social support for pre-school children with learning disabilities and special additional needs. Total restricted funds carried forward for the year relating to the nursery are £983.

The Speech and Language Therapy programme supports individuals with learning disabilities, to assist them with their communication and to help them be better understood. Total restricted funds carried forward for the year relating to therapy are £2,922.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2025 £	Restricted funds 2025 £	Designated funds 2025 £	Total funds 2025 £
Tangible fixed assets	1,714,450	-	-	1,714,450
Investments	-	-	-	-
Current assets	498,882	572,324	196,382	1,267,588
Creditors due within 1 year	(101,049)	-	-	(101,049)
Total	2,112,283	572,324	196,382	2,880,989

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR

	Unrestricted funds 2024 £	Restricted funds 2024 £	Designated funds 2024 £	Total funds 2024 £
Tangible fixed assets	168,000	-	-	168,000
Investments	-	75,907	-	75,907
Current assets	276,352	1,612,737	196,382	2,085,471
Creditors due within 1 year	(32,051)	-	-	(32,051)
Total	412,301	1,688,644	196,382	2,297,327

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

18. ANALYSIS OF CHANGES IN NET DEBT

This note refers to the cash flow note on page 15.

	Opening balance 2024 £	Cash flows £	Other non cash changes £	Closing balance 2025 £
Cash and cash equivalents	1,957,830	(901,397)	-	1,056,433
Total net debt	1,957,830	(901,397)	-	1,056,433

19. RELATED PARTY TRANSACTIONS

During the year, no Trustees received any benefits in kind (2024 - £NIL).

During the year, no Trustees received reimbursement of expenses (2024 - £NIL).

There were no related party transactions (2024 – £NIL).

Accounts

COMPANY NUMBER: 06368719
CHARITY NUMBER: 1122298

BISHOP'S STORTFORD MENCAP

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR YEAR ENDED 31 AUGUST 2024

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

TRUSTEES AND DIRECTORS: KEVIN DAVIS
RICHARD SMITH
DUNCAN MURDOCH
TRACY FISHER
STEPHEN DOWNING
DANIEL WRIGHT (RESIGNED 29 JANUARY 2024)
CHRISTOPHER THORN
KAREN WALLACE
CLAIRE ARNOLD

COMPANY NUMBER: 06368719

CHARITY NUMBER: 1122298

OPERATIONAL NAME: GROVE COTTAGE

BANKERS BARCLAYS BANK
LEICESTER
LE87 2BB

SOLICITORS TEES LAW
TEES HOUSE
95 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 2GW

INDEPENDENT EXAMINER PRICE BAILEY LLP
CAUSEWAY HOUSE
1 DANE STREET
BISHOP'S STORTFORD
HERTS
CM23 3BT

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

CONTENTS

Trustees' Report	2
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2024

The Trustees of Bishop's Stortford Mencap ("Grove Cottage" or the "Charity") present their Trustees' Report for the Financial year ended 31 August 2024.

Governing Document

The Charity is operated by a company limited by guarantee, incorporated on 12 September 2007 and the "Company" is a Registered Charity (number 1122298). The Company was established under a Memorandum of Association, which established the objects and powers of the Charity and is governed under its Articles of Association. The Charity, which is affiliated to the Royal Mencap Society (RMS), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop's Stortford since 1972.

Trustees' Responsibilities

The Trustees (who are also directors of the Company) are responsible for preparing the Trustees' Annual 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the incoming resources and application of resources, including the income and expenditure, of the Company for that 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose, with reasonable accuracy at any time, the Company's financial position and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the Company's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

Trustees and Directors

During the period under review, from 1 September 2023 to 31 August 2024, Mr Daniel Wright resigned his position as a Trustee. The Board of Trustees would like to record our gratitude to Daniel, who worked tirelessly, spearheading Grove Cottage's fundraising activities.

Recruitment and Appointment of Board Members

The Board recruits new Trustees to maintain a wide range of skills to maximise the Board's contribution towards the Charity's goals. The training of Trustees is constantly reviewed to ensure they are familiar with current thinking and legislative changes. Each trustee is responsible for a different area of the charity's business (depending on their personal skills and expertise) and, in addition, is responsible for a specific club or activity within Grove Cottage for which they report back to the board regularly. The Board's policy is that a Trustee responsible for a club or activity visits at least once a term.

Management and Staffing

Grove Cottage has approximately 39 full and part-time staff members and numerous incredibly valuable volunteers.

Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

The Charity's major risks are linked to income - predominately fundraising and staffing. The Board of Trustees set strategic objectives which are cascaded throughout the organisation and are regularly monitored, reviewed and updated. An annual budget is produced. This is monitored via monthly management accounts, bi-monthly Finance & Risk Committee Meetings, and Fundraising Committee Meetings and reported as a standard agenda item to the wider Trustee board. Similarly, robust financial controls are in place covering money received and spent by the Charity.

All staff go through a recruitment and induction process and are DBS checked (updated every three years) and staff performance is reviewed regularly. There are individual and organisational training plans in place. Trustees are assigned to clubs and activities and regularly visit them, interacting with both staff and service users. Pay is benchmarked and reviewed annually via the Remuneration Committee and all leavers undertake an exit interview.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without the involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Fundraising Manager at Grove Cottage. Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2023: none).



Rose was born with a unique genetic fault, resulting in severe learning disabilities, developmental delay, and complex medical needs. She is also diagnosed with autism and doesn't speak any words. She is not only my older sister but also my best friend. As her younger sister, my world often feels different from my peers', but I am so incredibly grateful. Thanks to Rose, I've learned a whole new form of communication, Makaton, and have joined one of the most inspiring and welcoming communities there is. Grove Cottage has supported my family and Rose in many ways. It has given her a place where she can truly be herself, build friendships, and have meaningful experiences. For us, it's been a source of respite, and it's connected us with other families who share similar experiences. Rose means the world to me and is truly the greatest sibling I could ask for. – by Rose's sister

Mission and Activities

Our Mission: To provide social and educational activities for people of all ages with learning disabilities and special additional needs; to help them develop their potential, avoid social isolation by supporting lifelong friendships, and to provide respite for their families.

Our Vision: A world in which every individual has the opportunity to learn, develop, integrate into society and exercise choices, and where families can enjoy a regular family life.

Our Activities: Grove Cottage, the home of Bishop's Stortford Mencap, supported over 180 members and their families under the period of review. We provided a range of services to individuals with learning disabilities and special additional needs, with members ranging in age from 2 to over 70 years. We are a unique charity providing lifelong support, friendship, and vital respite to residents with learning disabilities in Hertfordshire, Essex and beyond. We run a timetable of activities aimed at encouraging all individuals to reach their full potential, have fun and develop new skills within a safe and secure environment.

"Grove Cottage has been with us throughout Ollie's life and will continue to be a part of his future. Their unwavering support has been invaluable, and we honestly don't know where we'd be without them!"



Ollie started attending a playgroup at Grove Cottage when he was just one year old. At the time, we were navigating the unknown world of special needs, full of doctors and diagnoses. This group allowed us to have experiences with Ollie that felt typical for his age while also offering much-needed support. Through Grove Cottage, we made lifelong friends who have been with us throughout our journey. As Ollie got older, Grove Cottage provided essential respite for us as a family. His behaviour became harder to manage, and there were very few places that would agree to look after him, let alone places we felt we could trust to keep him safe. At Grove Cottage, Ollie has never been made to feel "too much" to manage. It's given him a space to enjoy himself while giving us valuable time with our daughter and a break as a family. Now, Ollie is an adult, and his needs have changed once again. Yet, Grove Cottage continues to support him, and us. Ollie attends clubs that provide vital opportunities for socialising and friendship, and he benefits from the relationships he's formed with the dedicated staff and volunteers.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2024

Grove Cottage runs an Ofsted-regulated Early Years Special Needs Nursery and individual Speech and Language Therapy sessions for children and adults. We also offer a variety of social and respite clubs for all members aged five and over.

For Children

- Saturday Cottage Kids
- Saturday Cottage Crew
- Saturday Cottage Chill
- Holiday Clubs for 5-25 year olds
- Get Active sports club for ages 16 plus

For Adults

- Music Man Project Hertfordshire
- Performing Arts evening club
- Grove Grows community gardening club
- Evening Adult Social Clubs - monthly Wednesday evening club and weekly Thursday evening club
- GC @ Thirst Youth Café
- GC @ South Mill Arts Centre



When Michael first started at Grove Cottage in September 2022, he could barely speak. The most he could say was “Up” when he wanted to be carried. He wasn’t walking, and his hypermobility made it difficult for him to be as active as other children his age. We searched for childcare providers but couldn’t find anyone who could meet his needs without a diagnosis. We were concerned he’d be forgotten or left in a corner. Then, we were recommended to contact Grove Cottage. After joining, Michael blossomed. He’s now full of life, energy, and has a passion for learning and singing. His key worker understood Michael’s needs and helped teach him various ways to communicate. Learning Makaton was a huge breakthrough for us, both at home and at Grove Cottage.

The dedicated staff worked closely with Michael and the speech and language therapists (SLT), and his vocabulary has improved immensely. Without the support and care of the Grove Cottage team, we don’t know where Michael would be now, but it’s clear he wouldn’t have developed as much as he has today. Michael was able to attend a mainstream pre-school to prepare him for the start of school. We can confidently say that Grove Cottage has laid the foundation for his future success, and we cannot thank them enough. – by Michael’s Mother

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2024

Financial Review

Bishop's Stortford Mencap's total income in the financial year was £948,709 (2023: £542,623). Expenditure in the year was £710,913 (2023: £523,185). This resulted in a total profit for the year of £310,300 (2023: loss £1,713).

The table below shows the financial results for the year ended 31 August 2024, excluding investments and activity relating to the new build. The Trustees believe this simple schedule gives a useful overview of how the Charity has performed in relation to business-as-usual operational activities.

Summary of income and expenditure (excluding investment and new build activity);

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Incoming Resources	416,408		132,648	549,056
Resources Expended	(361,614)		(184,207)	(545,821)
Surplus / (Deficit) for the year	54,794	-	(51,559)	3,235
Balance at 1 September 2023	357,507	-	65,760	423,267
Balance at 31 August 2024	412,301	-	14,201	426,502

Included in above unrestricted funds is £168,000 relating to fixed assets.

The following table shows financial activity in relation to investments and the new build project only;

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Incoming Resources			399,653	399,653
Resources Expended			(165,092)	(165,092)
Change in market value			63,504	63,504
Surplus / (Deficit) for the year	-	-	298,065	298,065
Balance at 1 September 2023		196,382	1,376,378	1,572,760
Balance at 31 August 2024	-	196,382	1,674,443	1,870,825

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2024

The financial results reflect the ongoing changes in Grove Cottage as we continue to deliver and grow services for members and their families. We are not immune to current economic pressures, most notably inflation, and the resulting impact on staff costs and fundraising activities. We have strong reserves and have taken steps to mitigate where we can, and it is heartening to see that despite this we delivered a modest surplus during the year.

We have continued to fundraise in preparation for our plans to redevelop Grove Cottage, demolishing and rebuilding a much-needed new facility on our existing site. We are progressing our fundraising plans to raise the residual funds necessary via all fundraising sources, notably grants and major donors. To this end we have received funding of £1,674,443 with an additional £675,395 pledged but not yet received. Additionally, we are planning to launch a public appeal in the Autumn of 2024. This has given us the confidence to go out for competitive tender for the rebuild costs and as a result we have appointed TJ Evers Ltd to construct the new building on a fixed price contract at c£2.2m. With costs incurred to date and other costs, for example temporary accommodation, we estimate that the total cost of the project will be c£2.6m. We are confident that we will secure the remaining funding required during the forthcoming financial year.

As such we formally handed over the building to TJ Evers Ltd during July 2024, with demolition expected to take place in the Autumn, and completion of the works late summer / early Autumn 2025. All of Grove Cottage's clubs and activities will be maintained throughout the build period by utilising temporary accommodation and community spaces.

We thank all those who have generously donated in this, and our previous financial year, including a legacy from the Crabb family which links one of the founding trustees, Stanley Crabb and one of our original members, Brian Crabb.

With professional advice we have carefully managed our inherited investment portfolio and have moved funds into more liquid positions in anticipation of spending on the new build. At the time of writing these funds have seen their position improve with a capital gain of £63,504 during the last year and an overall gain of £91,907.

We have also carefully managed our surplus cash, utilising a cash management platform that gives us access to superior returns whilst ensuring the funds are protected by the Financial Services Compensation Scheme. This careful management has yielded £27,491 in interest over this accounting period. Outside of our core reserves, these monies include cash donations restricted to the new build and are accounted for in the restricted funds referred to above.

We continue to be indebted to our local community for a significant amount of our income, to those who generously gave their time organising or attending our fundraising events throughout the year, and to those who approached us with generous donations. We would like to give a special mention to the work and impact of our many wonderful volunteers, without whom we simply could not operate.

Our good working relationships with trusts and foundations, grant-making organisations and community groups have generated a substantial proportion of our income, and we continue to be grateful for their support.

Going Concern

Like many charities, we have been impacted by the current prevailing economic headwinds which continue to impact our operational costs and fundraising. With strong reserves and forward planning we are confident that the charity has sufficient resources to be financially viable for the next 12 months, even with the current inflationary pressures around wage growth.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2024

Significant Donations, Grants and Restricted Income

During the year, Grove Cottage was the beneficiary of many generous donations and grants. We want to thank every grant-making organisation, corporate partner, community group and individual who has made a real difference to Grove Cottage and our community.



“Our daughter feels secure here, and therefore, this gives her confidence to try new things she would not normally do; Grove Cottage helps her connect with others and helps with her stress and anxiety issues. It’s always a pleasure to pick her up, and she’s smiling!”

Reserves Policy

Our aim for the next twelve months is to continue to strive for a balanced budget and to complete our plans for meeting our growing property requirements. At the year-end, Bishop's Stortford Mencap has unrestricted reserves of £608,683 (2023: £553,889) which is made up of:

	2024	2023
Designated funds	£196,382	£196,382
Unrestricted fixed assets funds	£168,000	£168,000
Unrestricted general funds	£244,301	£189,507
Total	£608,683	£553,889

The Trustees have designated funds to contribute towards the new build on the current site.

Restricted funds at the year-end totalled £1,688,644 (2023: £1,442,138).

The board intends to maintain 6 months of projected expenditure as a contingency fund to facilitate sensible cash flow management and conservatively set aside monies in the remote chance that the Charity would need to be wound down. This equates to £270,000.

The Voice of Our Staff: Freya's Story



I've been working at Grove Cottage for eight years, and I can't think of another job I'd rather do. It's such a unique place to work, where every day is different. Seeing our members grow and develop through play and social interaction is truly rewarding. Whenever I am at work, I think about my brother Zac, who's been attending Grove Cottage clubs for over 10 years. His journey inspires me to provide the best possible care for all our members. I work with a team of people who share similar experiences, which creates a supportive and caring environment for both staff and members alike. As a staff member, I feel valued and respected.

My opinions are listened to, and I've had opportunities to gain qualifications and training. I'm proud to wear my purple polo shirt and work with the incredible Grove Cottage team. I've been running the Get Active Club since July 2016. We've changed location, staff, volunteers, session times, and even the day of the week, but the members still come along. Working with most of our members for 8 years, I've seen amazing growth, not just in their sporting abilities but in their personal development too. It's an honour to be a part of the Get Active Club, our members' journeys, and the Grove Cottage family.

Achievements and Performance

Grove Cottage has maintained a stable financial position during the period under review, and services have flourished, particularly within local community spaces where our adult services are delivered and running at full capacity.

We are delighted to work in partnership with Northgate Primary School, Bishop's Stortford Baptist Church, South Mill Arts Centre, Manor Fields Primary School and Thirst Youth Café, who have provided safe spaces enabling us to continue delivering services and supporting our members.

A highlight of the year was our Music Man Project Hertfordshire members performing at The Royal Albert Hall in the *Music is Magic* show alongside The Royal Marines Band and Michael Ball OBE. We would like to thank The Music Man Project UK for making this possible. We have also been able to extend our Grove Grows gardening project and, in April 2024, opened two allotments; we are very appreciative to Bishop's Stortford Town Council for constructing an accessible plot for our use.

During the period under review, we were delighted to learn that our specialist Nursery was rated 'Good' during a routine Ofsted inspection.

We are thankful to Mr Guy Baker and his Thremhall Park staff, who have welcomed our fundraising team and provided valuable office space.

The Charity continues to be indebted to our dedicated staff and volunteers who continually go the extra mile to care for our members and provide a stimulating environment, changing the lives of so many. We are also indebted to our supportive local community.

The Future

The Grove Cottage Board of Trustees continues to work tirelessly to achieve their long-term objective of delivering a new purpose-built centre on our 151 London Road site. During the year under review, we worked closely with Barker Associates to finalise the programme of works for our purpose-built centre, which will commence in September 2024.

Feedback survey results

Grove Cottage invites members, families, and carers to complete twice-yearly feedback surveys. These surveys enable us to monitor and evaluate our service provision and provide feedback to our generous grant funders.

Some common words used in our feedback survey in May 2024 included "friendship", "mental health", "respite", "confidence", "safe space" and "supportive".

98% of respondents agreed that Grove Cottage members are happy, and 91% agreed that members learn new things.

98% of respondents said they would recommend Grove Cottage to other parents and carers, and 96% rated our overall service as "Excellent" or "Good".



Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2024

Approved by the Board of Trustees on 31/03/2025 and signed on its behalf:

A handwritten signature in blue ink, consisting of a stylized 'R' followed by a horizontal line and a small flourish.

Richard Smith
Trustee

Independent Examiner's Report to the Trustees of Bishop's Stortford Mencap

I report to the Trustees on my examination of the accounts of Bishop's Stortford Mencap ("the Company" or "the Charity") for the year ended 31 August 2024.

Responsibilities and basis of report

As the Charity Trustees of the Company (and also its Directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your Examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Michael Cooper-Davis FCCA ACA
For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT

Date: 2 April 2025

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Note				
INCOME:					
Donations and legacies	2	133,908	6,250	140,158	119,423
Other trading activities	3	100,783	-	100,783	58,283
Charitable activities	4	154,226	497,648	651,874	362,176
Investments	5	27,491	28,403	55,894	2,741
TOTAL INCOME		416,408	532,301	948,709	542,623
EXPENDITURE:					
Raising funds	6	23,355	-	23,355	12,161
Charitable activities	7	338,259	349,299	687,558	511,024
TOTAL RESOURCES EXPENDED		361,614	349,299	710,913	523,185
NET INCOME / (EXPENDITURE)		54,794	183,002	237,796	19,438
Transfers between funds		-	-	-	-
Gains/losses on investments		-	63,504	63,504	(21,151)
NET MOVEMENT IN FUNDS FOR THE YEAR		54,794	246,506	301,300	(1,713)
RECONCILIATION OF FUNDS					
Total funds brought forward		553,889	1,442,138	1,996,027	1,997,740
TOTAL FUNDS CARRIED FORWARD		608,683	1,688,644	2,297,327	1,996,027

The notes on page 16 to 30 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06368719

BALANCE SHEET
AS AT 31 AUGUST 2024

	Note	£	2024 £	2023 £
FIXED ASSETS				
Tangible assets	12		168,000	168,000
Investments	13		75,907	799,354
			<u>243,907</u>	<u>967,354</u>
CURRENT ASSETS				
Cash at bank		1,957,830	1,057,779	
Debtors	14	127,641	7,669	
		<u>2,085,471</u>	<u>1,065,448</u>	
CREDITORS: amount falling due within one year	15	(32,051)	(36,775)	
		<u></u>	<u></u>	
NET CURRENT ASSETS			2,053,420	1,028,673
			<u></u>	<u></u>
NET ASSETS			2,297,327	1,996,027
			<u></u>	<u></u>
CHARITY FUNDS				
Designated funds	16		196,382	196,382
Unrestricted fixed assets funds	16		168,000	168,000
Unrestricted general funds	16		244,301	189,507
Restricted funds	16		1,688,644	1,442,138
			<u>2,297,327</u>	<u>1,996,027</u>

The directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Richard Smith
Treasurer and Trustee

Approved by the Board on 31st March 2025

The notes on pages 16 to 30 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2024

	2024	2023
	£	£
Net cash inflow/(outflow) from operating activities:		
Net movement in funds	301,300	(1,713)
Adjustments for:		
Depreciation of tangible fixed assets	-	-
Income from bank and investments	(55,894)	(2,741)
Decrease/(increase) in debtors	(119,972)	3,744
(Decrease)/ increase in creditors	(4,724)	(10,603)
Proceeds from sale of asset	-	187,500
Loss on sale of asset	-	12,495
Change in investments	723,447	41,851
Net inflow/(outflow) from operating activities	844,157	230,533
Cash flows from investing activities:		
Income from bank and investments	55,894	2,741
Net inflow/(outflow) from investing activities	55,894	2,741
(Decrease)/increase in cash in the year	900,051	233,274
Cash brought forward at 1 September	1,057,779	824,505
Cash carried forward at 31 August	1,957,830	1,057,779

The accompanying accounting policies and notes on pages 16 to 30 form an integral part of these financial statements. A net debt reconciliation for the statement of cash flows is disclosed in note 18.

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

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The Charity's functional and presentational currency is Pounds Sterling.

1.2 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. A detailed commentary on its impact is detailed in the Trustees' Report.

1.3 Company status

The Charity is a company limited by guarantee. The Members of the Company are listed below. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

Members: Betty Slater, Mary Huxtable, Gwen Cooke, Natalie Trapmore, Nell Turfkruyer, Esther Callaghan, Jackie Parker, Margaret Upton, Esme Willcocks, Andrea Charity, Phil Morgan, Patrick Draper, Daniel Wright, Kevin Davis*, Richard Smith*, Duncan Murdoch*, Tracy Fisher*, Chris Thorn*, Stephen Downing*, Claire Arnold*, Karen Wallace*

** Denotes Trustee*

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

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Investment income, gains and losses are allocated to the appropriate fund.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 Income

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

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

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Deprecation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles – 5 years on a straight line basis

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

1.9 Pension Costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing from any trade discounts due.

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

1.13 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, investments, trade debtors and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.14 Key Source of Judgement and Estimate Uncertainty

No significant judgements, accounting policies or assumptions have been made by management in applying the charity's accounting policies.

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

2. DONATIONS AND LEGACIES

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations and legacies	133,908	6,250	140,158	119,423
	133,908	6,250	140,158	119,423

Income from donations and legacies in 2023 was £117,229 of unrestricted income and £2,194 of restricted income.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Events and activities	99,753	-	99,753	58,283
Other Income	1,030	-	1,030	-
	100,783	-	100,783	58,283

Income from other trading activities in 2023 was all related to unrestricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Clubs	45,866	-	45,866	45,532
Special Needs Nursery	3,660	66,180	69,840	86,787
Speech and language therapy	13,600	-	13,600	13,040
Grants	91,100	431,468	522,568	216,817
	<u>154,226</u>	<u>497,648</u>	<u>651,874</u>	<u>362,176</u>

Income from charitable activities in 2023 included £162,822 of unrestricted income and £199,354 of restricted income.

5. INVESTMENT INCOME

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Bank Interest	27,491	-	27,491	2,741
Income return from Investments	-	28,403	28,403	-
	<u>27,491</u>	<u>28,403</u>	<u>55,894</u>	<u>2,741</u>

All of the investment income in 2023 was unrestricted.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

6. RAISING FUNDS

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Events and fundraising	23,355	-	23,355	12,161
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

All the cost of raising funds in 2023 was unrestricted.

7. EXPENDITURE BY CHARITABLE ACTIVITY

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Clubs	56,468	39,607	96,075	97,968
Special Needs Nursery	-	131,784	131,784	126,379
Speech and language therapy	15,967	7,292	23,259	22,708
Support costs (note 8)	265,824	170,616	436,440	263,970
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	338,259	349,299	687,558	511,024
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Expenditure on charitable activities in 2023 included £280,716 of unrestricted expenditure and £230,308 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

8. SUPPORT COSTS

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Staff costs	186,939	4,297	191,236	165,233
Equipment and repairs	2,745	570	3,315	3,998
Insurance	6,337	-	6,337	5,759
Occupancy costs	10,019	8	10,027	7,658
Motor vehicle costs (including depreciation)	1,421	108	1,529	1,942
Miscellaneous	45,989	340	46,329	52,022
Loss on disposal of asset	-	-	-	12,495
Governance (see note 9)	12,374	165,293	177,667	14,863
	<u>265,824</u>	<u>170,616</u>	<u>436,440</u>	<u>263,970</u>

Support costs in 2023 included £229,450 of unrestricted expenditure and £34,520 of restricted expenditure.

9. GOVERNANCE COSTS

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Legal and professional fees	12,374	165,293	177,667	14,863
	<u>12,374</u>	<u>165,293</u>	<u>177,667</u>	<u>14,863</u>

Governance costs in 2023 included £-2,411 of unrestricted expenditure and £17,274 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2024	2023
	£	£
Depreciation of tangible fixed assets:		
- Owned by the Charity	-	-
Independent Examiner's fees	3,774	2,394
	<u> </u>	<u> </u>

11. STAFF COSTS

Staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	380,534	359,623
Social security	15,667	13,167
Employers pension contributions	5,565	4,982
	<u> </u>	<u> </u>
	401,766	377,772
	<u> </u>	<u> </u>

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

	2024	2023
	No.	No.
Administration	5	5
Fundraising	4	4
Front line services	29	29
	<u> </u>	<u> </u>
	38	38
	<u> </u>	<u> </u>

No employee received remuneration amounting to more than £60,000 in either year (2023 – 0).

The Charity considers its key management personnel to comprise the Trustees. No key management personnel received benefits in the year (2023 – Nil).

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

12. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Total £
Cost			
At 1 September 2023	168,000	68,580	236,580
Additions	-	-	-
Disposals	-	-	-
At 31 August 2024	168,000	68,580	236,580
Depreciation			
At 1 September 2023	-	68,580	68,580
Charge for the year	-	-	-
At 31 August 2024	-	68,580	68,580
Net book value			
At 31 August 2024	168,000	-	168,000
At 1 September 2023	168,000	-	168,000

13. INVESTMENTS

Listed investments

	2024 £	2023 £
At 1 September 2023	799,354	841,205
Additions	-	-
Disposals	(778,828)	-
Change in investments	55,381	(41,851)
At 31 August 2024	75,907	799,354

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

14. DEBTORS

Due within one year

	2024 £	2023 £
Prepayments and accrued income	125,000	4,158
Other debtors	2,039	2,189
Debtors control account	602	1,322
	127,641	7,669

15. CREDITORS

Amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	17,178	29,155
Creditors control account	8,122	1,079
PAYE and net wages	6,751	5,351
Other creditors	-	1,191
	32,051	36,775

	2024 £	2023 £
Deferred income at start of period	12,714	13,750
Resources deferred during the year	-	12,714
Amounts released from previous periods	(12,714)	(13,750)
	-	12,714

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

16. STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Gains/ (losses) £	Carried forward £
Clubs	10,702	34,968	(35,374)		10,296
Special Needs Nursery	53,430	92,680	(145,126)	-	983
Speech and Language Therapy	1,628	5,000	(3,707)	-	2,922
Funds restricted to BAU	65,760	132,648	(184,207)	-	14,201
New Property	1,376,378	399,653	(165,092)	63,504	1,674,443
Total restricted funds	1,442,138	532,301	(349,299)	63,504	1,688,644
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	357,507	416,408	(361,614)	-	412,301
Total funds	1,996,027	948,709	(710,913)	63,504	2,297,327

Unrestricted funds

Included within general unrestricted funds are fixed assets of £168,000, leaving free reserves of £244,301.

Designated funds

The Trustees have designated funds to pay for the redevelopment of the current site. This currently stands at £196,382.

Restricted funds

Restricted funds totals £1,688,644 of which £1,674,443 of this is restricted to the redevelopment project.

Other restricted funds includes amounts where funds are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes.

Grove Cottage runs an Ofsted Regulated Early Years Special Needs Nursery which provides specialist education and social support for pre-school children with learning disabilities and special additional needs. Total restricted funds carried forward for the year relating to the nursery are £983.

The Speech and Language Therapy programme supports individuals with learning disabilities, to assist them with their communication and to help them be better understood. Total restricted funds carried forward for the year relating to therapy are £2,922.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

PRIOR YEAR'S STATEMENT OF FUNDS

	Brought forward	Incoming resources	Resources expended	Gains/ (losses)	Carried forward
	£	£	£	£	£
<i>Restricted funds</i>					
Nursery	46,154	88,251	(82,727)		51,678
Saturday Clubs	4,686	-	(4,686)	-	-
Grove Cottage @ Thirst Cafe	-	2,500	(2,500)	-	-
Wednesday Adult Club	-	5,000	(5,000)	-	-
SLT	-	2,317	(2,317)	-	-
Music Man Project	-	400	(400)	-	-
Get Active	-	3,000	(2,632)	-	368
Holiday Clubs	-	3,000	(1,858)	-	1,142
Nursery	-	30,641	(30,641)	-	-
Family Swim Days	-	500	(500)	-	-
Holiday Clubs	375	500	(875)	-	-
Clubs/ SLT	-	10,000	(10,000)	-	-
Staff Training	-	2,000	(2,000)	-	-
Clubs helping Essex residents	618	-	(618)	-	-
Colchester Zoo Trip	-	176	(176)	-	-
Adult Club and Performing Arts Club	5,415	9,879	(9,542)	-	5,753
"Dreams & Wishes" (misc.)	796	-	(796)	-	-
Nursery Expenses	1,686	3,000	(2,934)	-	1,753
Get Active Club	661	-	(661)	-	-
Cottage Kids	-	1,000	(1,000)	-	-
Get Active Club and Grove Grows	2,456	-	(2,456)	-	-
Grove Cottage @ Thirst Cafe	1,986	-	(1,986)	-	-
Saturday Clubs	2,614	-	(2,614)	-	-
Cottage Kids Club	2,000	-	(2,000)	-	-
Grove Grows	-	4,233	(4,233)	-	-
Grove Grows	-	730	(730)	-	-
Music Man Project	-	1,500	(1,500)	-	-
Nursery	-	10,000	(10,000)	-	-
SLT	-	5,000	(3,372)	-	1,628
Adult Clubs	-	10,000	(6,562)	-	3,438
Cottage Kids	-	920	(920)	-	-
Nursery/SLT/clubs	-	2,000	(2,000)	-	-
Funds restricted to BAU	69,448	196,548	(200,236)	-	65,760
New Property	286,493	5,000	-	-	291,493
New Property Fund	1,108,382	-	(11,055)	(21,151)	1,076,176
New Property (non-material costs)	15,183	-	(6,474)	-	8,709
Total restricted funds	1,479,506	201,548	(217,765)	(21,151)	1,442,138
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	321,852	341,075	(305,420)	-	357,507
Total funds	1,997,740	542,623	(523,185)	(21,151)	1,996,027

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

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

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2024 £	Restricted funds 2024 £	Designated funds 2024 £	Total funds 2024 £
Tangible fixed assets	168,000	-	-	168,000
Investments	-	75,907	-	75,907
Current assets	276,352	1,612,737	196,382	2,085,471
Creditors due within 1 year	(32,051)	-	-	(32,051)
Total	412,301	1,688,644	196,382	2,297,327

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Designated funds 2023 £	Total funds 2023 £
Tangible fixed assets	168,000	-	-	168,000
Investments	-	799,354	-	799,354
Current assets	226,282	642,784	196,382	1,065,449
Creditors due within 1 year	(36,775)	-	-	(36,775)
Total	357,507	1,442,138	196,382	1,996,027

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

18. ANALYSIS OF CHANGES IN NET DEBT

This note refers to the cash flow note on page 15.

	Opening balance 2023 £	Cash flows £	Other non cash changes £	Closing balance 2024 £
Cash and cash equivalents	1,057,779	900,051	-	1,957,830
	_____	_____	_____	_____
Total net debt	1,057,779	900,051	-	1,957,830
	_____	_____	_____	_____

19. RELATED PARTY TRANSACTIONS

During the year, no Trustees received any benefits in kind (2023 - £NIL).

During the year, no Trustees received reimbursement of expenses (2023 - £NIL).

There were no related party transactions (2023 – £NIL).

Accounts

COMPANY NUMBER: 06368719
CHARITY NUMBER: 1122298

BISHOP'S STORTFORD MENCAP

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR YEAR ENDED 31 AUGUST 2023

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

TRUSTEES AND DIRECTORS: KEVIN DAVIS
RICHARD SMITH
DUNCAN MURDOCH
TRACY FISHER
STEPHEN DOWNING
DANIEL WRIGHT (RESIGNED 29 JANUARY 2024)
CHRISTOPHER THORN
KAREN WALLACE
CLAIRE ARNOLD

COMPANY NUMBER: 06368719

CHARITY NUMBER: 1122298

OPERATIONAL NAME: GROVE COTTAGE

BANKERS BARCLAYS BANK
10 NORTH STREET
BISHOP'S STORTFORD
HERTS
CM23 2LH

SOLICITORS TEES LAW
TEES HOUSE
95 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 2GW

INDEPENDENT EXAMINER PRICE BAILEY LLP
CAUSEWAY HOUSE
1 DANE STREET
BISHOP'S STORTFORD
HERTS
CM23 3BT

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

CONTENTS

Trustees' Report	2
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2023

The Trustees of Bishop's Stortford Mencap ("Grove Cottage" or the "Charity") present their Trustees' Report for the Financial year ended 31 August 2023.

Governing Document

The Charity is operated by a company limited by guarantee, incorporated on 12 September 2007 and the "Company" is a Registered Charity (number 1122298). The Company was established under a Memorandum of Association, which established the objects and powers of the Charity and is governed under its Articles of Association. The Charity, which is affiliated to the Royal Mencap Society (RMS), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop's Stortford since 1972.

Trustees' Responsibilities

The Trustees (who are also directors of the Company) are responsible for preparing the Trustees' Annual 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the incoming resources and application of resources, including the income and expenditure, of the Company for that 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose, with reasonable accuracy at any time, the financial position of the Company 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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees and Directors

During the period under review i.e. 1 September 2022 until 31 August 2023 1 trustee resigned. No other changes occurred.

Recruitment and Appointment of Board Members

The Board recruits new Trustees in order to maintain a wide range of skills to maximise the contribution of the Board towards the goals of the Charity. The training of Trustees is under constant review to ensure that they are familiar with current thinking and legislative changes. Each Trustee is responsible for a different area of business of the Charity (depending on their personal skills and expertise) and, in addition, has a responsibility for a specific club or activity within Grove Cottage for which they report back to the Board on a regular basis. It is the policy of the Board that a Trustee who has a responsibility for a club or activity visits at least once a term.

Management and Staffing

Grove Cottage has approximately 39 full and part-time staff members and numerous incredibly valuable volunteers.

Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

The Charity's major risks are linked to income - predominately fundraising and staffing. The Board of Trustees set strategic objectives which are cascaded throughout the organisation and are regularly monitored, reviewed and updated. An annual budget is produced. This is monitored via monthly management accounts, bi-monthly Finance & Risk Committee Meetings, and Fundraising Committee Meetings and reported as a standard agenda item to the wider Trustee board. Similarly, robust financial controls are in place covering money received and spent by the Charity.

All staff go through a recruitment and induction process and are DBS checked (updated every three years) and staff performance is reviewed regularly. There are individual and organisational training plans in place. Trustees are assigned to clubs and activities and regularly visit them, interacting with both staff and service users. Pay is benchmarked and reviewed annually via the Remuneration Committee and all leavers undertake an exit interview.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without the involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Fundraising Manager at Grove Cottage. Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2022: none).



"Grove Cottage, in one word, is PERFECT!! I started going to the Wednesday club when I was 15. Through the years, I have very much enjoyed both the clubs and the last few years also, the Performing Arts on a Monday night. I get on very well with the other club members and the staff, many of them are good friends that I have known for years. I live in a flat on my own during the week, and without the clubs to go to in the evening I would be lonely as I find watching TV boring. Another good thing about Grove Cottage is the cafe in the town called Thirst where I visit on a Thursday morning and meet up with friends. We are very lucky to have Grove Cottage in Bishop's Stortford."

Mission and Activities

Grove Cottage, the home of Bishop's Stortford Mencap, supported over 180 members and their families under the period of review. We provided a range of services to individuals with learning disabilities and special additional needs, with members ranging in age from 2 to over 70 years. We are a unique charity providing lifelong support, friendship, and vital respite to residents with learning disabilities in Hertfordshire, Essex and beyond. We run a timetable of activities aimed at encouraging all individuals to reach their full potential, have fun and develop new skills within a safe and secure environment.



Toby is 10 and attends Saturday Cottage Crew. Toby has multiple and varying additional needs: severe sight impairment, global development and speech delay, multiple mobility difficulties, feeding difficulties including multiple allergies, and sensory processing disorder. Toby requires one-to-one support for day-to-day activities, physiotherapy, speech and language therapy, and occupational therapy.

Toby's mother tells us: "As a family, we were relatively new to the world of Special Educational Needs (SEN) but soon realised that Toby required specialist support to navigate his road map in life and to be able to adapt and overcome any obstacles he faced.

This is how we discovered Grove Cottage.

When Toby started at the special needs Nursery at 3 years old, we were very apprehensive, but it turned out to be the best decision of our lives. The smiles and happy faces we would see daily, not only from the staff but also from the other children, were heartwarming. Not to mention the smiles, happiness, and progress Toby made each day.

Toby's journey at Grove Cottage has been marked by boundless happiness. He consistently expresses excitement upon arriving, and eagerly anticipates every session. The welcoming and inclusive atmosphere at Grove Cottage has undoubtedly contributed to Toby's joy and contentment".

His father goes on to say "Toby's growth in independence is remarkable. Within the setting of Grove Cottage, he has flourished, demonstrating a sense of ease and comfort away from his family members. Connecting with other children and helpers has nurtured his sense of independence.

His confidence has flourished during his time at Grove Cottage. In this nurturing environment, he feels free to express himself without inhibition. His animated and happy demeanour reflects the confidence he has gained through his interactions and activities.

Social interactions for Toby at Grove Cottage have also been enriching. He has found companionship with some friends from school who also attend Grove Cottage. Moreover, Toby has established meaningful connections with the dedicated team members who consistently support him. Recognising them upon sight is a testament to the genuine friendships he has formed".

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2023

The impact of Grove Cottage on Toby's family has been immeasurable. His parents told us "The time he spends at clubs provides us with precious moments to be a couple or spend quality time with his sibling, knowing that Toby is in a welcoming and supportive place. This respite not only enhances our overall well-being but also enables us to access places and experiences that might otherwise be challenging for Toby".

Grove Cottage runs an Ofsted Regulated Early Years Special Needs Nursery and individual sessions of Speech and Language Therapy service for children and adults. In addition, we offer a variety of social and respite clubs for members aged five years and over.

For Children

- Saturday Cottage Kids
- Saturday Cottage Crew
- Saturday Cottage Chill
- Holiday Clubs for 5-25 year olds
- Get Active Sports Club for ages 16 plus

For Adults

- Music Man Project Hertfordshire
- Performing Arts Evening Club
- Grove Grows Community Gardening Club
- Evening Adult Social Clubs - Monthly Wednesday evening club and Weekly Thursday evening club
- GC @ Thirst Youth Café
- GC @ South Mill Arts Centre



Jiexi has Down Syndrome with learning difficulties, hearing impairment and her speech and language are also delayed. She joined Grove Cottage six years ago when the family moved to Bishop's Stortford and started in the Small Play Saturday Club but has now moved onto Saturday Cottage Crew for teenagers. Her mum Joyce said, "we can see how much she has changed as a result".

"Jiexi also joined Get Active sports club on a Thursday and is always eager to attend each session; she absolutely loves it and is always the last one to leave! In the early stages, Jiexi was also enrolled in the speech and language programme, which has added value to her language development. Since joining, she has made friends, built relationships, learned new skills, and received the help required from amazing staff and volunteers. She is now more verbal and her communication skills have greatly improved.

In addition to the support Jiexi receives, our family also gets great support from Grove Cottage. All the staff members are friendly, welcoming, and always greet us with a smile. They are good listeners and provide prompt responses when we needed. They have included us to become part of the Grove Cottage family, and we all come together as one community. We do not feel lonely and isolated.

The staff of Grove Cottage know Jiexi well and understand her strengths and weaknesses. They assist her to reach her potential and create opportunities for her to shine. This is truly inspiring, not only for her, but for our family and our friends, we feel encouraged to move forward.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2023

Inspiration, encouragement, progress, opportunities - these are all words which Grove Cottage can deliver without a doubt. During her time there, Jiexi has maintained her positive attitude and has grown up to become a confident young lady."

Financial Review

Bishop's Stortford Mencap's total income in the financial year was £542,623 (2022: £538,285). Expenditure in the year was £523,185 (2022: £555,856). This resulted in a total loss for the year of £1,713 (2022: £148,799).

The below table shows the financial results for the year ended 31 August 2023, excluding investments and activity relating to the new build. The Trustees believe this simple schedule gives a useful overview of how the Charity has performed in relation to business as usual operational activities.

Summary of income and expenditure (excluding investment and new build activity);

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Incoming Resources	341,075	-	196,548	537,623
Resources Expended	(292,877)	-	(212,779)	(505,656)
Surplus / (Deficit) for the year	48,198	-	(16,231)	31,967
Balance at 1 September 2022	321,852	-	69,448	391,300
Balance at 31 August 2023	370,050	-	53,217	423,267

Included in above unrestricted funds is £168,000 relating to fixed assets.

The following table shows financial activity in relation to investments and the new build project separately;

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Incoming Resources	-	-	5,000	5,000
Resources Expended	-	-	(17,529)	(17,529)
Change in market value	-	-	(21,151)	(21,151)
Surplus / (Deficit) for the year	-	-	(33,680)	(33,680)
Balance at 1 September 2022	-	196,382	1,410,058	1,606,440
Balance at 31 August 2023	-	196,382	1,376,378	1,572,760

The financial results reflect the ongoing changes in Grove Cottage as we continue to deliver and grow services for members and their families. We are not immune to current economic pressures, most notably inflation, and the consequent impacts on our staff costs and across our fundraising activities. We have strong reserves and have taken steps to mitigate where we can, and it is heartening to see that despite this we delivered a modest surplus during the year.

We have continued to quietly fundraise in preparation for our plans to redevelop Grove Cottage, demolishing and rebuilding a much-needed new facility on our existing site. We are progressing our fundraising plans to raise the residual funds necessary via all fundraising sources, notably grants and major donors. Additionally, we are planning to launch a public appeal in 2024. As of year-end, we have £1,376,378 in restricted funds allocated for the new build, along with pledges totalling another £100,000 and designated reserves of £196,382. During the current financial year, we have spent from this source, as well as some restricted funds, as we engage professionals to help bring our plans to life.

We thank all those who have generously donated in this, and our previous financial year, including a legacy from the Crabb family which links one of the founding trustees, Stanley Crabb and one of our original members, Brian Crabb.

With professional advice we have carefully managed our inherited investment portfolio and are looking to move funds into more liquid positions in anticipation of spending on the new build. At the time of writing these funds have seen their position improve from the losses shown in these accounts. We have also sold an inherited property asset, not linked to our service provision for £187,500, realising a book loss of £12,495. We are confident that we obtained fair market value in the transaction to an unrelated third party.

We have also carefully managed the surplus cash we hold, utilising a cash management platform that gives us access to superior returns whilst ensuring the funds are protected by the Financial Services Compensation Scheme. Outside of our core reserves these monies include cash donations restricted to the new build and are accounted for in the restricted funds referred to above.

We continue to be indebted to our local community for a significant amount of our income, to those who generously gave their time organising or attending our fundraising events throughout the year, and to those who approached us with generous donations. We would like to give a special mention to the work and impact of our many wonderful volunteers, without whom we simply could not operate.

Our good working relationships with trusts and foundations, grant-making organisations and community groups have generated a substantial proportion of our income, and we continue to be grateful for their support.

Going Concern

Like many charities, we have been impacted by the current prevailing economic headwinds which have impacted our operational costs and fundraising. With strong reserves and forward planning we are confident that the charity has sufficient resources to be financially viable for the next 12 months, even with the current inflationary pressures.

J Quote:

"I can access a safe and familiar setting where the staff know his needs and have equipment that we cannot access in other places. It is his place; his sister doesn't go, and he is happy without us. There are certain things that make it unique - he loves the bus and trips out! They also use all the communication aids that he is familiar with and it means he can be understood. And he enjoys the visiting activities such as animals and laughter people."

Significant Donations, Grants and Restricted Income

During the year, Grove Cottage was the beneficiary of many generous donations and grants.

We would like to thank all our supporters who have made a real difference to Grove Cottage and our community. We appreciate donations of all sizes, both small and large. We extend particular thanks to the following grant-making organisations, community groups and individuals for their generosity:

The Archer Trust, in memory of Ruben How and Catherine Archer
Crouchfield Trust
David Doherty
David Family Foundation
The Foyle Foundation
Helping Herts
The Henry Smith Charity
Hertfordshire Community Foundation
James Tudor Foundation
The National Lottery Community Fund
Postcode Places Trust
The Valiant Charitable Trust
A donor who prefers to be kept anonymous

S Quote:

"Grove Cottage provides S variety in the activities he does. Although he has several other activities this is important, to enrich his life and challenge him to learn new skills and refine his current skills. It's a safe environment for him to socialise without being bullied, where he can join in or stay on the edges of an activity. He does frequently choose solitary activities and this environment, when the noise level is low, is comfortable and happy".

Reserves Policy

Our aim for the next twelve months is to continue to strive for a balanced budget and to develop our plans for meeting our growing property requirements. At the year-end, Bishop's Stortford Mencap has unrestricted reserves of £553,889 (2022: £518,234) which is made up of:

	2023	2022
Designated funds	£196,382	£196,382
Unrestricted fixed assets funds	£168,000	£168,000
Unrestricted general funds	£189,507	£153,852
Total	£553,889	£518,234

The Trustees have designated funds to contribute towards the new build on the current site.

Restricted funds at the year-end totalled £1,442,138 (2022: £1,479,506).

It is the Board's intention to maintain 6 months of projected expenditure as a contingency fund to facilitate sensible management of cash-flow as well as conservatively setting aside monies in the remote chance that the Charity would need to be wound down. This equates to £186,000.

We are not planning any significant refurbishments to the building this year. The cost of any unplanned improvements will be paid for out of reserves or with a sourced capital grant.

Linda's Volunteering Story



Whilst being a full-time primary school teacher I saw how children with learning disabilities struggled to get the support they needed, and I wanted to use my skills to give something back. I applied to volunteer at Grove Cottage in 2018 and haven't looked back!

I volunteer at Get Active and at GC@Thirst Café. I have also helped at Holiday Clubs, have volunteered at fundraising events such as the Festival of Flavour, and have also completed the Yorkshire Three Peaks challenge as a fundraiser.

Sometimes members can take a little while to adjust and accept new people but when they do, it feels amazing when the bond is made. I have a newfound respect, understanding and appreciation for people with learning disabilities.

The family members are very supportive and appreciate the respite they have when their child is in a Grove Cottage club. All the club leaders and staff are amazing at Grove - dedicated and caring. As a volunteer I feel supported.

I totally recommend being a volunteer for Grove Cottage. There is a club to suit everyone's skills/interests. Grove Cottage is a happy place. I always come away smiling!

Achievements and Performance

Grove Cottage has maintained a stable financial position during the period under review, and services have flourished, particularly within local community spaces where our adult services are delivered and running at full capacity.

The period under review continued to offer several challenges for Grove Cottage stakeholders, particularly our members, as they readjusted to new routines following the end of the pandemic. We are delighted to be working in partnership with Northgate Primary School, Bishop's Stortford Baptist Church, South Mill Arts Centre, Manor Fields Primary School and Thirst Youth Café, who have provided safe spaces enabling us to continue delivering services and support our members.

We are indebted to Mr Guy Baker and his staff at Thremhall Park, who have made our fundraising team welcome and provided valuable office space.

The Charity continues to be indebted to our dedicated staff and volunteers who continually go the extra mile to care for our members and provide a stimulating environment, changing the lives of so many. We are also indebted to the local community who are so supportive.

The Future

The Grove Cottage Board of Trustees continues to look towards the future, tirelessly working to achieve their long-term objective of delivering a new purpose-built centre on our 151 London Road site.

Feedback survey results:

Grove Cottage invites members, families and carers to complete twice-yearly feedback surveys to enable us to monitor and evaluate our service provision and provide feedback to our generous grant funders.

Some common words used in our feedback surveys include “happiness”, “a lifeline”, socialising with friends”, “independence”, “respite”, and “confidence”.

100% of respondents agreed that members “have fun and a good time” and are “happy” at Grove Cottage. Between 85% and 91% agreed with other outcome measures, including confidence, independence and making friends.

100% of respondents said that they would recommend Grove Cottage to other parents and carers, and 97% rated our overall service as “Excellent” or “Good”.

As in previous years, some parents and carers expressed a desire for more clubs for children and young adults during school holidays.

This feedback reflects the input we collected from various stakeholders during our ‘Big Build Community Consultation’, which identified potential areas for future growth, including more out-of-school activities for children.

96% of the respondents of this community consultation expressed support for a total rebuild of our premises if it brought about the above changes.



Approved by the Board of Trustees on 20th May 2024 and signed on its behalf:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Richard Smith
Trustee

Independent Examiner's Report to the Trustees of Bishop's Stortford Mencap

I report to the Trustees on my examination of the accounts of Bishop's Stortford Mencap ("the Company" or "the Charity") for the year ended 31 August 2023.

Responsibilities and basis of report

As the Charity Trustees of the Company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your Examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Michael Cooper-Davis FCCA ACA
For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT

Date: 21 May 2024

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
	Note				
INCOME:					
Donations and legacies	2	117,229	2,194	119,423	104,920
Other trading activities	3	58,283	-	58,283	95,420
Charitable activities	4	162,822	199,354	362,176	337,872
Investments	5	2,741	-	2,741	73
TOTAL INCOME		341,075	201,548	542,623	538,285
EXPENDITURE:					
Raising funds	6	12,161	-	12,161	26,365
Charitable activities	7	280,716	230,308	511,024	529,491
TOTAL RESOURCES EXPENDED		292,877	230,308	523,185	555,856
NET INCOME / (EXPENDITURE)		48,198	(28,760)	19,438	(17,571)
Transfers between funds		-	-	-	-
Change in market value		(12,543)	(8,608)	(21,151)	(131,228)
NET MOVEMENT IN FUNDS FOR THE YEAR		35,655	(37,368)	(1,713)	(148,799)
RECONCILIATION OF FUNDS					
Total funds brought forward		518,234	1,479,506	1,997,740	2,146,539
TOTAL FUNDS CARRIED FORWARD		553,889	1,442,138	1,996,027	1,997,740

The notes on page 16 to 31 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06368719

BALANCE SHEET
AS AT 31 AUGUST 2023

			2023	2022
	Note	£	£	£
FIXED ASSETS				
Tangible assets	12		168,000	168,000
Investments	13		799,354	841,205
			<u>967,354</u>	<u>1,009,205</u>
CURRENT ASSETS				
Cash at bank		1,057,779	824,505	
Assets held for sale	14	-	199,995	
Debtors	15	7,669	11,413	
		<u>1,065,448</u>	<u>1,035,913</u>	
CREDITORS: amount falling due within one year	16	(36,775)	(47,378)	
		<u>1,028,673</u>	<u>988,535</u>	
NET CURRENT ASSETS			1,028,673	988,535
			<u>1,996,027</u>	<u>1,997,740</u>
NET ASSETS			1,996,027	1,997,740
CHARITY FUNDS				
Designated funds	17		196,382	196,382
Unrestricted fixed assets funds	17		168,000	168,000
Unrestricted general funds	17		189,507	153,852
Restricted funds	17		1,442,138	1,479,506
			<u>1,996,027</u>	<u>1,997,740</u>

The directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Richard Smith
Treasurer and Trustee

Approved by the Board on 20th May 2024

The notes on pages 16 to 31 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2023

	2023	2022
	£	£
Net cash inflow/(outflow) from operating activities:		
Net movement in funds	(1,713)	(148,799)
Adjustments for:		
Depreciation of tangible fixed assets	-	14,287
Interest from investments	(2,741)	(73)
Decrease/(increase) in debtors	3,744	(7,636)
(Decrease)/increase in creditors	(10,603)	12,122
Proceeds from sale of asset	187,500	-
Loss on sale of asset	12,495	-
Change in investments	41,851	140,369
Net inflow/(outflow) from operating activities	230,533	10,270
Cash flows from investing activities:		
Interest from investments	2,741	73
Net inflow/(outflow) from investing activities	2,741	73
(Decrease)/increase in cash in the year	233,274	10,343
Cash brought forward at 1 September	824,505	814,162
Cash carried forward at 31 August	1,057,779	824,505

The accompanying accounting policies and notes on pages 16 to 31 form an integral part of these financial statements. A net debt reconciliation for the statement of cash flows is disclosed in note 19.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The Charity's functional and presentational currency is Pounds Sterling.

1.2 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. A detailed commentary on its impact is detailed in the Trustees' Report on page 7.

1.3 Company status

The Charity is a company limited by guarantee. The Members of the Company are listed below. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

Members: Betty Slater, Mary Huxtable, Gwen Cooke, Natalie Trapmore, Nell Turfkruyer, Esther Callaghan, Jackie Parker, Margaret Upton, Esme Willcocks, Andrea Charity, Phil Morgan, Patrick Draper, Kevin Davis*, Richard Smith*, Duncan Murdoch*, Tracy Fisher*, Chris Thorn*, Daniel Wright*, Stephen Downing*, Claire Arnold*

** Denotes Trustee*

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Investment income, gains and losses are allocated to the appropriate fund.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 Income

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Deprecation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles – 5 years on a straight line basis

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

1.9 Pension Costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing from any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

1.13 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, investments, trade debtors and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.14 Key Source of Judgement and Estimate Uncertainty

No significant judgements, accounting policies or assumptions have been made by management in applying the charity's accounting policies.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

2. DONATIONS AND LEGACIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations and legacies	117,229	2,194	119,423	104,920
	<u>117,229</u>	<u>2,194</u>	<u>119,423</u>	<u>104,920</u>
	<u><u>117,229</u></u>	<u><u>2,194</u></u>	<u><u>119,423</u></u>	<u><u>104,920</u></u>

Income from donations and legacies in 2022 was £84,855 of unrestricted income and £20,065 of restricted income.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Events and activities	58,283	-	58,283	95,420
	<u>58,283</u>	<u>-</u>	<u>58,283</u>	<u>95,420</u>
	<u><u>58,283</u></u>	<u><u>-</u></u>	<u><u>58,283</u></u>	<u><u>95,420</u></u>

Income from other trading activities in 2022 was £93,487 of unrestricted income and £1,933 of restricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Clubs	45,532	-	45,532	37,915
Special Needs Nursery	-	86,787	86,787	73,024
Speech and language therapy	13,040	-	13,040	10,929
Grants	104,250	112,567	216,817	216,004
	<u>162,822</u>	<u>199,354</u>	<u>362,176</u>	<u>337,872</u>

Income from charitable activities in 2022 included £111,379 of unrestricted income and £226,493 of restricted income.

5. INVESTMENT INCOME

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest	2,741	-	2,741	73
	<u>2,741</u>	<u>-</u>	<u>2,741</u>	<u>73</u>

All of the investment income in 2022 was unrestricted.

6. RAISING FUNDS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Events and fundraising	12,161	-	12,161	26,365
	<u>12,161</u>	<u>-</u>	<u>12,161</u>	<u>26,365</u>

All the cost of raising funds in 2022 was unrestricted.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

7. EXPENDITURE BY CHARITABLE ACTIVITY

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Clubs	35,997	61,971	97,968	85,572
Special Needs Nursery	-	126,379	126,379	119,610
Speech and language therapy	15,269	7,439	22,708	20,219
Support costs (note 8)	229,450	34,520	263,970	304,090
Total	280,716	230,308	511,024	529,491

Expenditure on charitable activities in 2022 included £297,666 of unrestricted expenditure and £231,825 of restricted expenditure.

8. SUPPORT COSTS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Staff costs	163,881	1,352	165,233	162,623
Equipment and repairs	3,998	-	3,998	1,009
Insurance	5,759	-	5,759	2,900
Occupancy costs	7,658	-	7,658	6,219
Motor vehicle costs (including depreciation)	1,922	20	1,942	15,399
Miscellaneous	48,643	3,379	52,022	43,678
Loss on disposal of asset	-	12,495	12,495	-
Governance (see note 9)	(2,411)	17,274	14,863	72,262
	229,450	34,520	263,970	304,090

Support costs in 2022 included £256,756 of unrestricted expenditure and £47,334 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

9. GOVERNANCE COSTS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Legal and professional fees	(2,411)	17,274	14,863	72,262

A negative entry is reported under unrestricted for the year ended 31 August 2023 due to an adjustment processed in the current year relating to a prior year misallocation.

Governance costs in 2022 included £47,594 of unrestricted expenditure and £24,669 of restricted expenditure.

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2023 £	2022 £
Depreciation of tangible fixed assets:		
- Owned by the Charity	-	14,287
Independent Examiner's fees	2,394	1,812

11. STAFF COSTS

Staff costs were as follows:

	2023 £	2022 £
Wages and salaries	359,623	346,439
Social security	13,167	10,317
Employers pension contributions	4,982	4,419
	377,772	361,175

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

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

	2023	2022
	No.	No.
Administration	5	5
Fundraising	4	5
Front line services	29	29
	<u>38</u>	<u>39</u>

No employee received remuneration amounting to more than £60,000 in either year (2022 – 0).

The Charity considers its key management personnel to comprise the Trustees. No key management personnel received benefits in the year (2022 – Nil).

12. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Total £
Cost			
At 1 September 2022	168,000	68,580	236,580
Additions	-	-	-
Disposals	-	-	-
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
At 31 August 2023	168,000	68,580	236,580
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
Depreciation			
At 1 September 2022	-	68,580	68,580
Charge for the year	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
At 31 August 2023	-	68,580	68,580
	<u>-</u>	<u>68,580</u>	<u>68,580</u>
Net book value			
At 31 August 2023	168,000	-	168,000
	<u>168,000</u>	<u>-</u>	<u>168,000</u>
At 1 September 2022	168,000	-	168,000
	<u>168,000</u>	<u>-</u>	<u>168,000</u>

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

13. INVESTMENTS

Listed investments

	2023 £	2022 £
At 1 September 2022	841,205	981,574
Change in market value	(41,851)	(140,369)
At 31 August 2023	799,354	841,205

There are no individual funds with a value greater than 5% of investments.

14. ASSETS HELD FOR SALE

	2023 £	2022 £
Freehold property	-	199,995

The property was sold during the year for £187,500, realising a valuation loss of £12,495.

15. DEBTORS

Due within one year

	2023 £	2022 £
Prepayments and accrued income	4,158	5,246
Other debtors	2,189	1,608
Debtors control account	1,322	4,559
	7,669	11,413

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

16. CREDITORS

Amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	29,155	30,308
Creditors control account	1,079	12,135
PAYE and net wages	5,351	3,931
Other creditors	1,191	1,004
	<u>36,775</u>	<u>47,378</u>
	2023	2022
	£	£
Deferred income at start of period	13,750	6,304
Resources deferred during the year	12,714	13,750
Amounts released from previous periods	(13,750)	(6,304)
	<u>12,714</u>	<u>13,750</u>

Deferred income relates to pre-paid income received for the Grove Cottage in the Park fundraiser events that will take place in the next financial year.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

17. STATEMENT OF FUNDS

	Brought forward	Incoming resources	Resources expended	Gains/ (losses)	Carried forward
	£	£	£	£	£
<i>Restricted funds</i>					
Nursery	46,154	88,251	(82,727)		51,678
Saturday Clubs	4,686	-	(4,686)	-	-
Grove Cottage @ Thirst Cafe	-	2,500	(2,500)	-	-
Wednesday Adult Club	-	5,000	(5,000)	-	-
SLT	-	2,317	(2,317)	-	-
Music Man Project	-	400	(400)	-	-
Get Active	-	3,000	(2,632)	-	368
Holiday Clubs	-	3,000	(1,858)	-	1,142
Nursery	-	30,641	(30,641)	-	-
Family Swim Days	-	500	(500)	-	-
Holiday Clubs	375	500	(875)	-	-
Clubs/ SLT	-	10,000	(10,000)	-	-
Staff Training	-	2,000	(2,000)	-	-
Clubs helping Essex residents	618	-	(618)	-	-
Colchester Zoo Trip	-	176	(176)	-	-
Adult Club and Performing Arts Club	5,415	9,879	(9,542)	-	5,753
"Dreams & Wishes" (misc.)	796	-	(796)	-	-
Nursery Expenses	1,686	3,000	(2,934)	-	1,753
Get Active Club	661	-	(661)	-	-
Cottage Kids	-	1,000	(1,000)	-	-
Get Active Club and Grove Grows	2,456	-	(2,456)	-	-
Grove Cottage @ Thirst Cafe	1,986	-	(1,986)	-	-
Saturday Clubs	2,614	-	(2,614)	-	-
Cottage Kids Club	2,000	-	(2,000)	-	-
Grove Grows	-	4,233	(4,233)	-	-
Grove Grows	-	730	(730)	-	-
Music Man Project	-	1,500	(1,500)	-	-
Nursery	-	10,000	(10,000)	-	-
SLT	-	5,000	(3,372)	-	1,628
Adult Clubs	-	10,000	(6,562)	-	3,438
Cottage Kids	-	920	(920)	-	-
Nursery/SLT/clubs	-	2,000	(2,000)	-	-
Funds restricted to BAU	69,448	196,548	(200,236)	-	65,760
New Property	286,493	5,000	-	-	291,493
New Property Fund	1,108,382	-	(11,055)	(21,151)	1,076,176
New Property (non-material costs)	15,183	-	(6,474)	-	8,709
Total restricted funds	1,479,506	201,548	(217,765)	(21,151)	1,442,138
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	321,852	341,075	(305,420)	-	357,507
Total funds	1,997,740	542,623	(523,185)	(21,151)	1,996,027

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

17. STATEMENT OF FUNDS CONTINUED

Unrestricted funds

Included within general unrestricted funds are fixed assets of £168,000, leaving free reserves of £189,507.

Designated funds

The Trustees have designated funds to pay for the redevelopment of the current site. This currently stands at £196,382.

Restricted funds

Restricted funds totals £1,442,138 of which £1,376,378 of this is restricted to the redevelopment project.

Other restricted funds includes amounts where funds are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes.

Grove Cottage runs an Ofsted Regulated Early Years Special Needs Nursery which provides specialist education and social support for pre-school children with learning disabilities and special additional needs. Total restricted funds carried forward for the year relating to the nursery are £51,678.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023**

PRIOR YEAR'S STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	48,562	73,089	(75,497)	-	46,154
Saturday Clubs	6,823	10,000	(12,137)	-	4,686
Grove Cottage @ Thirst Cafe	11,387	-	(11,387)	-	-
Wednesday Adult Club	105	-	(105)	-	-
Day Trips for Nursery	1,764	-	(1,764)	-	-
Nursery keyworkers	-	20,900	(20,900)	-	-
Speech and Language Therapy	-	9,370	(9,370)	-	-
Youth Volunteering	2,758	(2,341)	(417)	-	-
Music Man Project	2,582	-	(2,582)	-	-
Get Active	-	4,492	(4,492)	-	-
Covid Recovery	-	6,000	(6,000)	-	-
Holiday Clubs	-	1,500	(1,500)	-	-
Nursery	-	22,500	(22,500)	-	-
Minibus	13,984	-	(13,984)	-	-
Musical Instruments	-	993	(993)	-	-
Holiday Clubs	-	1,500	(1,125)	-	375
Holiday Clubs	-	5,000	(5,000)	-	-
Musical Instruments	-	1,303	(1,303)	-	-
Staff Training	-	1,540	(1,540)	-	-
Clubs helping Essex residents	-	5,785	(5,167)	-	618
Swimming Day	-	573	(573)	-	-
Colchester Zoo Trip	-	172	(172)	-	-
Adult Club and Performing Arts Club	-	8,444	(3,029)	-	5,415
"Dreams & Wishes" (misc.)	-	1,933	(1,137)	-	796
Nursery Expenses	-	2,000	(314)	-	1,686
Get Active Club	-	1,615	(954)	-	661
Cottage Kids Club	-	1,000	(1,000)	-	-
Get Active Club and Grove Grows	-	2,500	(44)	-	2,456
Grove Cottage @ Thirst Cafe	-	3,811	(1,825)	-	1,986
Saturday Clubs	-	3,000	(386)	-	2,614
Cottage Kids Club	-	2,000	-	-	2,000
Funds restricted to BAU	87,965	188,679	(207,196)	-	69,448
New Property	266,493	20,000	-	-	286,493
New Property Fund	1,239,610	(131,228)	-	-	1,108,382
New Property (non-material costs)	-	39,812	(24,629)	-	15,183
Total restricted funds	1,594,068	117,263	(231,825)	-	1,479,506
Designated funds - property	229,500	-	(33,118)	-	196,382
General unrestricted funds	322,971	289,794	(290,913)	-	321,852
Total funds	2,146,539	407,057	(555,856)	-	1,997,740

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Designated funds 2023 £	Total funds 2023 £
Tangible fixed assets	168,000	-	-	168,000
Investments	-	799,354	-	799,354
Current assets	226,282	642,784	196,382	1,065,449
Creditors due within 1 year	(36,775)	-	-	(36,775)
Total	357,507	1,442,138	196,382	1,996,027

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR (RESTATED)

	Unrestricted funds 2022 £	Restricted funds 2022 £	Designated funds 2022 £	Total funds 2022 £
Tangible fixed assets	168,000	-	-	168,000
Investments	-	841,205	-	841,205
Current assets	201,230	638,301	196,382	1,035,913
Creditors due within 1 year	(47,378)	-	-	(47,378)
Total	321,852	1,479,506	196,382	1,997,740

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

19. ANALYSIS OF CHANGES IN NET DEBT

This note refers to the cash flow note on page 15.

	Opening balance 2022 £	Cash flows £	Other non cash changes £	Closing balance 2023 £
Cash and cash equivalents	824,505	233,274	-	1,057,779
Total net debt	824,505	233,274	-	1,057,779

20. RELATED PARTY TRANSACTIONS

During the year, no Trustees received any benefits in kind (2022 - £NIL).

During the year, no Trustees received reimbursement of expenses (2022 - £NIL).

There were no related party transactions (2022 – £NIL).

Accounts

COMPANY NUMBER: 06368719
CHARITY NUMBER: 1122298

BISHOP'S STORTFORD MENCAP

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR YEAR ENDED 31 AUGUST 2022

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

TRUSTEES AND DIRECTORS: KEVIN DAVIS
RICHARD SMITH
DUNCAN MURDOCH
TRACY FISHER
AMY DREW (RESIGNED 27 SEPTEMBER 2021)
STEPHEN DOWNING
DANIEL WRIGHT
CHRISTOPHER THORN
KAREN WALLACE
CLAIRE ARNOLD (APPOINTED 24 JANUARY 2022)

COMPANY NUMBER: 06368719

CHARITY NUMBER: 1122298

OPERATIONAL NAME: GROVE COTTAGE

BANKERS BARCLAYS BANK
10 NORTH STREET
BISHOP'S STORTFORD
HERTS
CM23 2LH

SOLICITORS TEES LAW
TEES HOUSE
95 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 2GW

INDEPENDENT PRICE BAILEY LLP
EXAMINER CAUSEWAY HOUSE
1 DANE STREET
BISHOP'S STORTFORD
HERTS
CM23 3BT

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

CONTENTS

Trustees' Report	2
Independent Examiner's Report	13
Statement of Financial Activities	14
Balance Sheet	15
Statement of Cash Flows	16
Notes to the Financial Statements	17

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2022

The Trustees of Bishop's Stortford Mencap ("Grove Cottage" or the "Charity") present their Trustees' Report for Financial year ended 31 August 2022.

Governing Document

The Charity is operated by a company limited by guarantee, incorporated on 12 September 2007 and the "Company" is a Registered Charity (number 122298). The Company was established under a Memorandum of Association which established the objects and powers of the Charity and is governed under its Articles of Association. The Charity, which is affiliated to the Royal Mencap Society (RMS), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop's Stortford since 1972.

Trustees' Responsibilities

The Trustees (who are also directors of the Company) are responsible for preparing the Trustees' Annual 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the incoming resources and application of resources, including the income and expenditure, of the Company for that 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Company 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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees and Directors

During the period under review i.e. 1 September 2021 until 31 August 2022 the following changes occurred;

Claire Arnold appointed as a Trustee on 24 January 2022.

Amy Drew resigned as a Trustee on 27 September 2021.

Recruitment and Appointment of Board Members

The Board recruits new Trustees in order to maintain a wide range of skills to maximise the contribution of the Board towards the goals of the Charity. The training of Trustees is under constant review to ensure that they are familiar with current thinking and legislative changes. Each Trustee is responsible for a different area of business of the Charity (depending on their personal skills and expertise) and in addition have a responsibility for a specific club or activity within Grove Cottage for which they report back to the Board on a regular basis. It is the policy of the Board that a Trustee who has a responsibility for a club or activity visits at least once a term.

Management and Staffing

Grove Cottage has approximately 39 full and part time staff and numerous incredibly valuable volunteers.

Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

The Charity's major risks are linked to income - predominately fundraising, and staffing (and until lately COVID). The Board of Trustees set a 5 year strategic plan which is cascaded throughout the organisation and is regularly monitored. This is reviewed and updated as part of the annual Trustee / senior team away-day. As part of this an annual budget is produced, which is agreed with those who have responsibility to deliver. This is monitored via monthly management accounts, bi-monthly Finance & Risk committee, Fundraising Committee & reported as a standard agenda item to the wider trustee board. Similarly, there are robust financial controls in place covering money received and spent by the Charity.

All staff go through a recruitment and induction process and are DBS checked (updated every three years) and staff performance is reviewed regularly. There are individual and organisational training plans in place. Trustees are allocated clubs and activities and regularly visit these interacting with both staff and service users. Pay is benchmarked and reviewed annually via the Remuneration Committee and all leavers undertake an exit interview.

Trustees completed the HCF Better Boards course which confirms our compliance with the **Charity Governance code** and demonstrated our commitment to the code's seven principles: Leadership; Integrity; Decision Making; Risk and Control; Board Effectiveness; Openness; and Accountability.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Fundraising Manager at Bishop's Stortford Mencap. Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2021: none).



R has been coming to Grove Cottage for 11 years. She first came to the nursery when she was only one, she is now 12 years old. R has Down's Syndrome with it's inherent developmental delay. Although now at secondary school Ruth is more akin to a reception age child in terms of interest and ability. Grove Cottage has been a lifeline for her. Everyone at Grove Cottage also has the most welcoming smile and it's fantastic to be part of such a wonderful community.

Mission and Activities

Grove Cottage, the home of Bishop's Stortford Mencap, under the period of review supported over 190 members and their families, providing a range of services to individuals with learning disabilities and complex medical needs. Members are aged from 2 to over 70 years. We are a unique learning disability charity providing lifelong support and friendship as well as vital respite to residents in Hertfordshire, Essex and beyond. We run a timetable of activities aimed at encouraging all individuals to reach their full potential, have fun and develop new skills within a safe and secure environment.



Grove Cottage has offered us so much as a family since O was born. O started attending a play group at Grove Cottage when he was just one year old. This was the time that we were embarking on the new and scary life of special needs, full of doctors and diagnoses. This group enabled us to have 'normal' experiences with O for his age, as well as providing much needed support. Here, we made life long friends who have been with us throughout our journey.

As he got older, Grove provided respite for us as a family. His behaviour became harder to manage and there were very few places that would look after him, let alone where we felt we could trust to keep him safe. At Grove Cottage, O has never been made to feel 'too much' to manage, and it has enabled him to enjoy himself, as well as providing our family with vital respite, and quality time with our daughter.



Now an adult and his needs have changed once more, but Grove is still here to support him and us as a family. O attends Grove Cottage clubs for vital integration and socialisation with people his own age, and gains much from his relationships with the amazing staff and volunteers too.

Grove Cottage has been with us as a family for O's entire life, and it will be part of his life for long into the future. They have supported us every step of the way, and we honestly don't know where we would be without it!

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2022

Currently Grove Cottage runs an Ofsted Regulated Early Years Special Needs Nursery and individual sessions of Speech and Language Therapy service for children and adults. In addition, we offer a variety of social and respite clubs for members aged five years and over.

For Children

- Saturday Cottage Kids
- Saturday Cottage Crew
- Saturday Cottage Chill
- Holiday Clubs for 5-25 year olds
- Get Active Sports Club for ages 16 plus

For Adults

- Music Man Project Hertfordshire
- Performing Arts Evening Club
- Grove Grows Community Gardening Club (Since July 2022)
- Evening Adult Social Clubs - Monthly Wednesday evening club & Weekly Thursday evening club
- GC @ Thirst Youth Café
- GC @ South Mill Arts Centre



Our daughter Niamh is just one in a million. Niamh has a diagnosis of Ogden Syndrome, an extremely rare genetic condition. Niamh has severe learning difficulties and is non verbal but she amazingly learnt to walk in the first lockdown of 2020.

We first discovered Grove Cottage in September 2021. What a truly wonderful place it is and an even more wonderful team who support families like ours. Niamh attends Grove Cottage for Saturday and Holiday Club and really enjoys her time there. It gives us some much needed respite and Niamh an opportunity to experience new environments, skills and social interactions outside of her school and family bubbles. There are very few options for respite support locally, and as such, Grove Cottage is a lifeline for our family and makes the day to day challenges less challenging, knowing that we have such a vital service available to us.



Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2022

Financial Review

Bishop's Stortford Mencap's total income in the financial year was £538,285 (2021: £1,876,577). Expenditure in the year was £555,856 (2021: £421,811). This resulted in a total loss for the year of £148,799 (2021: £1,471,159 surplus).

The below table shows the financial results for the year ended 31 August 2022, excluding investments and activity relating to the new build. The Trustees believe this simple schedule gives a useful overview of how the Charity has performed in relation to business as usual operational activities.

Summary of income and expenditure (excluding investment and new build activity);

	Unrestricted Funds	Restricted Funds	Designated Funds	Total
Incoming Resources	289,794	188,679	-	478,473
Resources Expended	(290,913)	(207,196)	-	(498,109)
Transfers	-	-	-	-
Surplus / (Deficit) for the year	(1,119)	(18,517)	-	(19,636)
Balance at 1 September 2021	322,971	87,965	-	410,936
Balance at 31 August 2022	321,852	69,448	-	391,300

Included in above unrestricted funds is £168,000 relating to fixed assets.

The following table shows financial activity in relation to investments and the new build project separately;

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
Incoming Resources	-	-	59,812	59,812
Resources Expended	-	(33,118)	(24,629)	(57,747)
Transfers	-	-	-	-
Change in market value	-	-	(131,228)	(131,228)
Surplus / (Deficit) for the year	-	(33,118)	(96,045)	(129,163)
Balance at 1 September 2021	-	229,500	1,506,103	1,735,603
Balance at 31 August 2022	-	196,382	1,410,058	1,606,440

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2022

The financial results reflect the ongoing changes in Grove Cottage as we seek to deliver and grow services for members and their families. We are not immune to current economic pressure, most notably inflation, and the consequent pressures across our fundraising activities. We have strong reserves and have taken steps to mitigate where we can, for example fixing energy costs and continuing to invest in our fundraising capabilities.

During this period, we have continued to quietly fundraise in preparation for our plans to redevelop Grove Cottage, whilst we have submitted revised plans in respect of our new building. Subsequent to the year-end these were approved and we are now mobilising our fundraising plans to raise the residual funds necessary via all fundraising sources; notably grants and major donors, as well as launching a public appeal. We anticipate that the majority of funds will carry a restriction in favour of the new build and as such it is unlikely this designated reserve will significantly grow further – indeed in the current financial year we have spent from this source, and some restricted funds, as we engage professionals to help bring our plans to life.

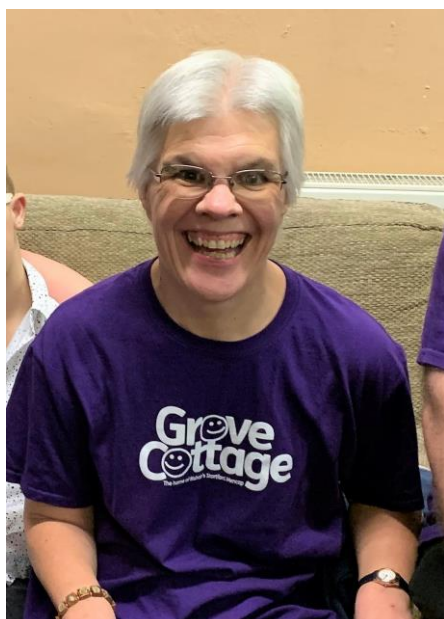
We thank all those who have generously donated in this and our previous financial year, including a legacy from the Crabb family which links one of the founding trustees, Stanley Crabb and one of our original members, Brian Crabb. At year end we have a total of £1,410,058 in restricted funds for the new build.

We continue to be indebted to our local community for a significant amount of our income; to those who generously gave their time organising or attending our fundraising events throughout the year, as well as those who approached us with generous donations. We would like to give a special mention to the work and impact of our many wonderful volunteers, without whom we simply could not operate.

Our good working relationships with Trusts and Foundations, grant-making organisations and community groups has generated a substantial proportion of our income and we continue to be grateful for their support

Going Concern

Like many charities, we have been impacted by the current prevailing economic headwinds which have impacted our operational costs and fundraising. With strong reserves and forward planning (for example fixed energy contracts) we are confident that the charity has sufficient resources to be financially viable for the next 12 months, even with the current inflationary pressures.



“Grove Cottage in one word is PERFECT!!”

I started going to the Wednesday club when I was 15. Through the years I have very much enjoyed both the clubs and the last few years also the Performing Arts on a Monday night. I get on very well with the other club members and the staff, many of them are good friends that I have known for years. I live in a flat on my own during the week and without the clubs to go to in the evening I would be lonely as I find watching TV boring. Another good thing about Grove Cottage is the cafe in the town called Thirst where I visit on a Thursday morning and meet up with friends. We are very lucky to have Grove Cottage in Bishop's Stortford.

Significant Donations, Grants and Restricted Income

During the year Grove Cottage was the beneficiary of many generous donations and grants. £155,246 came with restrictions attached, including for our Nursery and new build project.

We would like to thank all our supporters who have helped to make a real difference to Grove Cottage and our community. We are appreciative of all donations, small and large. With particular thanks to the following grant-making organisations, community groups and individuals for their generosity:

BBC Children in Need
Crabb Family
East Herts Council
Eastern Counties Educational Trust
Essex Community Foundation
Goldman Sachs Gives
The Henry Smith Charity
Hertfordshire Community Foundation
The Jeffrey Trust (in memory of Andrew Stephen Tubbs)

The National Lottery Community Fund
Susan Moore (in memory of Kevin Coetzee)

Thank you.



O, now 21, is a Grove Cottage member and will continue to be for life. As a family, knowing O is safe and happy when he is away from us, gives us all some breathing space and he always comes back with a huge smile on his face. Grove Cottage is a truly unique organisation which relies heavily on donations to provide a huge variety of clubs and activities for people of all ages with a learning disability. As a family we are so lucky to have access to the lifelong services of Grove Cottage and thank to everybody for supporting this amazing charity who provide a lifeline to us and numerous other families.

Reserves Policy

Our aim for the next twelve months is to continue to strive for a balanced budget and to develop our plans for meeting our growing property requirements. At the year-end, Bishop's Stortford Mencap has unrestricted reserves of £518,234 (2021: £552,471) which is made up of:

	2022	2021
Designated funds	£196,382	£229,500
Unrestricted fixed assets funds	£168,000	£175,307
Unrestricted general funds	£153,852	£147,664
Total	£518,234	£552,471

The Trustees have designated funds to contribute towards the new build on the current site.

Restricted funds at the year-end totalled £1,479,506 (2021: £1,594,068).

It is the Board's intention to maintain 6 months of projected expenditure as a contingency fund to facilitate sensible management of cash-flow as well as conservatively setting aside monies in the remote chance that the Charity would need to be wound down. This equates to £186,000.

We are not planning any significant refurbishments to the building this year. The cost of any unplanned improvements will be paid for out of reserves or with a sourced capital grant.



Hi, I'm Jo, one of two deputy managers and the Nursery SENCO. The Nursery accepts any family with a child where additional needs have been diagnosed but also where there is a concern regarding an emerging need.

In terms of our set-up, we offer activities across the same seven areas of learning as all children, but our approach always starts with a multi-sensory consideration. We have a high ratio of adults to children so we can target support to the individual, whilst also promoting social skills and interaction

which can be the biggest challenge for some of our children. We also have an open-door policy so that we can work closely with professionals including physios, speech and language therapists, occupational therapy, specialist teachers and many more.

I feel we impact the children themselves in terms of promoting their learning and development, but we support the whole family in terms of signposting additional help, and most importantly helping with securing children's Education Health Care Plans, so that they are placed appropriately in a school to meet their needs when they leave us. Even the smallest achievement mean so much to all of us on a day to day basis, though sometimes they are tinged with the reality of the serious conditions some of our children have. In one word I would describe Grove Cottage as nurturing.

Achievements and Performance

The period under review continued to offer several challenges for Grove Cottage stakeholders. We were able to fully reopen services, however, many service users were still detrimentally impacted by the effects of the pandemic. I would like to thank our Trustees, Staff and Volunteers who worked closely with members and their carers to develop members' confidence back out in the wider community. In July 2022 we introduced a new gardening club. Grove Grows is an enriching club where our members are learning how to grow and care for plants, enjoy nature whilst working in partnership at a community garden.

This, along with the new adult daytime clubs that opened during the pandemic have thrived under the period under review and has enabled us to increase our adult day time offer by 25%. In the current economic climate where several other local learning disability providers have had to close it has been more essential than ever for our services to grow and support as many individuals as possible. Our Nursery and Saturday/Holiday clubs continue to support children with high level needs and provide pastoral support for families helping them navigate the many challenges they face raising a child with special educational needs. As ever we are indebted to our staff for their dedication and expertise. As always, they have gone above and beyond to support members and each other during challenging times. Sadly, there have been member bereavements and those experiencing ill health, this has an impact throughout Grove Cottage. We are indebted to our Grove Cottage community who support and give strength to each other during these challenging times.

We are very grateful to South Mill Arts Centre, Thirst Café, The Bishop's Stortford Baptist Church, Northgate Primary School and Manor Fields Primary school who all provide facilities to enable us to run a wide range of fun stimulating and educational activities.

We are indebted to Mr Guy Baker and his staff at Thremhall Park who have made our Fundraising Team welcome and have provided valuable office space.

Recognising how unique our lifelong support journey is to families in July 2022 we introduced an exclusive Grove Cottage only swimming session at Grange Paddocks leisure centre. This will run once a term to enable members and their families of all ages to meet in a safe, friendly, informal environment whilst participating in a activity good for their mental and physical wellbeing.

Grove Cottage has maintained a stable financial position during the period under review and has maintained an excellent level of service despite the challenges resulting from the pandemic. The Charity continues to be indebted to our dedicated staff and volunteers who continually go the extra mile to care for our members and provide a stimulating environment changing the lives of so many. We are also indebted to the local community who are so supportive of our work.



"I joined Grove cottage eight years ago. It is a place where she's eager to come each week. At Grove Cottage, she met her friends, built up relationships, learnt new skills, and got the most help from the amazing staff and volunteers. By taking part in social activities, it has shown to try new things, her confidence has improved greatly, and it has helped her and our family to get involved in the local communities."

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2022

The Future

In June 2021 members of the Board of Trustees and Grove Management met to focus on what we've learned from the pandemic period and how that might help us address some of the opportunities and challenges over the next couple of years. This review was prompted by the Board participation in the Hertfordshire Community Foundation (HCF) Building Effectiveness programme. As part of the programme, we benefitted from the 'away day' being facilitated by an external charity champion with many years of professional experience in this field. Areas identified for development were.

- Business Plan for the next five years.
- Data Collection
- Communication
- Organisational Structure

There has been a range of specific short, medium and long-term goals set along within a timeframe for each objective, with work stream 'owners' identified to guide delivery.

The Board of Trustees have further committed to the development of 151 London Road. Our existing plans did not enable us to meet our long-term objectives, therefore, in September 2021 architects Pardon Chambers were appointed and designed a new state of the art single stairway design. In July 2022 new building plans were submitted to East Herts County Council for a purpose built three storey building which will secure our long term future and enable us to further development of services. In November 2022 the Company was granted planning permission.

As a result of planning permission, the Board of Trustees has been working hard to develop an appropriate structure to manage the organisational demands of the new building project. A dedicated structure that consists of three separate boards i.e., Operations, Development and Fundraising that are all responsible for delivering their own discrete objectives. These boards report into an overarching Strategic Board of Trustees that coordinates the project as a whole.

The three-board structure has enabled the use of secondees that are not Trustees but are able to lend their expertise. For their time, skills, and wisdom we are enormously grateful.

Feedback survey results:

Grove Cottage asks members, families and carers to complete twice-yearly feedback surveys to enable us to monitor and evaluate our service provision.

Some common words used in our feedback surveys include "happy", "safe", "supportive", "independent", "confident", and "belonging".

100% of respondents agreed that members "have fun and a good time" and are "happy" at Grove Cottage.

92% of respondents said that they would recommend Grove Cottage to other parents and carers, and 96% rated our overall service as "Excellent" or "Good".

As in previous years, some parents and carers were disappointed at the length and frequency of some of our clubs, and that they would like more services for adults.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2022

This reflects the feedback we collected from a range of stakeholders in our 'Big Build Community Consultation' which identified potential areas for growth in the future, a desire for more out of school activities for children, day-time services for adults and more support and respite for families.

96% respondents of the Big Build Community Consultation supported a total rebuild of our premises if it brought about the changes above.



Approved by the Board of Trustees on 22nd May 2023 and signed on its behalf:

A handwritten signature in black ink, appearing to be 'Richard Smith'.

Richard Smith
Trustee

Independent Examiner's Report to the Trustees of Bishop's Stortford Mencap

I report to the Trustees on my examination of the accounts of Bishop's Stortford Mencap ("the Company" or "the Charity") for the year ended 31 August 2022.

Responsibilities and basis of report

As the Charity Trustees of the Company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your Examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Michael Cooper-Davis FCCA ACA
For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT

Date: 23 May 2023

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
	Note				
INCOME:					
Donations and legacies	2	84,855	20,065	104,920	1,536,666
Other trading activities	3	93,487	1,933	95,420	32,505
Charitable activities	4	111,379	226,493	337,872	305,329
Investments	5	73	-	73	2,077
TOTAL INCOME		289,794	248,491	538,285	1,876,577
EXPENDITURE:					
Raising funds	6	26,365	-	26,365	5,270
Charitable activities	7	297,666	231,825	529,491	416,541
TOTAL RESOURCES EXPENDED		324,031	231,825	555,856	421,811
NET INCOME / (EXPENDITURE)		(34,237)	16,666	(17,571)	1,454,766
Transfers between funds		-	-	-	-
Change in market value			(131,228)	(131,228)	16,393
NET MOVEMENT IN FUNDS FOR THE YEAR		(34,237)	(114,562)	(148,799)	1,471,159
RECONCILIATION OF FUNDS					
Total funds brought forward		552,471	1,594,068	2,146,539	675,380
TOTAL FUNDS CARRIED FORWARD		518,234	1,479,506	1,997,740	2,146,539

The notes on page 17 to 32 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06368719

BALANCE SHEET
AS AT 31 AUGUST 2022

	Note	£	2022 £	2021 £
FIXED ASSETS				
Tangible assets	12		168,000	182,287
Investments	13		841,205	981,574
			<u>1,009,205</u>	<u>1,163,861</u>
CURRENT ASSETS				
Cash at bank		824,505	814,162	
Assets held for sale	14	199,995	199,995	
Debtors	15	11,413	3,777	
		<u>1,035,913</u>	<u>1,017,934</u>	
CREDITORS: amount falling due within one year	16	(47,378)	(35,256)	
		<u></u>	<u></u>	
NET CURRENT ASSETS			988,535	982,678
			<u></u>	<u></u>
NET ASSETS			1,997,740	2,146,539
			<u></u>	<u></u>
CHARITY FUNDS				
Designated funds	17		196,382	229,500
Unrestricted fixed assets funds	17		168,000	175,307
Unrestricted general funds	17		153,852	147,664
Restricted funds	17		1,479,506	1,594,068
			<u>1,997,740</u>	<u>2,146,539</u>
			<u></u>	<u></u>

The directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Richard Smith
Treasurer and Trustee

Approved by the Board on 22nd May 2023

The notes on pages 17 to 32 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2022

	2022	2021
	£	£
Net cash inflow/(outflow) from operating activities:		
Net movement in funds	(148,799)	1,471,159
Adjustments for:		
Depreciation of tangible fixed assets	14,287	13,716
Interest from investments	(73)	(2,077)
Decrease/(increase) in debtors	(7,636)	(2,319)
(Decrease)/increase in creditors	12,122	28,435
Donated current assets	-	(199,995)
Change in investments	140,369	(981,574)
Net inflow/(outflow) from operating activities	10,270	327,345
Cash flows from investing activities:		
Interest from investments	73	2,077
Net inflow/(outflow) from investing activities	73	2,077
(Decrease)/increase in cash in the year	10,343	329,422
Cash brought forward at 1 September	814,162	484,740
Cash carried forward at 31 August	824,505	814,162

The accompanying accounting policies and notes on pages 17 to 32 form an integral part of these financial statements. A net debt reconciliation for the statement of cash flows is disclosed in note 19.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The Charity's functional and presentational currency is Pounds Sterling.

1.2 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. A detailed commentary on its impact is detailed in the Trustees' Report on page 7.

1.3 Company status

The Charity is a company limited by guarantee. The Members of the Company are listed below. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

Members: Betty Slater, Mary Huxtable, Gwen Cooke, Natalie Trapmore, Nell Turfkruyer, Esther Callaghan, Jackie Parker, Margaret Upton, Esme Willcocks, Andrea Charity, Kevin Davis*, Richard Smith*, Phil Morgan, Duncan Murdoch*, Tracy Fisher*, Chris Thorn*, Daniel Wright*, Stephen Downing*, Karen Wallace*, Jocelin Warren, Claire Arnold*

** Denotes Trustee*

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Investment income, gains and losses are allocated to the appropriate fund.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 Income

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Deprecation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles – 5 years on a straight line basis

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

1.9 Pension Costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing from any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

1.13 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, trade debtors and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.14 Key Source of Judgement and Estimate Uncertainty

No significant judgements, accounting policies or assumptions have been made by management in applying the charity's accounting policies.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

2. DONATIONS AND LEGACIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations and legacies	84,855	20,065	104,920	1,536,666
	<u>84,855</u>	<u>20,065</u>	<u>104,920</u>	<u>1,536,666</u>
	<u><u>84,855</u></u>	<u><u>20,065</u></u>	<u><u>104,920</u></u>	<u><u>1,536,666</u></u>

Income from donations and legacies in 2021 was £46,957 of unrestricted income and £1,489,709 of restricted income.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Events and activities	93,487	1,933	95,420	32,505
	<u>93,487</u>	<u>1,933</u>	<u>95,420</u>	<u>32,505</u>
	<u><u>93,487</u></u>	<u><u>1,933</u></u>	<u><u>95,420</u></u>	<u><u>32,505</u></u>

Income from other trading activities in 2021 of £32,505 was all unrestricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Clubs	29,269	-	29,269	7,669
Special Needs Nursery	-	73,024	73,024	1,250
Speech and language therapy	10,929	-	10,929	9,711
Grants	62,535	153,469	216,004	284,929
Thirst	8,646	-	8,646	1,770
	<u>111,379</u>	<u>226,493</u>	<u>337,872</u>	<u>305,329</u>

Income from charitable activities in 2021 included £156,664 of unrestricted income and £148,665 of restricted income.

5. INVESTMENT INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	73	-	73	2,077
	<u>73</u>	<u>-</u>	<u>73</u>	<u>2,077</u>

All of the investment income in 2021 was unrestricted.

6. RAISING FUNDS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Events and fundraising	26,365	-	26,365	5,270
	<u>26,365</u>	<u>-</u>	<u>26,365</u>	<u>5,270</u>

All the cost of raising funds in 2021 was unrestricted.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

7. EXPENDITURE BY CHARITABLE ACTIVITY

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Clubs	26,186	40,192	66,378	45,891
Special Needs Nursery	262	119,348	119,610	113,316
Speech and language therapy	8,581	11,638	20,219	16,710
Grove Cottage @Thirst Café	5,881	13,313	19,194	14,918
Support costs (note 8)	256,756	47,334	304,090	225,706
Total	297,666	231,825	529,491	416,541

Expenditure on charitable activities in 2021 included £288,838 of unrestricted expenditure and £127,703 of restricted expenditure.

8. SUPPORT COSTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Staff costs	162,206	417	162,623	143,626
Equipment and repairs	1,009	-	1,009	4,812
Insurance	2,900	-	2,900	5,011
Occupancy costs	6,219	-	6,219	7,325
Motor vehicle costs (including depreciation)	1,388	14,011	15,399	14,555
Miscellaneous	35,441	8,237	43,678	33,383
Governance (see note 9)	47,593	24,669	72,262	16,994
	256,756	47,334	304,090	225,706

Support costs in 2021 included £211,990 of unrestricted expenditure and £13,716 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

9. GOVERNANCE COSTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Legal and professional fees	47,593	24,669	72,262	16,994

Governance costs in 2021 of £16,994 was all unrestricted.

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2022 £	2021 £
Depreciation of tangible fixed assets:		
- Owned by the Charity	14,287	13,716
Auditor's fees	-	8,918
Independent Examiner's fees	1,812	-

11. STAFF COSTS

Staff costs were as follows:

	2022 £	2021 £
Wages and salaries	346,439	311,737
Social security	10,317	4,086
Employers pension contributions	4,419	3,562
	361,175	319,384

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

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

	2022	2021
	No.	No.
Administration	5	4
Fundraising	5	4
Front line services	29	29
	<u>39</u>	<u>37</u>

No employee received remuneration amounting to more than £60,000 in either year (2021 – 0).

The Charity considers its key management personnel to comprise the Trustees as listed on the information page. No key management personnel received benefits in the year (2021 – Nil).

12. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Total £
Cost			
At 1 September 2021	168,000	68,580	236,580
Additions	-	-	-
Disposals	-	-	-
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
At 31 August 2022	168,000	68,580	236,580
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
Depreciation			
At 1 September 2021	-	54,293	54,293
Charge for the year	-	14,287	14,287
Depreciation on disposal	-	-	-
	<u>-</u>	<u>68,580</u>	<u>68,580</u>
At 31 August 2022	-	68,580	68,580
	<u>-</u>	<u>68,580</u>	<u>68,580</u>
Net book value			
At 31 August 2022	168,000	-	168,000
	<u>168,000</u>	<u>-</u>	<u>168,000</u>
At 1 September 2021	168,000	14,287	182,287
	<u>168,000</u>	<u>14,287</u>	<u>182,287</u>

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

13. INVESTMENTS

Listed investments

	2022 £	2021 £
At 1 September 2021	981,574	-
Additions	-	1,004,481
Disposals	-	(39,300)
Change in market value	(140,369)	16,393
At 31 August 2022	841,205	981,574

There are no individual funds with a value greater than 5% of investments.

14. ASSETS HELD FOR SALE

	2022 £	2021 £
Freehold property	199,995	199,995

15. DEBTORS

Due within one year

	2022 £	2021 £
Prepayments and accrued income	5,246	166
Other debtors	1,608	1,315
Debtors control account	4,559	2,296
	11,413	3,777

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

16. CREDITORS

Amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	30,308	27,860
Creditors control account	12,135	3,341
PAYE and net wages	3,931	3,297
Other creditors	1,004	758
	<u>47,378</u>	<u>35,256</u>
	<u><u>47,378</u></u>	<u><u>35,256</u></u>
	2022	2021
	£	£
Deferred income at start of period	6,304	406
Resources deferred during the year	13,750	6,304
Amounts released from previous periods	(6,304)	(406)
	<u>13,750</u>	<u>6,304</u>
	<u><u>13,750</u></u>	<u><u>6,304</u></u>

Deferred income relates to pre-paid income received for the Festival of Flavour and Clay Shoot fundraiser events that will take place in the next financial year.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

17. STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	48,562	73,089	(75,497)	-	46,154
New Property	266,493	20,000	-	-	286,493
New Property Fund	1,239,610	(131,228)	-	-	1,108,382
Saturday Clubs	6,823	10,000	(12,137)	-	4,686
Grove Cottage @ Thirst Cafe	11,387	-	(11,387)	-	-
Wednesday Adult Club	105	-	(105)	-	-
Day Trips for Nursery	1,764	-	(1,764)	-	-
Nursery keyworkers	-	20,900	(20,900)	-	-
Speech and Language Therapy	-	9,370	(9,370)	-	-
Youth Volunteering	2,758	(2,341)	(417)	-	-
Music Man Project	2,582	-	(2,582)	-	-
Get Active	-	4,492	(4,492)	-	-
Covid Recovery	-	6,000	(6,000)	-	-
Holiday Clubs	-	1,500	(1,500)	-	-
Nursery	-	22,500	(22,500)	-	-
Minibus	13,984	-	(13,984)	-	-
Musical Instruments	-	993	(993)	-	-
Holiday Clubs	-	1,500	(1,125)	-	375
Holiday Clubs	-	5,000	(5,000)	-	-
Musical Instruments	-	1,303	(1,303)	-	-
Staff Training	-	1,540	(1,540)	-	-
New Property (non-material costs)	-	39,812	(24,629)	-	15,183
Clubs helping Essex residents	-	5,785	(5,167)	-	618
Swimming Day	-	573	(573)	-	-
Colchester Zoo Trip	-	172	(172)	-	-
Adult Club and Performing Arts Club	-	8,444	(3,029)	-	5,415
"Dreams & Wishes" (misc.)	-	1,933	(1,137)	-	796
Nursery Expenses	-	2,000	(314)	-	1,686
Get Active Club	-	1,615	(954)	-	661
Cottage Kids Club	-	1,000	(1,000)	-	-
Get Active Club and Grove Grows	-	2,500	(44)	-	2,456
Grove Cottage @ Thirst Cafe	-	3,811	(1,825)	-	1,986
Saturday Clubs	-	3,000	(386)	-	2,614
Cottage Kids Club	-	2,000	-	-	2,000
	1,594,068	117,263	(231,825)	-	1,479,506
Designated funds - property	229,500	-	(33,118)	-	196,382
General unrestricted funds	322,971	289,794	(290,913)	-	321,852
Total funds	2,146,539	407,057	(555,856)	-	1,997,740

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

17. STATEMENT OF FUNDS CONTINUED

Unrestricted funds

Included within general unrestricted funds are fixed assets of £168,000, leaving free reserves of £153,852.

Designated funds

The Trustees have designated funds to pay for the redevelopment of the current site. This currently stands at £196,382.

Restricted funds

Restricted funds total £1,479,506 (£1,410,058 of this is restricted to the redevelopment project).

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

PRIOR YEAR'S STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	-	91,364	(42,802)	-	48,562
New property	-	1,506,103	-	-	1,506,103
Saturday Clubs	5,733	10,000	(8,910)	-	6,823
Grove Cottage @ Thirst Cafe	20,838	-	(9,451)	-	11,387
Wednesday Adult Club	105	-	-	-	105
Day trips for Nursery	1,764	-	-	-	1,764
Nursery Keyworkers	-	19,300	(19,300)	-	-
Get Active	3,338	-	(3,338)	-	-
Youth Volunteering	2,758	-	-	-	2,758
Music Man Project	5,060	-	(2,478)	-	2,582
Speech and Language Therapy	-	5,000	(5,000)	-	-
Speech and Language Therapy (anonymous)	-	3,000	(3,000)	-	-
Nursery	-	10,000	(10,000)	-	-
Minibus	20,404	-	(13,424)	7,004	13,984
	60,000	1,654,767	(127,703)	-	1,594,068
Designated funds - property	229,500	-	-	-	229,500
General funds	385,880	238,203	(294,108)	(7,004)	322,971
Total funds	675,380	1,892,970	(421,811)	-	2,146,539

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Designated funds 2022 £	Total funds 2022 £
Tangible fixed assets	168,000	-	-	168,000
Investments	-	841,205	-	841,205
Current assets	153,852	685,679	196,382	1,035,913
Creditors due within 1 year	-	(47,378)	-	(47,378)
Total	321,852	1,479,506	196,382	1,997,740

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Designated funds 2021 £	Total funds 2021 £
Tangible fixed assets	175,307	6,980	-	182,287
Investments	-	981,574	-	981,574
Current assets	149,994	638,440	229,500	1,017,934
Creditors due within 1 year	(2,330)	(32,926)	-	(35,256)
Total	322,971	1,594,068	229,500	2,146,539

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

19. ANALYSIS OF CHANGES IN NET DEBT

This note refers to the cash flow note on page 17.

	Opening balance 2021 £	Cash flows £	Other non cash changes £	Closing balance 2022 £
Cash and cash equivalents	814,162	10,343	-	824,505
Total net debt	814,162	10,343	-	824,505

20. RELATED PARTY TRANSACTIONS

During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, no Trustees received reimbursement of expenses (2021 - £NIL).

There were no other related party transactions (2021 – £NIL).

21. POST BALANCE SHEET EVENT

In February 2023, after the year end, the Asset Held for Sale completed. The net sale proceeds to Bishop's Stortford Mencap totalled £181,455. The contracts in relation to the sale exchanged after the year end 31 August 2022, therefore no adjustment in this year's accounts is necessary.

Accounts

COMPANY NUMBER: 06368719
CHARITY NUMBER: 1122298

BISHOP'S STORTFORD MENCAP

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR YEAR ENDED 31 AUGUST 2021**

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

TRUSTEES AND DIRECTORS: KEVIN DAVIS
RICHARD SMITH
DUNCAN MURDOCH
TRACY FISHER
AMY DREW (RESIGNED 27 SEPTEMBER 2021)
STEPHEN DOWNING
DANIEL WRIGHT
CHRISTOPHER THORN
KAREN WALLACE (APPOINTED 7 JUNE 2021)
CLAIRE ARNOLD (APPOINTED 24 JANUARY 2022)

COMPANY NUMBER: 06368719

CHARITY NUMBER: 1122298

OPERATIONAL NAME: GROVE COTTAGE

BANKERS BARCLAYS BANK
10 NORTH STREET
BISHOP'S STORTFORD
HERTS
CM23 2LH

SOLICITORS TEES LAW
TEES HOUSE
95 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 2GW

AUDITORS PRICE BAILEY LLP
CAUSEWAY HOUSE
1 DANE STREET
BISHOP'S STORTFORD
HERTS
CM23 3BT

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

CONTENTS

Trustees' Report	2
Audit Report	13
Statement of Financial Activities	17
Balance Sheet	18
Statement of Cash Flows	20
Notes to the Financial Statements	21

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2021

The Trustees of Bishop's Stortford Mencap ("Grove Cottage") present their Trustees' Report for Financial year ended 31 August 2021.

Governing Document

The Charity is a Company Limited by Guarantee, incorporated on 12 September 2007 and is a Registered Charity Number 122298). The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Articles of Association. The Charity which is affiliated to the Royal Mencap Society (RMS), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop's Stortford since 1972.

Trustees' Responsibilities

The Trustees (who are also directors of Bishop's Stortford Mencap for the purposes of company law) are responsible for preparing the Trustees' Annual 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees and Directors

During the period under review i.e. September 2020 until August 2021 the following changes occurred;

Karen Wallace appointed as a Trustee on 7 June 2021.

Recruitment and Appointment of Board Members

The Board recruits new Trustees in order to maintain a wide range of skills to maximise the contribution of the Board towards the goals of the Charity. The training of Trustees is under constant review to ensure that they are familiar with current thinking and legislative changes. Each Trustee is responsible for a different area of business of the charity (depending on their personal skills and expertise) and in addition have a responsibility for a specific club or activity within Grove Cottage for which they report back to the Board on a regular basis. It is the policy of the Board that a Trustee who has a responsibility for a club or activity visits at least once a term.

Management and Staffing

Grove Cottage has approximately 37 full and part time staff and numerous incredibly valuable volunteers.

Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

The Charity's major risks are linked to income - predominately fundraising, and staffing (and until lately COVID). The Board of Trustees set a 5 year strategic plan which is cascaded throughout the organisation & regularly monitored. This is reviewed and updated as part of the annual Trustee / senior team away-day. As part of this an annual budget is produced, which is agreed with those who have responsibility to deliver. This is monitored via monthly management accounts, bi-monthly Finance & Risk committee, Fundraising Committee & reported as a standard agenda item to the wider trustee board. Similarly there are robust financial controls in place covering money received and spent by the Charity.

All staff go through a recruitment and induction process and are DBS checked (updated every two years) and staff performance is reviewed regularly. There are individual and organisational training plans in place. Trustees are allocated clubs and activities and regularly visit these interacting with both staff and service users. Pay is benchmarked and reviewed annually via the Remuneration Committee and all leavers undertake an exit interview.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Fundraising Manager at Bishop's Stortford Mencap. Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2020: none).

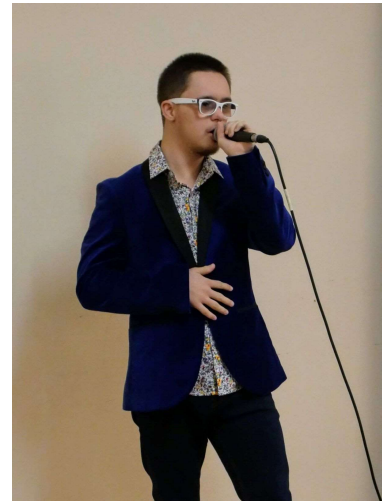
Grove Cottage was our light at the end of a dark tunnel when our son got diagnosed with Autism at the age of three. We can't thank the Nursery and Saturday Club staff enough for the support they've given us up until now and I know for years to come. Our son always comes home beaming and smiling from ear to ear after a day at Grove Cottage, it's helped him build up his confidence and allows him a safe space to be himself.



Mission and Activities

Grove Cottage 'the home of Bishop's Stortford Mencap' under the period of review continued to support approximately 180 members and their families. Grove Cottage continues to support both families and individuals in the Hertfordshire and Essex area. Structured in a club format, we provide life-long care for beneficiaries all of which have some form of learning difficulty. The club activities allow the personal and social development of our members and provide a welcome respite for families and carers. Grove Cottage also provides interventions of other kinds with the aim of improving and enriching the lives of our members

"I loves attending Performing Arts group and the staff and other members have made him feel welcome from the start. Just wish he could come more often!"



R has benefited immensely from Grove Cottage's Special Needs Nursery for the past three and a half years, He was diagnosed with a condition that significantly affects his global development and Grove Cottage has been our absolute lifeline. I cannot thank them enough for everything they have done to support us.

By offering a wide range of activities with specialised care, R has not only had lots of fun through stimulation, but his development has improved greatly. He loved his swimming and trips to places like the pumpkin farm and to see

Father Christmas. But throughout all of this, he has most enjoyed laughing with his friends.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2021

Currently Grove Cottage operates a Special Needs Nursery, a Speech and Language Therapy service, Grove Cottage @ The Thirst Cafe and a range of clubs that are listed below

During the pandemic we reviewed all services and rebranded our Saturday Clubs. The decision was made to close Youth Club from September 2021. Members over 18 years are now able to access new Clubs. We adapted our services and introduced two exciting new Adult Day services.

- Ofsted Regulated Early Years Nursery
- Saturday Cottage Kids
- Saturday Cottage Crew
- Saturday Cottage Chill
- Holiday Clubs for 5-25 year olds
- Speech and Language Therapy Service (individual sessions)
- Performing Arts
- Music Man Project (introduced May 2021)
- Evening Adult Clubs - Monthly Wednesday evening club & Weekly Thursday evening club
- Get Active Sports Club
- GC @ Thirst Youth Café
- GC @ South Mill Arts Centre (since August 2020)



Our daughter Niamh is just one in a million. Niamh has a diagnosis of Ogden Syndrome, an extremely rare genetic condition. Niamh has severe learning difficulties and is non verbal but she amazingly learnt to walk in the first lockdown of 2020.

We first discovered Grove Cottage in September 2021. What a truly wonderful place it is and an even more wonderful team who support families like ours. Niamh attends Grove Cottage for Saturday and Holiday Club and really enjoys her time there. It gives us some much needed respite and Niamh an opportunity to experience new environments, skills and social interactions outside of her school and family bubbles. There are very few options for respite support locally, and as such, Grove Cottage is a lifeline for our family and makes the day to day challenges less challenging, knowing that we have such a vital service available to us.



Financial Review

Bishop's Stortford Mencap's income in the financial year was £1,876,577 (2020: £601,108). Expenditure in the year was £421,811 (2020: £419,311). This resulted in a surplus for the year of £1,471,159 (2020: £181,797).

The financial results reflect the ongoing changes in Grove Cottage as we seek to deliver and grow services for members and their families. During this period, we have started to fundraise in preparation for our plans to redevelop Grove Cottage with an initial focus on potential major donors and want to thank all those who have generously donated, including the Grumpy Givers, Whittles Family Trust who made the inaugural donation. This was followed by a generous legacy from the Crabb family (See Significant Donations, Grants and Restricted Income for more details) and as at the year end we have a total of £1,506,103 which is restricted for the new build). We anticipate that the majority of funds raised from major donors will carry a restriction in favour of the new build and as such it is unlikely this designated reserve will significantly grow further.

We continue to be indebted to our local community for a significant amount of our income; to those who generously gave their time organising or attending our fundraising events throughout the year, as well as those who approached us with generous donations. We would like to give a special mention to the work and impact of our many wonderful volunteers, without whom we simply could not operate.

Our good working relationships with Trusts and Foundations, grant-making organisations and community groups has generated a substantial proportion of our income and we continue to be grateful for their support.

Going Concern

Like many charities, we have been impacted by coronavirus which has disrupted our service delivery and our normal calendar of fundraising events. With strong reserves and access to government assistance we are confident that the charity has sufficient resources to see us through the pandemic and to be able to fully resume services when it is safe to do so. The charity believes it is financially viable for the next 12 months, even with the pressures of the current pandemic.



"P has attended Grove Cottage since he was 18 months old. As a family the respite care has been priceless. We are happy knowing P is cared for well so we can relax."

Significant Donations, Grants and Restricted Income

During the year we were fortunate to receive a generous legacy with its roots in the past and its impact in the future, linking one of the founding trustees, Stanley Crabb and one of our original members, Brian Crabb. In 1966, when Brian Crabb was 30 years old, his parents Stanley and Margery, together with a group of other parents, attended a public meeting to form what is now known as Grove Cottage. Brian's parents had a vision for their son's future and were committed to developing a 'safe place' which would provide a brighter future for their son and other children and adults with learning disabilities. In 1971, Stanley Crabb, with a small group of friends, purchased 151 London Road, 'Grove Cottage' which was officially opened in June 1972 as a social and recreational centre. Today the building continues to provide a vital space for local people with a learning disability to make life-long friends, learn new things, and have fun. For 53 years Brian attended Grove Cottage's clubs and services where he enjoyed many happy times with friends. Sadly, in 2019, Brian passed away aged 84 years. We were all devastated to learn of Brian's passing and were left speechless to learn that Brian's estate was to be left to our charity. Grove Cottage, the building that Brian's father generously funded in 1971, has reached the end of its life. We want to remember Brian and his family by building a purpose-built modern space which can support local people with a learning disability, both now and long into the future.

During the year Grove Cottage was the beneficiary of many generous donations and grants, some of which came with restrictions attached. £1,654,767 is restricted income, of which £91,364 was restricted exclusively for running costs relating to our Special Needs Nursery and £1,506,103 relating to the new property development.

We would like to thank all our supporters who have helped to make a real difference to Grove Cottage and our community. We are appreciative of all donations, small and large. With particular thanks to the following grant-making organisations, community groups and individuals for their generosity:

Baily Thomas Charitable Fund
BBC Children in Need
Crabb Family
East Herts Council
Garfield Weston Foundation
Grumpy Givers, Whittles Family Trust
The Henry Smith Charity
Hertfordshire County Council Locality Budget Scheme
Hertfordshire Community Foundation
The National Lottery Community Fund

Thank you.



O, now 21, is a Grove Cottage member and will continue to be for life. As a family, knowing O is safe and happy when he is away from us, gives us all some breathing space and he always comes back with a huge smile on his face. Grove Cottage is a truly unique organisation which relies heavily on donations to provide a huge variety of clubs and activities for people of all ages with a learning disability. As a family we are so lucky to have access to the lifelong services of Grove Cottage and thank to everybody for supporting this amazing charity who provide a lifeline to us and numerous other families.

Reserves Policy

Our aim for the next twelve months is to continue to strive for a balanced budget and to develop our plans for meeting our growing property requirements. At the year-end, Bishop's Stortford Mencap has unrestricted reserves of £560,877 (2020: £615,380) which is made up of:

	2021	2020
Designated funds	£229,500	£229,500
Unrestricted fixed assets funds	£175,307	£175,559
Unrestricted general funds	£147,664	£210,321
Total	£552,471	£615,380

Restricted funds at the year-end totalled £1,587,064 (2020: £60,000). It is the Board's intention to maintain 6 months of projected expenditure as a contingency fund to facilitate sensible management of cash-flow as well as conservatively setting aside monies in the remote chance that the Charity would need to be wound down. This equates to £186,000.

We are not planning any significant refurbishments to the building this year. The cost of any unplanned improvements will be paid for out of reserves or with a sourced capital grant.

Hi, I'm Jo, one of two deputy managers and the Nursery SENCO. The Nursery accepts any family with a child where additional needs have been diagnosed but also where there is a concern regarding an emerging need.

In terms of our set-up, we offer activities across the same seven areas of learning as all children, but our approach always starts with a multi-sensory consideration. We have a high ratio of adults to children so we can target support to the individual, whilst also promoting social skills and interaction which can be the biggest challenge for some of our children. We also have an open-door policy so that we can work closely with professionals including physios, speech and language therapists, occupational therapy, specialist teachers and many more.

I feel we impact the children themselves in terms of promoting their learning and development, but we support the whole family in terms of signposting additional help, and most importantly helping with securing children's Education Health Care Plans, so



that they are placed appropriately in a school to meet their needs when they leave us.

Even the smallest achievement mean so much to all of us on a day to day basis, though sometimes they are tinged with the reality of the serious conditions some of our children have. In one word I would describe Grove Cottage as nurturing.

Achievements and Performance

The period under review continued to offer a number of challenges for the Grove Cottages stakeholders. During this time, we continued to deliver high quality services keeping open as much as we possibly could offering vital support to our families during the pandemic. I would like to thank our Trustees, Staff and Volunteers who all went above and beyond to ensure our families avoided isolation and felt supported during yet another challenging year.

During the pandemic we engaged with our member families and sought their input to establish how we can increase our support and improve services. Our Saturday Clubs were rebranded and we began working with various local organisations. In September 2020 we opened a new weekly Adult Club from the South Mill Arts centre and in May 2021 we were thrilled to launch our latest venture, the Music Man Project Hertfordshire from the Bishop's Stortford Baptist Church. We are very grateful to both of these organisations for their support which meant despite the pandemic we were still able to introduce new stimulating services within a safe and secure environment.

Grove Cottage has maintained a stable financial position during the period under review and has maintained an excellent level of service despite the challenges resulting from the pandemic. The charity continues to be indebted to our dedicated staff and volunteers who continually go the extra mile to care for our members and provide a stimulating environment changing the lives of so many. We are also indebted to the local community who are so supportive of our work.



"My daughter has been coming to Grove Cottage for 12 years. Grove Cottage has been a lifeline for her. She has always been incredibly independent and likes the feeling of being able to do things by herself, as she sees her brother doing. Being able to go to Grove Cottage gives her this opportunity to feel independent from us. She thoroughly enjoys ringing the door bell and being able to go inside to join in with all the activities. It gives her the chance to make friends in her own right. It is always such a relief to us that we know she will be safe and well cared for whilst allowing us some respite. Everyone at Grove Cottage also has the most welcoming smile and it's fantastic to be part of such a wonderful community."

Strategic Objectives and Plans for the Future

In 2019 the Board of Trustees met over a two-day period to review the strategic objectives which had guided the organisation since 2014.

The strategic review in 2019 focussed on identifying areas where Grove Cottage needed to develop.

The areas identified were as follows:

- 1) Communication and technology
- 2) Financial sustainability
- 3) Information management
- 4) People
- 5) Premises
- 6) Review of Offer

There has been a range of specific short, medium and long-term goals set along within a timeframe for each objective, with work stream 'owners' identified to guide delivery.

As a charity, we have improved the provision of IT within the building having appointed a single contractor. Our financial situation is stable managed by a finance committee and we currently hold appropriate reserves. We have continued to adhere strictly to the relevant information legislation and have dedicated staff to manage our 'eTapestry' database.

As a Board of Trustees, we have been keen to invest in staff training and development and value tremendously the contribution of our staff members. We have as an organisation a high level of staff retention. The 'review of offer' is an important element to the success of our charity and during the lockdown period we have begun a review of the services we provide to ensure they are relevant to the needs of our members and their families; this work is ongoing and being led by our Operations Manager.

The overriding conclusion of the strategic review was the need for a new building. Having submitted planning permission application in 2019 we received the good news that our submission had been approved in March 2020. Since then, the Board of Trustees has been working hard to develop a structure to cater for fundraising, building construction and continuity planning. I am pleased to say that regardless of the restrictions placed upon our activity we have made particularly good progress in finessing the needs of Grove Cottage and the wider community as a precursor before we approach major grant-making organisations, some of which we have already begun to foster good relationships with.

Feedback survey results:

Grove Cottage asks members, families and carers to complete twice-yearly feedback surveys to enable us to monitor and evaluate our service provision.

Bishop's Stortford Mencap Trustees' Report for Year End 31 August 2021

In our Summer 2021 survey, carers and parents told us that through coming to Grove Cottage, our members: felt happier; became more confident and independent; learned new things; and made friends. Families reported benefitting from respite. 100% of respondents said that they would recommend Grove Cottage to other parents and carers, and 100% rated our overall service as "Excellent" or "Good".

Whilst some parents were disappointed that we weren't open for the whole of the pandemic (unlike some of the statutory services they were accessing), most parents and carers appreciated the adapted activities we provided during that challenging time.

As in previous years, some parents reported that they experienced difficulties in booking certain sessions because they were at full capacity, and again highlighted that our current building is outdated. This reflects the feedback we collected from a range of stakeholders in our 'Big Build Community Consultation'; our building is not fully accessible and does not enable us to fully meet our members' needs. Respondents said that they valued the services currently delivered by Grove Cottage and identified potential areas for growth in the future. There was a desire for more out of school activities for children, day-time services for adults and more support and respite for families.

96% respondents supported a total rebuild of our premises if it brought about the changes above.



Approved by the Board of Trustees on 27 August 2022 and signed on its behalf:

A handwritten signature in black ink, appearing to be 'Richard Smith', written over a horizontal line.

Richard Smith
Trustee

Independent Auditor's Report to the Members of Bishop's Stortford Mencap

Opinion

We have audited the financial statements of Bishop's Stortford Mencap (the 'charitable company') for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cash Flows and notes to the financial statements, including 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 August 2021, 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 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 charitable company'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 trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Independent Auditor's Report to the Members of Bishop's Stortford Mencap

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 the audit:

- the information given in the Trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

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 Directors report included within 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 directors' 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 and from the requirement to prepare a strategic report

Other matters

The financial statements of Bishop's Stortford Mencap for the year ended 31 August 2020 were not audited.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) 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.

Independent Auditor's Report to the Members of Bishop's Stortford Mencap

Auditor 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:

We gained an understanding of the legal and regulatory framework applicable to the Charitable Company and the sector in which it operates, and considered the risk of the Charitable Company not complying with the applicable laws and regulations including fraud in particular those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the Charitable Company this included compliance with the Companies Act 2006, and Charities Act 2011.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

Reviewing minutes of Board meetings, reviewing any correspondence with the Charity Commission, agreeing the financial statement disclosures to underlying supporting documentation, and made enquiries of management and officers of the Charitable Company.

Management override: To address the risk of management override of controls, we carried out testing of journal entries and other adjustment for appropriateness. We also assessed management bias in relation to the accounting policies adopted and in determining significant accounting estimates.

Because of the inherent limitations of an audit, there is the risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involved intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>

This description forms part of our auditor's report.

Independent Auditor's Report to the Members of Bishop's Stortford Mencap

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. 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 auditor's 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Michael Cooper-Davis FCCA ACA
Senior Statutory Auditor
For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT

30 August 2022

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME:					
Donations and legacies	2	46,957	1,489,709	1,536,666	211,713
Other trading activities	3	32,505	-	32,505	64,637
Charitable activities	4	156,664	148,665	305,329	323,436
Investments	5	2,077	-	2,077	1,322
TOTAL INCOME		238,203	1,638,374	1,876,577	601,108
EXPENDITURE:					
Raising funds	6	5,270	-	5,270	18,236
Charitable activities	7	288,838	127,703	416,541	401,075
TOTAL RESOURCES EXPENDED		294,108	127,703	421,811	419,311
NET INCOME / (EXPENDITURE)		(55,905)	1,510,671	1,454,766	181,797
Transfers between funds		(7,004)	7,004	-	-
Change in market value	14	-	16,393	16,393	-
NET MOVEMENT IN FUNDS FOR THE YEAR		(62,909)	1,534,068	1,471,159	181,797
RECONCILIATION OF FUNDS					
Total funds brought forward as originally stated		597,774	77,606	675,380	493,583
Prior year adjustment	20	17,606	(17,606)	-	-
Total funds brought forward as restated		615,380	60,000	675,380	493,583
TOTAL FUNDS CARRIED FORWARD		552,471	1,594,068	2,146,539	675,380

The notes on page 21 to 36 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06368719

BALANCE SHEET
AS AT 31 AUGUST 2021

	Note	£	2021 £	2020 £
FIXED ASSETS				
Tangible assets	12		182,287	196,003
Investments	13		981,574	-
			<u>1,163,861</u>	<u>196,003</u>
CURRENT ASSETS				
Cash at bank		814,162	484,740	
Assets held for sale	14	199,995	-	
Debtors	15	3,777	1,458	
		<u>1,017,934</u>	<u>486,198</u>	
CREDITORS: amount falling due within one year	16	(35,256)	(6,821)	
		<u></u>	<u></u>	
NET CURRENT ASSETS			982,678	479,377
			<u></u>	<u></u>
NET ASSETS			2,146,539	675,380
			<u></u>	<u></u>
CHARITY FUNDS				
Designated funds	17		229,500	229,500
Unrestricted fixed assets funds	17		175,307	175,559
Unrestricted general funds	17		147,664	210,321
Restricted funds	17		1,594,068	60,000
			<u>2,146,539</u>	<u>675,380</u>

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

A handwritten signature in black ink, appearing to be 'Richard Smith', with a long horizontal flourish extending to the right.

Richard Smith

Treasurer and Trustee

Approved by the Board on 27 August 2022

The notes on pages 21 to 36 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2021

	2021	2020
	£	£
Net cash inflow/(outflow) from operating activities:		
Net movement in funds	1,471,159	181,797
Adjustments for:		
Depreciation of tangible fixed assets	13,716	13,716
Interest from investments	(2,077)	(1,322)
Decrease/(increase) in debtors	(2,319)	6,395
(Decrease)/increase in creditors	28,435	(8,399)
Donated current assets	(199,995)	-
Donated investments	(981,574)	-
Net inflow/(outflow) from operating activities	327,345	192,187
Cash flows from investing activities:		
Interest from investments	2,077	1,322
Net cash used in investing activities	2,077	1,322
Cash flows from financial activities:	-	-
(Decrease)/increase in cash in the year	329,422	193,509
Cash brought forward at 1 September	484,740	291,231
Cash carried forward at 31 August	814,162	484,740

The accompanying accounting policies and notes on pages 21 to 36 form an integral part of these financial statements. A net debt reconciliation for the statement of cash flows is disclosed in note 19.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. A detailed commentary on its impact is detailed in the Trustees' Report on page 6.

1.3 Company status

The Charity is a company limited by guarantee. The Members of the Company are listed below. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

Members: Betty Slater, Mary Huxtable, Gwen Cooke, Natalie Trapmore, Nell Turfkruyer, Esther Callaghan, Jackie Parker, Susan Parker, Margaret Upton, Esme Willcocks, Andrea Charity, Kevin Davis*, Richard Smith*, Phil Morgan, Duncan Murdoch*, Tracy Fisher*, Chris Thorn*, Daniel Wright*, Stephen Downing*, Karen Downing*.

** Denotes Trustee*

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Investment income, gains and losses are allocated to the appropriate fund.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 Income

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles – 5 years on a straight line basis

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

1.9 Pension Costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing from any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

1.13 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, trade debtors and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.14 Key Source of Judgement and Estimate Uncertainty

No significant judgements, accounting policies or assumptions have been made by management in applying the charity's accounting policies.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

2. DONATIONS AND LEGACIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations and legacies	46,957	1,489,709	1,536,666	211,713
	46,957	1,489,709	1,536,666	211,713

Income from donations and legacies in 2020 was £184,164 of unrestricted income and £27,549 of restricted income.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Events and activities	32,505	-	32,505	64,637
Net income from trading activities	32,505	-	32,505	64,637

Income from other trading activities in 2020 of £64,637 was all unrestricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Clubs	7,669	-	7,669	19,574
Special Needs Nursery	-	1,250	1,250	3,253
Speech and language therapy	9,711	-	9,711	8,280
Grants	137,514	147,415	284,929	287,939
Thirst	1,770	-	1,770	4,390
	<u>156,664</u>	<u>148,665</u>	<u>305,329</u>	<u>323,436</u>

Income from charitable activities in 2020 included £179,866 of unrestricted income and £143,570 of restricted income.

Government grants total £116,380. There are no unfulfilled conditions.

5. INVESTMENT INCOME

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest	2,077	-	2,077	1,322
	<u>2,077</u>	<u>-</u>	<u>2,077</u>	<u>1,322</u>

All of the investment income in 2020 was unrestricted.

6. RAISING FUNDS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Events and fundraising	5,270	-	5,270	18,236
	<u>5,270</u>	<u>-</u>	<u>5,270</u>	<u>18,236</u>

Of the cost of raising funds in 2020, £17,995 was unrestricted expenditure and £241 was restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

7. EXPENDITURE BY CHARITABLE ACTIVITY

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Clubs	29,309	16,582	45,891	56,021
Special Needs Nursery	35,287	78,029	113,316	108,167
Speech and language therapy	8,710	8,000	16,710	20,115
Grove Cottage @Thirst Café	3,542	11,376	14,918	16,246
Direct support costs (note 8)	211,990	13,716	225,706	200,526
Total	288,838	127,703	416,541	401,075

Expenditure on charitable activities in 2020 included £212,085 of unrestricted expenditure and £188,990 of restricted expenditure.

8. SUPPORT COSTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Staff costs	143,626	-	130,940	119,592
Equipment and repairs	4,812	-	4,812	11,900
Insurance	5,011	-	5,011	4,108
Occupancy costs	7,325	-	7,325	4,448
Motor vehicle costs (including depreciation)	839	13,716	14,555	15,723
Miscellaneous	33,383	-	33,383	33,759
Governance (see note 9)	16,994	-	9,744	10,996
	211,990	13,716	225,706	200,526

Support costs in 2020 included £186,080 of unrestricted expenditure and £14,446 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

9. GOVERNANCE COSTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Legal and professional fees	16,994	-	16,994	10,996
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Governance costs in 2020 included £10,746 of unrestricted expenditure and £250 of restricted expenditure.

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2021 £	2020 £
Depreciation of tangible fixed assets:		
- Owned by the Charity	13,716	13,716
Auditor's fees	8,918	-
Independent Examiner's fees		1,620
	<u> </u>	<u> </u>

11. STAFF COSTS

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	311,737	294,547
Social security	4,086	6,968
Employers pension contributions	3,562	3,134
	<u> </u>	<u> </u>
	319,384	304,649
	<u> </u>	<u> </u>

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

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

	2021	2020
	No.	No.
Administration	4	4
Fundraising	4	4
Front line services	29	30
	<u>37</u>	<u>38</u>

No employee received remuneration amounting to more than £60,000 in either year (2020 – 0).

The Charity considers its key management personnel to comprise the Trustees as listed on the information page. No key management personnel received benefits in the year (2020 – Nil).

12. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Total £
Cost			
At 1 September 2020	168,000	68,580	236,580
Additions	-	-	-
Disposals	-	-	-
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
At 31 August 2021	168,000	68,580	236,580
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
Depreciation			
At 1 September 2020	-	40,577	40,577
Charge for the year	-	13,716	13,716
Depreciation on disposal	-	-	-
	<u>-</u>	<u>54,293</u>	<u>54,293</u>
At 31 August 2021	-	54,293	54,293
	<u>-</u>	<u>54,293</u>	<u>54,293</u>
Net book value			
At 31 August 2021	168,000	14,287	182,287
	<u>168,000</u>	<u>14,287</u>	<u>182,287</u>
At 1 September 2020	168,000	28,003	196,003
	<u>168,000</u>	<u>28,003</u>	<u>196,003</u>

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

13. INVESTMENTS

Listed investments

	2021 £	2020 £
At 1 September 2020	-	-
Additions	1,004,481	-
Disposals	(39,300)	-
Change in market value	16,393	-
At 31 August 2021	981,574	-

There are no individual funds with a value greater than 5% of investments.

14. ASSETS HELD FOR SALE

	2021 £	2020 £
Freehold property	199,995	-

15. DEBTORS

Due within one year

	2021 £	2020 £
Prepayments and accrued income	166	-
Other debtors	1,315	1,183
Debtors control account	2,296	275
	3,777	1,458

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

16. CREDITORS

Amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	27,860	2,026
Creditors control account	3,341	2,415
PAYE and net wages	3,297	1,771
Other creditors	758	609
	35,256	6,821
	2021	2020
	£	£
Deferred income at start of period	406	9,413
Resources deferred during the year	6,304	406
Amounts released from previous periods	(406)	(9,413)
	6,304	406

Deferred income relates to pre-paid income received for the Festival of Flavour and Clay Shoot fundraiser events that will take place in the next financial year.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

17. STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	-	91,364	(42,802)	-	48,562
New property	-	1,506,103	-	-	1,506,103
Saturday Clubs	5,733	10,000	(8,910)	-	6,823
Grove Cottage @ Thirst Cafe	20,838	-	(9,451)	-	11,387
Wednesday Adult Club	105	-	-	-	105
Day trips for Nursery	1,764	-	-	-	1,764
Children in Need	-	19,300	(19,300)	-	-
Get Active	3,338	-	(3,338)	-	-
Youth Volunteering	2,758	-	-	-	2,758
Music Man Project	5,060	-	(2,478)	-	2,582
Baily Thomas SLT	-	5,000	(5,000)	-	-
East Herts SLT	-	3,000	(3,000)	-	-
The Sobell Foundation	-	10,000	(10,000)	-	-
The National Lottery	-	10,000	(10,000)	-	-
Minibus	20,404	-	(13,424)	7,004	13,984
	60,000	1,654,767	(127,703)	-	1,594,068
Designated funds - property	229,500	-	-	-	229,500
General funds	385,880	238,203	(294,108)	(7,004)	322,971
Total funds	675,380	1,892,970	(421,811)	-	2,146,539

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

17. STATEMENT OF FUNDS CONTINUED

Unrestricted funds

Included within unrestricted general funds are fixed assets of £175,307, leaving free reserves of £158,400.

Restricted funds

During the year, Grove Cottage was the beneficiary of many general donations.

Some grants and donations were specific in terms of what they were to be spent on, including:

Baily Thomas Charitable Fund	£5,000
BBC Children In Need	£29,300
The Sobell Foundation	£10,000
East Herts Council	£3,000
Hertfordshire County Council Locality Budget Scheme	£1,500
The National Lottery Community Fund	£20,000
Property donations	£1,506,103
Christopher Laing Foundation	£500

We are very grateful to all of the above for their generosity which has enabled us to offer our wide range of services to our beneficiaries.

Purpose of designated funds

Property Fund

The Trustees have designated funds to pay for a future redevelopment of the current site or a move to new premises.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

PRIOR YEAR'S STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	-	88,949	(89,713)	764	-
Saturday Clubs	-	15,000	(9,267)	-	5,733
Grove Cottage @ Thirst Cafe	14,212	25,000	(18,374)	-	20,838
Wednesday Adult Club	105	95	(95)	-	105
Get Active	1,860	-	(1,860)	-	-
SLT Salaries	1,712	-	(1,712)	-	-
Easyjet Sing and Sign	250	-	(250)	-	-
Evening Clubs	8,100	-	(8,100)	-	-
Day trips for Nursery	205	2,405	(846)	-	1,764
Big Play	1,011	-	(1,011)	-	-
Clubs for Young People	200	-	(200)	-	-
Holiday Clubs	9,153	-	(9,153)	-	-
Thursday Adult Club	-	50	(50)	-	-
Nursery	-	18,050	(18,050)	-	-
SLT	-	6,250	(6,250)	-	-
Get Active	-	4,990	(1,652)	-	3,338
Youth Volunteering	-	4,770	(2,012)	-	2,758
Children's Services	-	500	(500)	-	-
Music Man Project	-	5,060	-	-	5,060
Minibus	40,540	-	(20,136)	-	20,404
	77,348	171,119	(189,231)	764	60,000
 Designated funds - property	 229,500	 -	 -	 -	 229,500
 General funds	 186,735	 429,989	 (230,080)	 (764)	 385,880
Total funds	493,583	601,108	(419,311)	-	675,380

Prior year funds have been adjusted, see note 20.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Designated funds 2021 £	Total funds 2021 £
Tangible fixed assets	175,307	6,980	-	182,287
Investments	-	981,574	-	981,574
Current assets	149,994	638,440	229,500	1,017,934
Creditors due within 1 year	(2,330)	(32,926)	-	(35,256)
Total	322,971	1,594,068	229,500	2,146,539

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR

	Unrestricted funds 2020 £	Restricted funds 2020 £	Designated funds 2020 £	Total funds 2020 £
Tangible fixed assets	175,599	20,404	-	196,003
Current assets	210,281	46,417	229,500	486,198
Creditors due within 1 year	-	(6,821)	-	(6,821)
Total	385,880	60,000	229,500	675,380

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

19. ANALYSIS OF CHANGES IN NET DEBT

This note refers to the cash flow note on page 19.

	Opening balance 2020 £	Cash flows £	Other non cash changes £	Closing balance 2021 £
Cash and cash equivalents	484,740	329,422	-	814,162
Total net debt	484,740	329,422	-	814,162

20. PRIOR YEAR ADJUSTMENT

Due to an error in the prior year accounts an adjustment has been made to transfer £17,606 of expenditure from unrestricted funds to restricted funds. As a result the brought forward funds have been restated.

21. RELATED PARTY TRANSACTIONS

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received reimbursement of expenses (2020 - £NIL).

There were no other related party transactions (2020 – £NIL).

Accounts

COMPANY NUMBER: 06368719
CHARITY NUMBER: 1122298

BISHOP'S STORTFORD MENCAP

TRUSTEES REPORT AND FINANCIAL STATEMENTS FOR PERIOD ENDED 31 AUGUST 2020



BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

TRUSTEES AND DIRECTORS: MR KEVIN DAVIS
MR PATRICK DRAPER (RESIGNED 16 MARCH 2020)
MR RICHARD SMITH
MR DUNCAN MURDOCH
MS TRACY FISHER
MRS AMY DREW
MR STEPHEN DOWNING
MR DANIEL WRIGHT
MR CHRISTOPHER THORN (APPOINTED 11 NOVEMBER 2019)

COMPANY NUMBER: 06368719

CHARITY NUMBER: 1122298

OPERATIONAL NAME: GROVE COTTAGE

BANKERS BARCLAYS BANK
10 NORTH STREET
BISHOP'S STORTFORD
HERTS
CM23 2LH

SOLICITORS TEES LAW
TEES HOUSE
95 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 2GW

INDEPENDENT EXAMINER PRICE BAILEY LLP
CAUSEWAY HOUSE
1 DANE STREET
BISHOP'S STORTFORD
HERTS
CM23 3BT

BISHOP'S STORTFORD MENCAP
151 LONDON ROAD
BISHOP'S STORTFORD
HERTS
CM23 3JX

CONTENTS

Trustees' Report	2
Independent Examiner's Report	13
Statement of Financial Activities	14
Balance Sheet	15
Statement of Cash Flows	16
Notes to the Financial Statements	17

Bishop's Stortford Mencap Trustees' Report for Period End 31 August 2020

The Trustees of Bishop's Stortford Mencap ("Grove Cottage") present their Trustees' Report for Financial period ended 31 August 2020.

Governing Document

The Charity is a Company Limited by Guarantee, incorporated on 12 September 2007 and is a Registered Charity Number 122298). The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Articles of Association. The Charity which is affiliated to the Royal Mencap Society (RMS), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop's Stortford since 1972.

Trustees' Responsibilities

The trustees (who are also directors of Bishop's Stortford Mencap for the purposes of company law) are responsible for preparing the Trustees' Annual 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. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees and Directors

During the period under review i.e. September 2019 until August 2020 the following changes occurred.

Recruitment and Appointment of Board Members

The Board recruits new Trustees in order to maintain a wide range of skills to maximise the contribution of the Board towards to the goals of the Charity. The training of Trustees is under constant review to ensure that they are familiar with current thinking and legislative changes. Each Trustee is responsible for a different area of business of the charity (depending on their personal skills and expertise) and in addition have a responsibility for a specific club or activity within Grove Cottage for which they report back to the Board on a regular basis. It is the policy of the Board that a Trustee who has a responsibility for a club or activity visits at least once a term.

Bishop's Stortford Mencap Trustees' Report for Period End 31 August 2020

In March 2020, Mr Patrick Draper left the Board of Trustees, Patrick had been a Board member for 9 years and brought his vast experience in Education to Grove Cottage, Patrick was a great source of wisdom and guidance for the Trustees that was always delivered with both gravitas and good humour. On behalf of the Board of Trustees and all of the Grove Cottage family we give our heartfelt thanks for his invaluable contribution.

The Board of Trustees also owes a debt of gratitude to Dr Alec Clarke, who is currently the Director of Education and Skills at the St Elizabeth's Centre in Much Hadham, for his invaluable advice during the Covid pandemic.

Management and Staffing

Grove Cottage has approximately 38 full and part time staff and numerous incredibly valuable volunteers. During the period under review Ms Rosie Wren, our Fundraising Manager, left to join the Farleigh Hospice, an organisation close to her heart. Rosie made a fantastic difference to Grove Cottage along with her team raising many thousands of pounds. On behalf of all of her friends at Grove Cottage I would like to thank her for her tireless efforts.

Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Fundraising Manager at Bishop's Stortford Mencap. Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2019: none).

Mission and Activities

Grove Cottage 'the home of Bishop's Stortford Mencap' under the period of review continued to support approximately 200 members and their families. Grove Cottage continues to support both families and individuals in the Hertfordshire and Essex area. Structured in a club format, we provide life-long care for beneficiaries all of which have some form of learning difficulty. The club activities allow the personal and social development of our members and provide a welcome respite for families and carers. Grove Cottage also provides interventions of other kinds with the aim of improving and enriching the lives of our members.

"J loves attending Performing Arts group and the staff and other members have made him feel welcome from the start. Just wish he could come more often!"



Bishop's Stortford Mencap Trustees' Report for Period End 31 August 2020

Currently Grove Cottage operates a Special Needs Nursery, a Speech and Language Therapy service, Grove Cottage @ The Thirst Cafe and a range of clubs that are listed below

Performing Arts

Youth Club

Adult Club (Wednesday)

Adult Club (Thursday)

Saturday Club - Small Play

Saturday Club - Big Play

Saturday Club - Cottage Crew

Holiday Clubs

Get Active Club

Cottage Creates Art Club

Life Skills

All the clubs are thriving and most are at, or near, capacity.



"A loves Grove Cottage, meeting with friends and all the staff who are always supportive and full of fun. Her favourite activities are baking, creative crafts and trips. She always feels safe and welcome and the opportunity to mix with friends of different abilities is a great advantage."

"She celebrated her 21st birthday during the first Covid-19 lockdown and I was worried about making this a special day to remember. Yet again Grove Cottage staff stepped in to bring some friends together on a video call to make her day".

Financial Review

Bishop Stortford Mencap's income in the financial year was £601,108 (2019: £414,598). Expenditure in the year was £419,311 (2019: £378,889). This resulted in a surplus for the year of £181,797 (2019: £35,709).

The financial results reflect the ongoing changes in Grove Cottage as we seek to deliver and grow services for members and their families. The Board have decided to maintain the designated property reserve at £229,500 as we have now received formal planning permission to redevelop our existing site. It is our intention to start a fundraising campaign to help fund this and therefore we will be looking to grow this reserve further. This will enable us to meet the increasing needs of our members and to offer new clubs and opportunities, notably daytime activities for our adult members.

We continue to be indebted to our local community for a significant amount of our income; to those who generously gave their time organising or attending our fundraising events throughout the year, as well as those who approached us with generous donations. We would like to give a special mention to the work and impact of our many wonderful volunteers, without whom we simply could not operate.

Our good working relationships with Trusts and Foundations, grant-making organisations and community groups has generated a substantial proportion of our income and we continue to be grateful for their support.

Going Concern

Like many charities, we have been impacted by coronavirus which has disrupted our service delivery and our normal calendar of fundraising events. With strong reserves and access to government assistance we are confident that the charity has sufficient resources to see us through the pandemic and to be able to fully resume services when it is safe to do so. The charity believes it is financially viable for the next 12 months, even with the pressures of the current pandemic.



"P has attended Grove Cottage since he was 18 months old. As a family the respite care has been priceless. We are happy knowing P is cared for well so we can relax."

Significant Donations, Grants and Restricted Income

During the year Grove Cottage was the beneficiary of many generous donations and grants, some of which came with restrictions attached. £171,119 is restricted income, of which £88,949 was restricted exclusively for running costs relating to our Special Needs Nursery and £25,000 restricted for the running costs of Grove @ Thirst Cafe.

We would like to thank all of our supporters who have helped to make a real difference to Grove Cottage and our community. We are appreciative of all donations, small and large. With particular thanks to the following grant-making organisations, community groups and individuals for their generosity:

Aurora Metropolitan Grand Lodge of London
Bishop's Stortford Town Council
Children in Need
Co-op Local Community Fund
David Warburton - Marshgate Developments
Eastern Counties Educational Trust Ltd
Ernest Hecht Charitable Foundation
Garfield Weston Foundation
Grumpy Givers, Whittles Family trust
Hertfordshire Community Foundation
Michael and Hannah Shine
Simon Gibson Charitable Trust
St Michael's Church
The Archer Trust
The Austin & Hope Pilkington Trust
The Brazier Trust
The Henry Smith Charity
The National Lottery Community Fund
Woodroffe Benton Foundation

Thank you.



"I was diagnosed with autism at the age of 7 years and also have learning difficulties. I struggle to read and write and rely on friends, family and Grove Cottage to help me day-to-day. Grove Cottage has given me a purpose in life and has been a lifeline, especially this year. The staff know how isolating it is and have been in contact with me,

which also supports my family. Before COVID I enjoyed the sessions provided by Grove Cottage and volunteered in the nursery. I like mixing with the staff and children. I would be lost without Grove Cottage and I can't wait until things go back to normal so I can see everyone again."

Reserves Policy

Our aim for the next twelve months is to continue to strive for a balanced budget and to develop our plans for meeting our growing property requirements. At the year-end, Bishop's Stortford Mencap has unrestricted reserves of £597,774 (2019: £416,235) which is made up of:

	2020	2019
Designated funds	£229,500	£229,500
Unrestricted fixed assets funds	£175,599	£169,179
Unrestricted general funds	£192,675	£17,556
Total	£597,774	£416,235

Restricted funds at the year-end totalled £77,606 (2019: £77,348). It is the Board's intention to maintain 6 months of projected expenditure as a contingency fund to facilitate sensible management of cash-flow as well as conservatively setting aside monies in the remote chance that the Charity would need to be wound down. This equates to £186,000.

We are not planning any significant refurbishments to the building this year. The cost of any unplanned improvements will be paid for out of reserves or with a sourced capital grant.

Achievements and Performance

The period under review has been full of challenges for everyone associated with the running of Grove Cottage and in particular our members and their families. The Covid pandemic meant that face to face services were suspended for a significant part of the year. However, I would like to pay tribute to the efforts of the Trustees, staff and volunteers who reacted in a positive manner by delivering services in alternative formats. These included 'walk and talk' sessions, club meetings over zoom and face-to-face sessions in the Grove Cottage Garden and the Grove @ Thirst Cafe. Our staff and volunteers also worked tirelessly during lockdown to maintain contact with some of our most vulnerable members by socially distanced home visits, phone contact and Zoom meetings where possible.

In the time prior to Covid and lockdown we delivered our services at the usual high standard and we were particularly pleased to have re-started our Life Skills sessions at the Thirst Café under the leadership of Kathryn Kehoe and to have secured funding so that Grove Cottage will soon be the Hertfordshire base for the inspirational 'Music Man' Project.

Grove Cottage has maintained a stable financial position during the period under review and has maintained an excellent level of service despite the challenges resulting from the pandemic. The charity continues to be indebted to our dedicated staff and volunteers who continually go the extra mile to care for our members and provide a stimulating environment changing the lives of so many. We are also indebted to the local community who are so supportive of our work.



"My daughter has been coming to Grove Cottage for 11 years. Grove Cottage has been a lifeline for her. She has always been incredibly independent and likes the feeling of being able to do things by herself, as she sees her brother doing. Being able to go to Grove Cottage gives her this opportunity to feel independent from us. She thoroughly enjoys ringing the bell and being able to go inside to join in with all the activities. It gives her the chance to make friends in her own right. It is always such a relief to us that we know she will be safe and well cared for whilst also allowing us some respite. Everyone at Grove Cottage also has the most welcoming smile and it's fantastic to be part of such a wonderful community."

Strategic Objectives and Plans for the Future

In 2019 the Board of Trustees met over a two-day period to review the strategic objectives which had guided the organisation since 2014.

The strategic review in 2019 focussed on identifying areas where Grove Cottage needed to develop.

The areas identified were as follows:

- 1) Communication and technology
- 2) Financial sustainability
- 3) Information management
- 4) People
- 5) Premises
- 6) Review of Offer

There has been a range of specific short, medium and long-term goals set along within a timeframe for each objective, with work stream 'owners' identified to guide delivery.

As a charity, we have improved the provision of IT within the building having appointed a single contractor. Our financial situation is stable managed by a finance committee and we currently hold appropriate reserves. We have continued to adhere strictly to the relevant information legislation and have dedicated staff to manage our 'eTapestry' database.

As a Board of Trustees, we have been keen to invest in staff training and development and value tremendously the contribution of our staff members. We have as an organisation a high level of staff retention. The 'review of offer' is an important element to the success of our charity and during the lockdown period we have begun a review of the services we provide to ensure they are relevant to the needs of our members and their families; this work is ongoing and being led by our Operations Manager.

The overriding conclusion of the strategic review was the need for a new building. Having submitted planning permission application in 2019 we received the good news that our submission had been approved in March 2020. Since then, the Board of Trustees has been working hard to develop a structure to cater for fundraising, building construction and continuity planning. I am pleased to say that regardless of the restrictions placed upon our activity we have made particularly good progress in finessing the needs of Grove Cottage and the wider community as a precursor before we approach major grant-making organisations, some of which we have already begun to foster good relationships with.

Feedback survey results:

Grove Cottage asks members, families and carers to complete twice-yearly feedback surveys to enable us to monitor and evaluate our service provision.

In our most recent survey, our members and their families told us that they found lockdown difficult because of the loss of routine and face-to-face social contact. However, they also said that our activities help our members to meet and make friends, and parents can see an improvement in their children's confidence and independence levels. 100% of respondents said that they would recommend to a friend, and 100% rated our overall service as "Excellent" or "Good".

A number of people taking part in the survey reported that they found it difficult to book certain sessions because they were at full capacity, and they also highlighted that our current building is outdated. This reflects the feedback we collected from a range of stakeholders in our 'Big Build Community Consultation'; our building is not fully accessible and does not enable us to fully meet our members' needs. Respondents said that they valued the services currently delivered by Grove Cottage and identified potential areas for growth in the future. There was a desire for more out of school activities for children, day-time services for adults and more support and respite for families.

96% respondents supported a total rebuild of our premises if it brought about the changes above.



Approved by the Board of Trustees on 24th May 2021 and signed on its behalf:

A handwritten signature in black ink, appearing to be 'Richard Smith'.

Richard Smith
Trustee



"I've been working at Grove Cottage for five years and I can't think of another job I'd rather do. It's such a unique place to work where every day is different. Seeing our members grow and develop through play and social interaction is truly rewarding. Whenever I am at work my brother Zac, who has attended Grove Cottage clubs for over 10 years, is always in my mind when it comes to the quality of care I provide. I work with a team of people with similar experiences, which creates an enjoyable and caring environment for staff and our members alike. As a staff member I feel my opinion is listened to, I feel valued and respected and I've taken up opportunities to gain qualifications and training. I always feel so proud to put on my purple polo top and work with the incredible Grove Cottage."

Independent Examiner's Report to the Trustees of Bishop's Stortford Mencap

I report to the Trustees on my examination of the accounts of Bishop's Stortford Mencap ("the Company or the Charity") for the period ended 31 August 2020.

Responsibilities and basis of report

As the Charity Trustees of the Company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your Examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not
4. a matter considered as part of an independent examination; or
5. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Michael Cooper-Davis FCCA ACA
For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire, CM23 3BT

Date: 25 May 2021

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE PERIOD ENDED 31 AUGUST 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
	Note				
INCOME:					
Donations and legacies	2	184,164	27,549	211,713	87,153
Other trading activities	3	64,637	-	64,637	92,576
Charitable activities	4	179,866	143,570	323,436	233,674
Investments	5	1,322	-	1,322	1,195
TOTAL INCOME		429,989	171,119	601,108	414,598
EXPENDITURE:					
Raising funds	6	17,995	241	18,236	72,228
Charitable activities	7	229,691	171,384	401,075	306,660
TOTAL RESOURCES EXPENDED		247,686	171,625	419,311	378,889
NET INCOME / (EXPENDITURE)		182,303	(506)	181,797	35,709
Transfers between funds		(764)	764	-	-
NET MOVEMENT IN FUNDS FOR THE YEAR		181,539	258	181,797	35,709
RECONCILIATION OF FUNDS					
Total funds brought forward		416,235	77,348	493,583	457,874
TOTAL FUNDS CARRIED FORWARD		597,774	77,606	675,380	493,583

The notes on page 17 to 31 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06368719

BALANCE SHEET
AS AT 31 AUGUST 2020

	Note	£	2020 £	2019 £
FIXED ASSETS				
Tangible assets	12		196,003	209,719
CURRENT ASSETS				
Cash at bank		484,740	291,231	
Gift aid	13	1,183	4,369	
Debtors	13	275	3,484	
		<u>486,198</u>	<u>299,084</u>	
CREDITORS: amount falling due within one year	14	6,821	15,220	
		<u>479,377</u>	<u>283,864</u>	
NET CURRENT ASSETS			479,377	283,864
NET ASSETS			<u>675,380</u>	<u>493,583</u>
CHARITY FUNDS				
Designated funds	15		229,500	229,500
Unrestricted fixed assets funds	15		175,559	169,179
Unrestricted general funds	15		192,675	17,556
Restricted funds	15		77,606	77,348
			<u>675,380</u>	<u>493,583</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Richard Smith
Treasurer and Trustee
Approved by the Board on 24th May 2021

The notes on pages 17 to 31 form part of these financial statements.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 31 AUGUST 2020

	2020	2019
	£	£
Net cash inflow/(outflow) from operating activities:		
Net movement in funds	181,797	35,709
Adjustments for:		
Depreciation of tangible fixed assets	13,716	13,716
Interest from investments	(1,322)	(1,195)
Decrease/(increase) in debtors	6,395	(4,662)
(Decrease)/increase in creditors	(8,399)	4,696
Net inflow/(outflow) from operating activities	192,187	48,264
Cash flows from investing activities:		
Interest from investments	1,322	1,195
Net cash used in investing activities	1,322	1,195
Cash flows from financial activities:	-	-
(Decrease)/increase in cash in the year	193,509	49,459
Cash brought forward at 1 September	291,231	241,772
Cash carried forward at 31 August	484,740	291,231

The accompanying accounting policies and notes on pages 17 to 31 form an integral part of these financial statements. A net debt reconciliation for the statement of cash flows is disclosed in note 17.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019) and the Companies Act 2006.

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. A detailed commentary on its impact is detailed in the Trustees' Report on page 6.

1.3 Company status

The Charity is a company limited by guarantee. The Members of the Company are listed below. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

Members: Betty Slater, Mary Huxtable, Gwen Cooke, Natalie Trapmore, Nell Turfkruyer, Esther Callaghan, Jackie Parker, Susan Parker, Margaret Upton, Esme Willcocks, Andrea Charity, Kevin Davis*, Richard Smith*, Patrick Draper*, Phil Morgan, Duncan Murdoch*, Tracy Fisher*, Chris Thorn*, Daniel Wright*, Stephen Downing*

** Denotes Trustee*

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Investment income, gains and losses are allocated to the appropriate fund.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 Income

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Deprecation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles – 5 years on a straight line basis

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

1.9 Pension Costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing from any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

1.13 Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, trade debtors and other debtors but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

1.14 Key Source of Judgement and Estimate Uncertainty

No significant judgements, accounting policies or assumptions have been made by management in applying the charity's accounting policies.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

2. DONATIONS AND LEGACIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	184,164	27,549	211,713	87,153
	<u>184,164</u>	<u>27,549</u>	<u>211,713</u>	<u>87,153</u>
	<u><u>184,164</u></u>	<u><u>27,549</u></u>	<u><u>211,713</u></u>	<u><u>87,153</u></u>

Income from donations and legacies in 2019 was £56,396 of unrestricted income and £30,757 of restricted income.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Events and activities	64,637	-	64,637	92,576
	<u>64,637</u>	<u>-</u>	<u>64,637</u>	<u>92,576</u>
Net income from trading activities	<u><u>64,637</u></u>	<u><u>-</u></u>	<u><u>64,637</u></u>	<u><u>92,576</u></u>

Income from other trading activities in 2019 of £92,576 was all unrestricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Clubs	19,372	202	19,574	38,407
Special Needs Nursery	-	3,253	3,253	4,654
Speech and language therapy	8,280	-	8,280	14,160
Member subscriptions	-	-	-	-
Grants	147,824	140,115	287,939	171,119
Thirst	4,390	-	4,390	5,334
	<u>179,866</u>	<u>143,570</u>	<u>323,436</u>	<u>233,674</u>

Income from charitable activities in 2019 included £120,143 of unrestricted income and £113,531 of restricted income.

5. INVESTMENT INCOME

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest	1,322	-	1,322	1,195
	<u>1,322</u>	<u>-</u>	<u>1,322</u>	<u>1,195</u>

All of the investment income in 2019 was unrestricted.

6. RAISING FUNDS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Events and fundraising	17,995	241	18,236	72,228
	<u>17,995</u>	<u>241</u>	<u>18,236</u>	<u>72,228</u>

Cost of raising funds in 2019 was all unrestricted income.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

7. EXPENDITURE BY CHARITABLE ACTIVITY

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Clubs	14,628	41,393	56,021	58,435
Special Needs Nursery	13,874	94,293	108,167	82,121
Speech and language therapy	13,233	6,882	20,115	20,965
Grove Cottage @Thirst Café	1,875	14,371	16,246	18,709
Direct support costs (note 8)	186,080	14,446	200,526	126,430
Total	229,691	171,384	401,075	306,660

Expenditure on charitable activities in 2019 included £155,903 of unrestricted expenditure and £150,757 of restricted expenditure.

8. SUPPORT COSTS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Staff costs	119,592	-	119,592	62,274
Equipment and repairs	11,900	-	11,900	8,347
Insurance	4,108	-	4,108	4,034
Occupancy costs	4,448	-	4,448	4,304
Motor vehicle costs (including depreciation)	2,007	13,716	15,723	15,749
Miscellaneous	33,279	480	33,759	23,649
Governance (see note 9)	10,746	250	10,996	8,073
	186,080	14,446	200,526	126,430

Support costs in 2019 included £110,714 of unrestricted expenditure and £15,716 of restricted expenditure.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

9. GOVERNANCE COSTS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Legal and professional fees	10,746	250	10,996	8,073

Governance costs in 2019 was all unrestricted income.

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2020 £	2019 £
Depreciation of tangible fixed assets:		
- Owned by the Charity	13,716	13,716
Independent examiner's fee	1,620	1,620

During the year, no Trustees received any benefits in kind (2019 - £NIL).

During the year, a Trustee received £NIL (2019 - £30) relating to reimbursement of expenses.

There were no other related party transactions (2019 – £NIL).

11. STAFF COSTS

Staff costs were as follows:

	2020 £	2019 £
Wages and salaries	294,547	271,840
Social security	6,968	6,940
Employers pension contributions	3,134	2,823
	304,649	281,603

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

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

	2020	2019
	No.	No.
Administration	4	4
Fundraising	4	4
Front line services	30	28
	<u>38</u>	<u>36</u>

No employee received remuneration amounting to more than £60,000 in either year (2019 – 0).

The Charity considers its key management personnel to comprise the Trustees as listed on the information page. No key management personnel received benefits in the year (2019 – Nil).

12. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Total £
Cost			
At 1 September 2019	168,000	68,580	236,580
Additions	-	-	-
Disposals	-	-	-
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
At 31 August 2020	168,000	68,580	236,580
	<u>168,000</u>	<u>68,580</u>	<u>236,580</u>
Depreciation			
At 1 September 2019	-	26,861	26,861
Charge for the year	-	13,716	13,716
Depreciation on disposal	-	-	-
	<u>-</u>	<u>40,577</u>	<u>40,577</u>
At 31 August 2020	-	40,577	40,577
	<u>-</u>	<u>40,577</u>	<u>40,577</u>
Net book value			
At 31 August 2020	168,000	28,003	196,003
	<u>168,000</u>	<u>28,003</u>	<u>196,003</u>
At 1 September 2019	168,000	41,719	209,719
	<u>168,000</u>	<u>41,719</u>	<u>209,719</u>

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

13. DEBTORS

Due within one year

	2020 £	2019 £
Prepayments and accrued income	-	1,697
Other debtors	1,183	4,369
Debtors control account	275	1,787
	1,458	7,853

14. CREDITORS

Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	2,026	11,033
Creditors control account	2,415	1,330
PAYE and net wages	1,771	2,361
Other creditors	609	496
	6,821	15,220

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

15. STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	-	88,949	(75,839)	764	13,874
Saturday Clubs	-	15,000	(7,411)	-	7,589
Grove Cottage @ Thirst Cafe	14,212	25,000	(16,499)	-	22,713
Wednesday Adult Club	105	95	(95)	-	105
Get Active	1,860	-	(1,860)	-	-
SLT Salaries	1,712	-	(1,712)	-	-
Easyjet Sing and Sign	250	-	(250)	-	-
Evening Clubs	8,100	-	(8,100)	-	-
Day trips for Nursery	205	2,405	(846)	-	1,764
Big Play	1,011	-	(1,011)	-	-
Clubs for Young People	200	-	(200)	-	-
Holiday Clubs	9,153	-	(9,153)	-	-
Thursday Adult Club	-	50	(50)	-	-
Nursery	-	18,050	(18,050)	-	-
SLT	-	6,250	(6,250)	-	-
Get Active	-	4,990	(1,652)	-	3,338
Youth Volunteering	-	4,770	(2,012)	-	2,758
Children's Services	-	500	(500)	-	-
Music Man Project	-	5,060	-	-	5,060
Minibus	40,540	-	(20,136)	-	20,404
	77,348	171,119	(171,625)	764	77,606
Designated funds - property	229,500	-	-	-	229,500
General funds	186,735	429,989	(247,686)	(764)	368,274
Total funds	493,583	601,108	(419,311)	-	675,380

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

15. STATEMENT OF FUNDS CONTINUED

Unrestricted funds

Included within unrestricted general funds are fixed assets of £175,599, leaving free reserves of £192,675.

Restricted funds

During the year, Grove Cottage was the beneficiary of many general donations.

Some grants and donations were specific in terms of what they were to be spent on, including:

BBC Children In Need - Large Grant	£18,050
BBC Children In Need - Small Grant	£15,000
Bishop's Stortford Town Council	£2,530
Charity at Chubb	£500
Co-op Community Fund	£2,405
Eastern Counties Educational Trust	£6,250
Hertfordshire Community Foundation - #iwill Programme	£4,770
Hertfordshire Community Foundation - Large Grant	£4,990
Hertfordshire County Council Locality Budget Scheme	£750
David Warburton – Marshgate Developments - donation	£25,000
I Aslan	£520
The Brazier Trust	£2,530
The National Lottery Community Fund	£20,000

We are very grateful to all of the above for their generosity which has enabled us to offer our wide range of services to our beneficiaries.

Purpose of designated funds

Property Fund

The Trustees have designated funds to pay for a future redevelopment of the current site or a move to new premises.

Transfers

A small transfer to the Nursery fund was made during the year from unrestricted funds. In the prior year a large transfer was made from unrestricted funds to designated funds for the future redevelopment and to the Nursery fund to cover costs.

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

16. PRIOR YEAR'S STATEMENT OF FUNDS

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	1,050	60,306	(82,121)	20,765	-
Defibrillator	6	-	-	(6)	-
Saturday Clubs	-	10,000	(10,000)	-	-
Grove Cottage @Thirst Cafe	5,000	29,880	(20,668)	-	14,212
Wednesday Adult Club	-	175	(70)	-	105
Speech and Language	496	4,958	(5,454)	-	-
Volunteer Co-ordinator	750	-	(750)	-	-
Performing Arts	1,500	-	(1,500)	-	-
Get Active	-	1,650	(1,650)	-	-
Website Development	-	2,000	(2,000)	-	-
Evening clubs	-	7,582	(7,582)	-	-
Get Active	-	2,000	(140)	-	1,860
SLT Salaries	-	5,000	(3,288)	-	1,712
Easyjet Sing and Sign	-	250	-	-	250
Evening Clubs	-	8,100	-	-	8,100
Tesco Bags of Help	-	1,000	(1,000)	-	-
Day trips for Nursery	-	607	(402)	-	205
Big Play	-	1,427	(416)	-	1,011
Children's Clubs	-	200	-	-	200
Holiday Clubs	-	9,153	-	-	9,153
Minibus	54,256	-	(13,716)	-	40,540
	63,058	144,288	(150,757)	20,759	77,348
Designated funds - property	125,000	4,500	-	100,000	229,500
General funds	269,816	265,810	(228,132)	(120,759)	186,735
Total funds	457,874	414,598	(378,889)	-	493,583

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Designated funds 2020 £	Total funds 2020 £
Tangible fixed assets	175,599	20,404	-	196,003
Current assets	192,675	64,023	229,500	486,198
Creditors due within 1 year	-	(6,821)	-	(6,821)
Total	368,274	77,606	229,500	675,380

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR

	Unrestricted funds 2019 £	Restricted funds 2019 £	Designated funds 2019 £	Total funds 2019 £
Tangible fixed assets	169,179	40,540	-	209,719
Current assets	17,556	52,028	229,500	299,084
Creditors due within 1 year	-	(15,220)	-	(15,220)
Total	186,735	77,348	229,500	493,583

BISHOP'S STORTFORD MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2020

17. ANALYSIS OF CHANGES IN NET DEBT

This note refers to the cash flow note on page 16.

	Opening balance 2019 £	Cash flows £	Other non cash changes £	Closing balance 2020 £
Cash and cash equivalents	291,231	193,509	-	484,740
Total net debt	291,231	193,509	-	484,740