

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
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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

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.

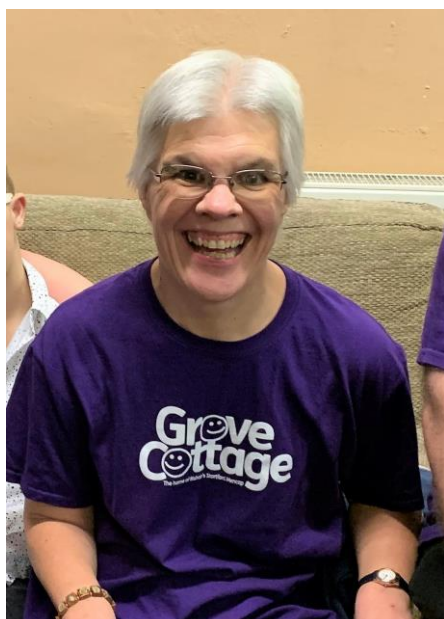
We thank all those who have generously donated in this and our previous financial year, including a legacy from the Crabb family which links one of the founding trustees, Stanley Crabb and one of our original members, Brian Crabb. At year end we have a total of £1,410,058 in restricted funds for the 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)
	<hr/>	<hr/>
Net inflow/(outflow) from operating activities	10,270	327,345
	<hr/>	<hr/>
Cash flows from investing activities:		
Interest from investments	73	2,077
	<hr/>	<hr/>
Net inflow/(outflow) from investing activities	73	2,077
	<hr/>	<hr/>
(Decrease)/increase in cash in the year	10,343	329,422
Cash brought forward at 1 September	814,162	484,740
	<hr/>	<hr/>
Cash carried forward at 31 August	824,505	814,162
	<hr/>	<hr/>

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
	<hr/>	<hr/>
At 31 August 2022	841,205	981,574
	<hr/>	<hr/>

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
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	11,413	3,777
	<hr/>	<hr/>

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
	<hr/>	<hr/>
	47,378	35,256
	<hr/>	<hr/>
	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)
	<hr/>	<hr/>
	13,750	6,304
	<hr/>	<hr/>

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

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

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.