

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

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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

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

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### 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

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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**

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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

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### 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
<b>Total</b>	<b>£608,683</b>	<b>£553,889</b>

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

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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**

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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				
<b>INCOME:</b>					
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
<b>TOTAL INCOME</b>		<b>416,408</b>	<b>532,301</b>	<b>948,709</b>	<b>542,623</b>
<b>EXPENDITURE:</b>					
Raising funds	6	23,355	-	23,355	12,161
Charitable activities	7	338,259	349,299	687,558	511,024
<b>TOTAL RESOURCES EXPENDED</b>		<b>361,614</b>	<b>349,299</b>	<b>710,913</b>	<b>523,185</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>54,794</b>	<b>183,002</b>	<b>237,796</b>	<b>19,438</b>
Transfers between funds		-	-	-	-
Gains/losses on investments		-	63,504	63,504	(21,151)
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>54,794</b>	<b>246,506</b>	<b>301,300</b>	<b>(1,713)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		553,889	1,442,138	1,996,027	1,997,740
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>608,683</b>	<b>1,688,644</b>	<b>2,297,327</b>	<b>1,996,027</b>

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 £
<b>FIXED ASSETS</b>				
Tangible assets	12		168,000	168,000
Investments	13		75,907	799,354
			<u>243,907</u>	<u>967,354</u>
<b>CURRENT ASSETS</b>				
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>	
<b>CREDITORS:</b> amount falling due within one year	15	(32,051)	(36,775)	
		<u></u>	<u></u>	
<b>NET CURRENT ASSETS</b>			<b>2,053,420</b>	<b>1,028,673</b>
			<u></u>	<u></u>
<b>NET ASSETS</b>			<b>2,297,327</b>	<b>1,996,027</b>
			<u></u>	<u></u>
<b>CHARITY FUNDS</b>				
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 31<sup>st</sup> 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**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Net cash inflow/(outflow) from operating activities:</b>		
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
	<hr/>	<hr/>
<b>Net inflow/(outflow) from operating activities</b>	<b>844,157</b>	<b>230,533</b>
	<hr/>	<hr/>
<b>Cash flows from investing activities:</b>		
Income from bank and investments	55,894	2,741
	<hr/>	<hr/>
<b>Net inflow/(outflow) from investing activities</b>	<b>55,894</b>	<b>2,741</b>
	<hr/>	<hr/>
<b>(Decrease)/increase in cash in the year</b>	<b>900,051</b>	<b>233,274</b>
Cash brought forward at 1 September	1,057,779	824,505
	<hr/>	<hr/>
<b>Cash carried forward at 31 August</b>	<b>1,957,830</b>	<b>1,057,779</b>
	<hr/>	<hr/>

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.

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

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**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
	<hr/>	<hr/>	<hr/>	<hr/>
	133,908	6,250	140,158	119,423
	<hr/>	<hr/>	<hr/>	<hr/>

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	-
	<hr/>	<hr/>	<hr/>	<hr/>
	100,783	-	100,783	58,283
	<hr/>	<hr/>	<hr/>	<hr/>

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

**BISHOP'S STORTFORD MENCAP**  
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**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**  
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**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

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
Total	338,259	349,299	687,558	511,024

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



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

**12. TANGIBLE FIXED ASSETS**

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

**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)
	<hr/>	<hr/>
At 31 August 2024	75,907	799,354
	<hr/>	<hr/>

**BISHOP'S STORTFORD MENCAP**  
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**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
	<hr/>	<hr/>
	127,641	7,669
	<hr/>	<hr/>

**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
	<hr/>	<hr/>
	32,051	36,775
	<hr/>	<hr/>

	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)
	<hr/>	<hr/>
	-	12,714
	<hr/>	<hr/>

**BISHOP'S STORTFORD MENCAP**  
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**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
<b>Funds restricted to BAU</b>	<b>65,760</b>	<b>132,648</b>	<b>(184,207)</b>	<b>-</b>	<b>14,201</b>
New Property	1,376,378	399,653	(165,092)	63,504	1,674,443
<b>Total restricted funds</b>	<b>1,442,138</b>	<b>532,301</b>	<b>(349,299)</b>	<b>63,504</b>	<b>1,688,644</b>
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	357,507	416,408	(361,614)	-	412,301
<b>Total funds</b>	<b>1,996,027</b>	<b>948,709</b>	<b>(710,913)</b>	<b>63,504</b>	<b>2,297,327</b>

**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.

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**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)	-	-
<b>Funds restricted to BAU</b>	<b>69,448</b>	<b>196,548</b>	<b>(200,236)</b>	<b>-</b>	<b>65,760</b>
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
<b>Total restricted funds</b>	<b>1,479,506</b>	<b>201,548</b>	<b>(217,765)</b>	<b>(21,151)</b>	<b>1,442,138</b>
Designated funds - property	196,382	-	-	-	196,382
General unrestricted funds	321,852	341,075	(305,420)	-	357,507
<b>Total funds</b>	<b>1,997,740</b>	<b>542,623</b>	<b>(523,185)</b>	<b>(21,151)</b>	<b>1,996,027</b>

**BISHOP'S STORTFORD MENCAP**  
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**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)
<b>Total</b>	<b>412,301</b>	<b>1,688,644</b>	<b>196,382</b>	<b>2,297,327</b>

**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)
<b>Total</b>	<b>357,507</b>	<b>1,442,138</b>	<b>196,382</b>	<b>1,996,027</b>

**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
	_____	_____	_____	_____
<b>Total net debt</b>	<b>1,057,779</b>	<b>900,051</b>	<b>-</b>	<b>1,957,830</b>
	_____	_____	_____	_____

**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).