

Company Registration No. 08055950 (England and Wales)

Registered Charity No. 1150285

**PENNINE MENCAP
REPORT OF THE TRUSTEES AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2020**

**PENNINE MENCAP
ANNUAL REPORT AND UNAUDITED ACCOUNTS
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**PENNINE MENCAP
COMPANY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2020**

Directors	E G Sparks (Trustee) A P Stock (Trustee) N Jotham (Trustee)
Company Number	08055950 (England and Wales)
Registered Office	RHODES BANK CHAMBERS 184-188 UNION STREET OLDHAM OL1 1EN ENGLAND
Accountants	Tarpon Limited Advantage Business Centre 132-134 Great Ancoats Street Manchester Greater Manchester M4 6DE

PENNINE MENCAP
(COMPANY NO: 08055950 ENGLAND AND WALES)
REPORT OF THE TRUSTEES

The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their report with the financial statements for the charity for the year ended 31 December 2020.

To say that the year 2020 was challenging for Pennine Mencap, its service users, the service users' family members and carers, our staff and volunteers would be a gross understatement. The year's events have been dominated by the COVID-19 pandemic; not just the impact of the disease itself, but the social and economic effects of infection control measures including national lockdown and social distancing regulations.

To a small extent the charity was prepared for the physical closure that was imposed by the national lockdown as we had planned to close activities at Rhodes Bank Chambers for three weeks to safely accommodate structural works needed to strengthen the building's central walls. The temporary closure provided breathing space to plan our response to the emerging pandemic.

We responded to the lockdown by immediately implementing weekly welfare checks with over 80 of our service users. These calls provided relief and reassurance to service users and, in many cases, to carers including parents, family members and even to professional support workers at a time when anxiety and confusion were taking firm hold of our community. We also reached out to collect prescriptions and undertake emergency outreach work to assist our most vulnerable service users.

We were also able to step up the packaging and delivery of emergency food parcels as a means to support our service users to isolate safely and to ensure their nutritional needs were being met during food shortages. Volunteers prepared and distributed over 2,000 cooked meals and the equivalent of 4,500 meals of fresh produce throughout the first lockdown. We found many willing volunteers happy to join and support this effort, which attracted a number of small grants.

We also found ways to move key activities online. First and foremost, our weekly Cooking With Confidence session has been transformed from an in-person session into our online Cookalong. From the start of April onwards, largely utilising surplus food donations from local branches of Lidl and Aldi, we begin creating identical ingredients kits and distributing them to service users so they could then follow a different live video cookalong every week.

This has proved remarkably successful, even as restrictions were lifted during late summer. From the first week when we had 12 participants to the final Cookalong of the year, where we had 40 participants in a single week, a total of 67 service users took part in this activity from home throughout 2020. This has proved a remarkably successful way to encourage our service users to safely socialise online by taking part in an enjoyable, skills-based activity every week.

Cookalong has provided a fantastic blueprint for moving other services online. Throughout the year we also adapted our choir sessions, social groups and courses to be held online, including a pandemic mental health course and a very popular food handling and hygiene course. The latter were both funded by European Social Fund's community learning programme.

We experimented with using a variety of online video meeting platforms to ensure maximum participation. This was an interesting process, revealing that Zoom proved technically challenging for many service users, whereas Skype proved more accessible but connections were unreliable. Ultimately, despite a number of shortcomings, Facebook achieved the best balance of accessibility and reliability, so we have opted to keep most of our online work channelled through Facebook.

At the suggestion of one of our peer mentors, we also established a supervised chat group on Messenger for service users to safely interact and video chat with each other every day. This proved to be a lifeline for many during periods of isolation.

In the latter months of the year, we reopened for a limited number of weekly in-person activities, but we first undertook a large-scale refurbishment of all the key activity areas. This was undertaken with infection control in mind, so all rooms had moppable commercial-grade vinyl floor coverings fitted, automatic hand sanitiser stations installed throughout, and tables with antibacterial surfaces were positioned in all activity spaces. We also applied a bright new colour scheme to the ground and first floors at Rhodes Bank Chambers, in a further effort to lift the mood of our returning service users. We were grateful for funding received from Forever Manchester, Action Together and the National Lottery Community Fund to make this essential overhaul achievable in a relatively short period of time.

Following this refurbishment, our in-person activity sessions were reinstated with strictly controlled attendance levels, social distancing measures (including a one way system demarked by extensive signage and barriers), a hugely enhanced cleaning schedule (20 minute cycles for cleaning all touch points) and, to the frustration of many, limitations on the type of activities that could be provided.

Unavoidably, close contact activities such as gym sessions and our Stage Right Performing Arts groups remain closed. Similarly we have suspended off-site activities, for example our sessions at Hurst Community Centre in Ashton-under-Lyne. All efforts and resources had to be concentrated to ensure the safety of attendees at our reinstated activities at Rhodes Bank Chambers, while maintaining the logistically demanding online activities such as Cookalong.

There was a sense of elation at the final activity of the year, as we used the entirety of the ground floor at Rhodes Bank Chambers to offer a full three course Christmas meal to 21 households of service users and their families/carers. This carefully managed celebration, conducted in accordance with all government restrictions and our own organisational infection control guidance, was the first taste of normality that anyone in attendance had experienced for more than 9 months. It was a very emotional evening for almost everyone in attendance.

PENNINE MENCAP
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REPORT OF THE TRUSTEES

We pushed the boat out to prepare a restaurant-quality menu with a choice of starters (freshly made seafood cocktail or chicken liver pate), main courses (confit duck with orange sauce or butternut squash filo wellington) and puddings (vegan, gluten-free raspberry cheesecake or traditional Christmas Pudding, served with fresh pouring cream). Everyone in attendance enjoyed complimentary non-alcoholic bucks fizz throughout, tea and coffee with chocolates to finish, and socially distanced festive karaoke before the meal was served. It was an important statement that we could maintain a sense of positivity and togetherness even under such difficult circumstances.

In view of the pandemic we took the decision that all online activities would be free to access and we would also remove all drop-in charges for face-to-face activities until further notice. We felt this gesture sent an important message to the community that Pennine Mencap is here to support those in most need.

We are exploring the idea of making activities free for the whole of the next year to everyone except those with assessed social care needs, where we would expect a contribution to be made by the relevant local authorities. This 'free at the point of access' approach has necessitated an increase in funding bids to trusts, foundations and local donors but throughout the second half of 2020 our fundraising strategy has been a success. We will review this strategy on a periodic basis in 2021.

Financially, the charity ends the year in a stronger position than it began, thanks to unrestricted donations which we have deployed to enhance the charity's resources. We are grateful for the support received throughout 2020. It has been a tiring year, but we end it satisfied that by remaining active throughout the peaks of the pandemic we showed the charity in the best possible light at the worst imaginable time. We hope this provides a strong platform for growth in 2021 and beyond.

**PENNINE MENCAP
INDEPENDENT
EXAMINERS REPORT**

We report on the accounts of Pennine Mencap for the year ended 31 December 2020, which are set out on pages 6 to 10.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under any company law and is eligible for independent examination, it is our responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- c) to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 and 395 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by charities have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tarpon Limited

Advantage Business Centre
132-134 Great Ancoats Street
Manchester
Greater Manchester
M4 6DE

29 August 2021

**PENNINE MENCAP
STATEMENT OF
FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020	2019
	£	£
Incoming resources		
<i>From generated funds</i>		
Voluntary income	134,235	96,552
Investment income	8,473	7,775
Direct costs	(2,113)	(8,183)
Total incoming resources	140,595	96,144
 Resources expended		
<i>Costs of generating funds</i>		
Costs of generating voluntary income	(149,845)	(76,739)
Other operating income	54,043	31,474
Net incoming/(outgoing) resources	44,793	50,879
 Reconciliation of funds		
Total funds brought forward	50,806	(73)
Total funds carried forward	95,599	50,806

PENNINE MENCAP
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	4	416,481	3,904
Current assets			
Debtors	5	1,113	4,418
Cash at bank and in hand		78,205	42,684
		<u>79,318</u>	<u>47,102</u>
Creditors: amounts falling due within one year	6	(200)	(200)
Net current assets		<u>79,118</u>	<u>46,902</u>
Net assets		<u>495,599</u>	<u>50,806</u>
Funds			
Revaluation reserve		400,000	-
Unrestricted funds		<u>95,599</u>	<u>50,806</u>
Total funds		<u>495,599</u>	<u>50,806</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020. The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).
Approved by the Board of Trustees on 29 August 2021.

E G Sparks (Trustee)

A P Stock (Trustee)

N Jotham (Trustee)

Company Registration No. 08055950

PENNINE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1 Statutory information

PENNINE MENCAP is a private company, limited by shares, registered in England and Wales, registration number 08055950. The registered office is RHODES BANK CHAMBERS, 184-188 UNION STREET, OLDHAM, OL1 1EN, ENGLAND.

2 Compliance with accounting standards

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Plant & machinery 15% straight line

4 Tangible fixed assets

	Land & buildings	Plant & machinery	Total
	£	£	£
Cost or valuation	At valuation	At cost	
At 1 January 2020	-	12,020	12,020
Additions	-	12,577	12,577
Revaluations	400,000	-	400,000
At 31 December 2020	400,000	24,597	424,597
Depreciation			
At 1 January 2020	-	8,116	8,116
At 31 December 2020	-	8,116	8,116
Net book value			
At 31 December 2020	400,000	16,481	416,481
At 31 December 2019	-	3,904	3,904

The main operational premises, being Rhodes Bank Chambers, was revalued during the 2020 reporting period resulting in an asset addition amounting to £400,000.

This was previously held at donated cost (£nil).

**PENNINE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

5 Debtors: amounts falling due within one year	2020	2019
	£	£
Other debtors	1,113	4,418
	<hr/>	<hr/>
6 Creditors: amounts falling due within one year	2020	2019
	£	£
Accruals	200	200
	<hr/>	<hr/>

PENNINE MENCAP
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
Incoming resources		
Appeals and donations	134,235	96,552
Rental income	8,473	7,775
	<u>142,708</u>	<u>104,327</u>
Cost of sales		
Subcontractor costs	2,113	8,183
	<u>140,595</u>	<u>96,144</u>
Gross profit		
Administrative expenses		
Wages and salaries	41,790	11,138
Local projects	13,196	14,127
Staff training and welfare	116	-
Travel and subsistence	616	6
Motor expenses	152	443
Rent	751	2,375
Light and heat	12,246	20,034
Cleaning	1,105	-
Telephone and fax	790	728
Postage	5	-
Stationery and printing	864	500
Subscriptions	179	-
Insurance	4,314	-
Software	1,283	356
Repairs and maintenance	62,257	21,233
Depreciation	-	1,803
Sundry expenses	421	13
Accountancy fees	167	533
Consultancy fees	7,810	2,400
Other legal and professional	1,783	1,050
	<u>149,845</u>	<u>76,739</u>
Other operating income		
Other operating income	-	31,474
Government grants	54,043	-
	<u>54,043</u>	<u>31,474</u>
Operating surplus	<u>44,793</u>	<u>50,879</u>
Total operating surplus	<u><u>44,793</u></u>	<u><u>50,879</u></u>