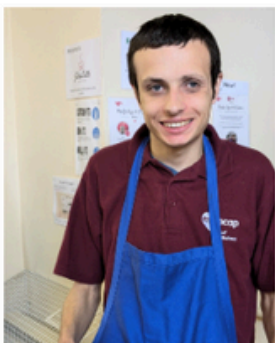


Annual Report 2024



Chair's Introduction

I am proud to report that City of Chelmsford Mencap has had a year marked by energy, commitment, and quiet transformation. Our staff, volunteers, trustees, and service users have worked with purpose and imagination to extend the impact of our services and strengthen the foundations of our Charity.

In 2024, we embedded new leadership roles within our support team, introduced tools to track the development of every lifelong learning student more closely, and broadened our curriculum and partnerships with real ambition.

This was also a year in which our outward-facing work grew markedly. Through partnerships with health, education and community organisations across Essex, our presence and influence in the community continued to grow. The voices of our service users and staff were heard at festivals, conferences and community meetings, and our message – that people with a learning disability have a right to rich, meaningful and ambitious lives – was heard loudly and clearly.

Our Board has remained dedicated and focused throughout the year, and we have been fortunate to welcome new trustees into the fold as others stepped down after years of committed service. I am deeply grateful to both departing and incoming colleagues for their generous contributions.

This introduction offers only a flavour of the information contained in the pages that follow. Many of the themes and highlights mentioned here – from governance and pastoral care to partnerships, placements and curriculum – are explored in fuller detail throughout the report.



Anthony North
Chair of Trustees



About City of Chelmsford Mencap

City of Chelmsford Mencap (CCM) is a registered charity which was established in 1951. It provides lifelong learning, social opportunities and specialist support for people with a learning disability in mid-Essex. We currently support more than 350 people.

CCM is affiliated to Royal Mencap Society (RMS) but is a wholly independent and autonomous charity and receives no direct funding from RMS or government. Instead, we are reliant on grants, donations and fundraising to supplement our income from service fees. The board of trustees has ultimate responsibility for setting our strategy, budget and priorities and ensuring we meet our obligations to the Charity Commission, our employees and our beneficiaries.

In 2020, City of Chelmsford Mencap received the Queen's Award for Voluntary Service, the highest honour for voluntary groups. This award recognised the strong voluntary ethos that runs through our Charity, from the Board to the occasional voluntary supporter.

In July 2024, CCM fulfilled a long held ambition to transform into a Charitable Incorporated Organisation (CIO), giving the Charity greater protection, flexibility and operational efficiency.

Our Vision

Every person impacted by learning disability, directly or otherwise, is empowered to live life to the fullest - without impediment, exclusion or disadvantage.



About Learning Disability

Learning disability is a reduced intellectual ability and difficulty with everyday activities which is lifelong. It is often confused with learning difficulty and mental health issues. However, learning difficulties, such as dyslexia, do not affect intellect. Mental health problems can affect anyone at any time and may be overcome with treatment, which is not true of learning disability.

Learning disability can be caused by specific conditions, such as Down Syndrome, birth trauma or early childhood illnesses. Learning disability may be mild, moderate or severe and people may also have associated sensory and/or physical impairments.

CCM supports service users who have a wide range of conditions including Down Syndrome, Autistic Spectrum Disorders, Global Development Delay, Edwards Syndrome and ADHD. Many of our service users also have mobility and/or sensory impairments and chronic health conditions such as diabetes, asthma and arthritis.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other people.

It is important to remember that, with the right support, most people with a learning disability in the UK can lead independent lives and fulfil their potential.



Our Objects and Services

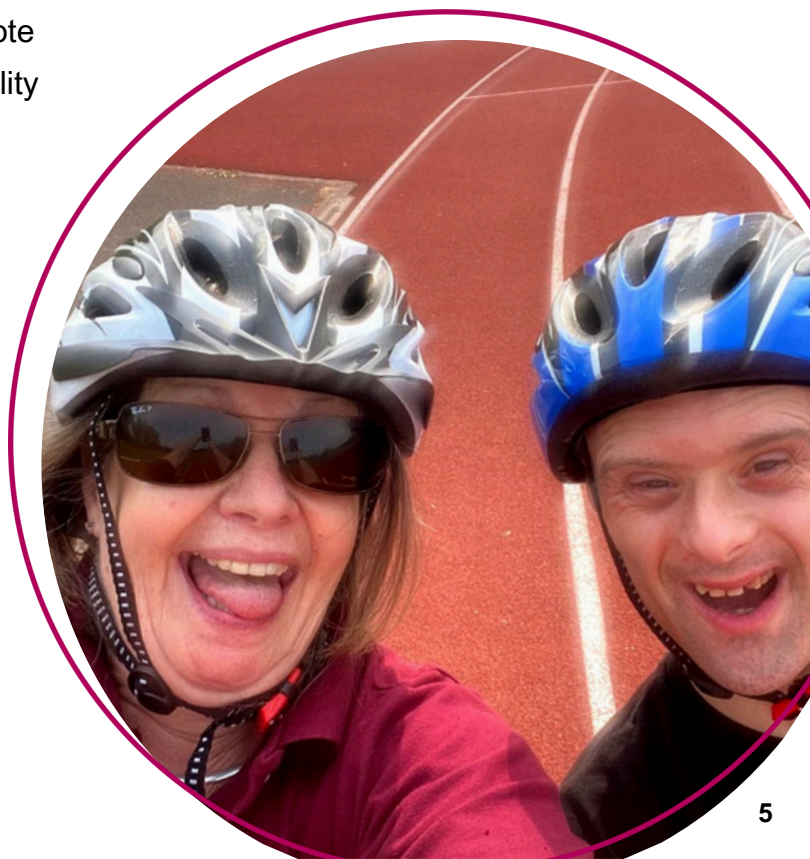
Under charity law, CCM is required to demonstrate that its governance and service provision is within the boundaries of its constitution. The Charity's objects are defined as follows: For the public benefit, to relieve the needs of people with a learning disability, their families, dependents and carers, by:

- a. providing or assisting in the provision of services, support and information, in order to enhance their opportunities to express their individuality, choice and control, improve their quality of life and fulfil their potential;
- b. promoting activities that advocate for a reduction in inequality of access to public services and justice for people with a learning disability.

In furtherance of that object but not otherwise, the trustees shall have power to engage in political activity provided that the trustees are satisfied that the proposed activities will further the purposes of the Charity to an extent justified by the resources committed and the activity is not the dominant means by which the Charity carries out its objects.

To fulfil its objects, City of Chelmsford Mencap develops, implements and reviews a range of services to support people impacted by a learning disability, either directly or indirectly:

- The Outreach Academy, a lifelong learning service which runs every weekday, 49 weeks a year. Courses develop students' social, work and life skills in a supported environment that enables them to reach their potential.
- Working Out, a work placement initiative.
- Enterprises and volunteering projects promote the talents of our service users and their ability to make meaningful contributions to their local community.
- An Advocacy and Community Support service covering central Essex enables service users to maximise their independence and resilience. It offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. Monthly *Carers Connect* sessions give carers opportunities to learn and share information.



Governance and Board Activity

The Charity continues to be overseen by a dedicated and capable Board of Trustees. In 2024, we maintained our commitment to strong governance through regular meetings, focused sub-committees, and careful oversight of all strategic and operational matters.

Our relatively new sub-committee structure continued to flourish. Each plays a vital role in ensuring that issues are discussed in depth and that the Board is well-informed when it comes to the approval of key decisions. We would like to thank our trustees for the time, insight and care they bring to these discussions.

This year saw some changes to our Board's composition. We said farewell to two long-serving trustees: Sarah Sadler and Neil Barnes, each of whom gave exceptional service to the Charity. Their contributions – to both the day-to-day work of the Board and to the strategic development of CCM – were deeply valued. We thank them warmly for all they have done.

CCM is especially grateful to Sarah, who has served the Charity with distinction as trustee, Vice Chair, and Acting Chair during challenging periods in our story. Her knowledge, determination, and collaborative spirit were invaluable, and we benefited enormously from her leadership. We are delighted that Sarah remains actively involved with CCM in her role as our much-loved yoga tutor, where she brings energy, care, and personalised challenge to each of our students. We continue to value everything she contributes to our community.

At the same time, we were delighted to welcome two new trustees: Ruth Thompson and Sharon Symon. Both bring considerable skill, experience and a deep commitment to the Charity's mission, and we are very pleased to have them as part of the team.

In response to interest from supporters and service users alike, we also overhauled the *Meet the Board* page on our website, helping to demystify trusteeship and make our governance team more visible and accessible. CCM is a big supporter of the



national Trustees Week to recognise and celebrate the incredible voluntary contribution made by trustees to charities of all sizes. CCM simply could not operate without the skill, passion and dedication of our own board of trustees.

The Board also oversaw the final stages of our transition to Charitable Incorporated Organisation (CIO) status – a major governance milestone that reflects our maturity and ambition as a charity. This new legal structure gives us greater operational flexibility and a clearer legal identity, while preserving everything that makes CCM distinctive.

Our CIO conversion in July was the culmination of years of hard work and dedication by many current and former trustees and Chairs. CCM places on record its thanks to all of them for their contributions towards achieving our new status.

We remain fully committed to best practice in governance and continue to benchmark ourselves against sector guidance, including that provided by the Charity Commission. We believe that strong governance is an enabler of great service delivery – and that every decision made in the boardroom should ultimately benefit our service users and community.

Our Mission

To nurture, empower and celebrate every individual impacted by learning disability, enabling their own unique sense of belonging, dignity, resilience, independence and achievement.



Key Metrics

312

Members

266 in 2023

240

Service users

210 in 2023

64

Students

60 in 2023

4

Full-time staff

9

Part-time staff

3

Bank staff

1

**Self-employed
consultant**

4

**Self-employed
tutors**

16

Volunteers

28,500 hours

**Individual
learning delivered**

940 hours

**Community
support**

974 hours

**Supported
traineeships**

16 placements

**Mental health /
adult nursing
university students**

1 placement

**Social work
university
student**

9 placements

**Health & Social
Care college
students**

Staff and Volunteer Development

Staff and volunteer development remains central to our ethos at City of Chelmsford Mencap. We believe that those who give their time, skills and care to our service users deserve just as much investment and encouragement as the service users themselves.

Our annual training week, held in January, brought our team together to refresh core skills and explore new approaches to care, support and inclusion. This was complemented by a suite of online courses taken throughout the year, covering everything from safeguarding and GDPR to communication, mental health, and learning disability awareness. (See page 22)

We are proud of our commitment to developing people from within. One notable example this year is Abbey Collins who began with us as a placement student and, over time, grew into the role of Support Lead – a testament both to her dedication and to the environment of encouragement we aim to foster.

Our volunteer community continues to grow in both numbers and impact. We are always pleased to welcome new volunteers, whether they can spare a few hours occasionally or offer a more regular commitment. Each contribution matters, and all are valued.

In 2024, we were particularly proud to see one of our volunteers, Henrietta Tyler, recognised at the Chelmsford Mayor's Awards for Volunteering. Henrietta received the Young Volunteer of the Year award – a fitting acknowledgement of her energy, positivity and generosity of spirit. Henrietta has continued her commitment to the Charity and now works for us as educational commitments allow.

We also deepened our relationships with Anglia Ruskin University, Chelmsford College and University of Essex, all of which continue to provide us with brilliant students on placement. Their presence not only strengthens our delivery, but also enriches the life of the Charity.

City of Chelmsford Mencap has always been a place where people grow – and we remain fully committed to being as supportive and ambitious for our staff and volunteers as we are for our beneficiaries.

Advocacy and Community Support

Our Advocacy and Community Support service continues to be a vital part of CCM's work, ensuring that the voices of our service users, families and carers are heard – and that people with a learning disability are fully included in decisions that affect their lives.

Throughout 2024, our Advocacy and Community Support Manager (Jan Hewett, pictured below) led a wide range of initiatives within Mencap Centre and in the wider community. She provided tailored support to service users and families, contributed to sector conversations, and forged links with organisations that share our values.

Our *Carers Connect* sessions, now well established as a monthly fixture, offered accessible, up-to-date information and emotional support to family carers. Topics included local housing options, social care systems, and building healthy friendships and relationships. These sessions often featured speakers with lived experience, who added real insight and value.

Alongside this outward-facing work, the service played a key pastoral role within CCM. Our Advocacy and Community Support Manager worked closely with the senior management team to respond to the needs of individual students and their families, offering practical advice and warm, informed support at times of challenge.



This service is about voice, inclusion and care – and in 2024, it continued to be at the forefront of our service delivery.

Pastoral Care and Safeguarding

Pastoral care is not a separate strand of our work – it is woven into every aspect of the Charity. From the classroom to the café, the allotment to the advocacy session, our team is focused on helping each individual flourish.

Pastoral care sits at the heart of everything we do at City of Chelmsford Mencap. In 2024, we continued to deepen our commitment to the emotional wellbeing, safety and personal development of every student.

Our Senior Management Team (SMT) continues to make pastoral care a key focus. Across all areas of service delivery, staff are supported to recognise and respond to the individual needs of students – whether emotional, behavioural or practical – in ways that are compassionate, informed and person-centred.

This year saw the introduction of *Support and Learning Trackers* for every student. These are designed to help staff monitor progress across a range of areas – from communication and independence to confidence and wellbeing – and to ensure that each student receives truly tailored support and learning.

We also enhanced our staffing structure, appointing a second Senior Support Lead and expanding our full-time support team. These additions have helped to maintain consistency, increase capacity, and ensure that our approach to safeguarding and care is robust and responsive.

All staff and volunteers continued to receive regular safeguarding training and are supported to maintain high standards of professional conduct. We are proud of the culture of safety and trust that exists across our Charity and are committed to ensuring that every student feels secure, valued and supported in their journey with us.





Multiply Maths workshops

24 students completed short courses in a range of practical maths skills including: Time and distance; Maths in everyday life; Understanding food labels; and Maths for Cooking. Thanks to ACL Essex for delivering these workshops.

Working out

CCM's work placement initiative enabled 14 students to progress into supported traineeships at our PopUp Cafes and In! Spades enterprise and at Havens' charity shop. Trainees developed catering, retail and horticulture skills, with personalised monitoring of progress and achievement.



Gateway Award: Fitness

24 students completed the *Fitness* element of their Bronze Award by participating in our Couch to 5k challenge. 75% of students demonstrated significant improvements in stamina and fitness. Participants also completed a specialist yoga course focused on foot health and mobility.

Outcomes

Employability

11 students completed a course in work and employment skills. They developed their proficiency in exploring employment opportunities, preparing for and learning from interviews, and positive attitudes and behaviours at work.



Keeping safe

22 students completed a course in keeping safe at home and in the community and created posters and easy read leaflets to demonstrate and disseminate their learning. Thanks to Essex Police, Essex Fire and Rescue, Chelmsford City Council and the PFCC's Community Safety Fund.

Gateway Award: Lifestyle

24 students completed the *Lifestyle* element by developing independent living skills through completion of household tasks including cleaning, ironing and bed-making. All students increased their independence and these new abilities were shared with carers to ensure skills transfer.



Lifelong Learning: The Outreach Academy

Our Outreach Academy continued to offer a vibrant and inclusive learning environment throughout 2024, where students developed skills, confidence and friendships in equal measure.

The year began with our *Spring into Wellbeing* initiative – an inspiring series of workshops and experiences designed to promote both physical and mental health. From alpaca trekking to art classes, students were encouraged to try new things and care for their own wellbeing in creative and enjoyable ways. We are grateful to Essex County Council for funding this programme.

Health and wellbeing remained a focus throughout the year. Students benefited from a range of physical activity sessions delivered in partnership with Bright Ideas for Tennis, Old Chelmsfordians, and Sport for Confidence. We were also delighted to host physiotherapy-led *Move It* sessions at Mencap Centre, supported by a student from Anglia Ruskin University.

We continued to broaden our curriculum. In partnership with Adult Community Learning Essex, students took part in Multiply workshops focused on practical maths, as well as courses in Employability and Creative Art. Meanwhile, becoming a Beyond Words Book Club allowed us to explore sensitive topics through storytelling without text – a valuable and inclusive learning tool.

In September, another key development was our registration as a Gateway Awards centre. After months of preparation, 24 students began working towards their Bronze Award, building life, work and social skills in a structured and rewarding way.

Our Live & Learn students also took part in *V is for Voting!* sessions ahead of the general election, helping them to better understand the democratic process and their role in it. We are proud to support civic participation among our students in accessible and meaningful ways.

The Outreach Academy continues to be led by a strong team of staff, tutors and volunteers who bring energy, care and imagination to every session they deliver. Our curriculum remains shaped by our students' individual interests, needs and potential and is designed to enhance both capability and confidence.

Curriculum and Tutors

Whilst health, wellbeing and employability featured prominently in this year's programme, our curriculum at CCM remained broad, balanced and engaging across all areas. We continue to offer a rich blend of creative, academic, life-skills and enrichment sessions, delivered by a talented and passionate team.

In 2024, students took part in classes covering literacy, numeracy, communication, art, dance, cooking, digital skills and current affairs, among many other subjects. The curriculum was designed not only to teach practical skills, but to build confidence, spark curiosity and foster self-expression.

We are fortunate to work with a team of tutors who bring expertise, imagination and empathy to every session. Special thanks go to Jean, Dave, Sarah, Carole and our many guest tutors whose contributions across the year were consistently thoughtful and inspiring. Their ability to tailor lessons to individual learning styles and needs remains one of the great strengths of The Outreach Academy.

Alongside scheduled classes, students took part in creative projects, exhibitions, performances and group discussions that gave them the chance to explore their ideas, express their views and celebrate their progress.

Learning at CCM is never just about a classroom setting. It is about empowering each individual to thrive, belong and grow - and our curriculum remains a powerful vehicle for achieving that.



Supported Traineeships: Working Out initiative

Our supported traineeships and social enterprises continue to offer students meaningful, supported pathways into work, creativity and community contribution.

In 2024, our Working Out initiative and In! enterprises remained a cornerstone of our employment-focused provision, helping students to build confidence, develop transferable skills and engage with the world of work in structured, supportive environments.

Our four In! enterprises once again gave students opportunities to lead, create and serve:

- In!Production, our film and media enterprise, was commissioned by Essex County Council to produce a series of short films on themes including consent, relationships and LGBTQIA+ awareness. One of their educational films was used as the introductory video for a major event held at Colchester United's conference centre.
- In!Spades, our horticulture and maintenance team, continued to grow their contract with Essex Community Foundation, enhancing and maintaining their grounds.
- In!Designs products, designed and produced by our talented artists, were sold at a variety of in-house and community events and concessions.
- In!Catering, our catering enterprise, enjoyed a particularly dynamic year. Starting 2024 at the Chelmsford Community Café (a joint initiative with Chelmsford CVS and Chelmsford Indoor Market), the students built a loyal customer base while learning key hospitality skills. Later in the year, the team relocated to St John's Church in Moulsham Street to run our popular Wednesday PopUp Café.

We also sustained our successful partnership with Havens Hospices, enabling four students to continue trainee placements in one of the charity's local shops. These placements offer real-world experience in a community-focused retail environment, and are valued by trainees and Havens alike. As ever, we are grateful to all our external partners who make these opportunities possible.

Through these enterprises and partnerships, our students are not only developing work-related skills, but also contributing meaningfully to their community and gaining pride in their achievements.

Events and Community Engagement

CCM has always placed great value on being an active and visible part of the local community, and 2024 was another year of lively participation, partnership and public celebration.

We were delighted once again to take part in projects and events organised by Chelmsford CVS, including their Chelmsford 100 arts initiative and Volfest, the city's annual celebration of the voluntary sector and its importance to our community.

In June, we marked Learning Disability Awareness Week with an exhibition of service users' powerful *I, Too, Am Able* photographic work in High Chelmer Shopping Centre.

In December, we were back in Chelmsford Cathedral for our annual Christmas Concert, this year joined by the wonderful Chelmsford Singers. The performances that evening were hugely memorable and our own choir (Awesome Beats Collective) and soloist (Charlotte Fieldson) ensured that everybody left feeling suitably festive, whilst aware of the important work we undertake in the community.

We continued to develop strong partnerships with external organisations, including the Royal Mencap Society, and others, strengthening our network and creating new opportunities for engagement and advocacy. We were grateful to be invited to talk about our work at two of the local Rotary Clubs and at other sponsored events.

Events like these help to keep us connected, raise awareness of our mission, and ensure that CCM remains not just a service provider, but a vibrant part of Chelmsford's civic and cultural life.



Fundraising and Finances

The 2024 financial year saw the Charity receive various generous donations and grants along with a steady income from our lifelong learning service, The Outreach Academy.

Our total operating income for the year was £259,895. Our net expenditure and movement in funds was 32% lower than in 2023 at £24,894. The improvement of £12,087 was due to increased income from charitable activities which has been offset to a large extent by increasing staff costs, the principal expenditure for the Charity (£198,076). CCM endorses the principle of paying staff a living wage, however this has resulted in significant staff cost increases over the last two years as we make sure everyone has a living wage and then maintain parity throughout the pay scales. We continue to push for higher fees for our lifelong learning service, knowing that we are significantly cheaper than other providers in our space. However, our overriding objective is to always be affordable to our service users.

In addition to our main income stream, we received donations totalling £28,324, including gifts from our Chair of Trustees, Anthony North (totalling £15,600), our Treasurer, Chris Newson (£3,000), Rotary Club of Chelmer Bridge (£1,000) and the Masonic Charitable Foundation (£500). We were also thankful for donations given in memory of Tony Read and David Crombie.

We were fortunate to benefit from community fundraising efforts by friends of CCM. Our trustee Neil Barnes was joined by his friends Jude and Tim to complete the Chelmsford 10K and raised a fabulous £1,962 and our tennis coach, Piers Nightingale, impressed everyone with both his ultramarathon result and his fundraising (£1,376). One of CCM's long-term supporters, Evelyn Hicks, continued her creative fundraising efforts and raised £1,042 in 2024. We were delighted to be made the chosen charity for Chelmsford Musical Theatre Choir's Spring concert, which raised £1,000 and resulted in a wonderful visit by some of the choir to Mencap Centre for a special music session, and by New City Voices, whose High Chelmer performance raised £515. We were also grateful to the Six Bells Boreham for continuing to make us a regular beneficiary of their famous quiz nights!

CCM's Christmas concert has always been a highlight in the calendar and we were relieved to be able to reinstate this event in 2023, after an enforced hiatus due to the pandemic. In 2024, with the help of sponsorship from Chelmsford For You, we were pleased to raise £1,222.

CCM's additional revenue streams continue to enhance our income and to enable us to reinvest funds into our In! enterprises for further purchases of resources, etc.

We were also successful in applying for grants in 2024, receiving £29,980 in total. Significant grants included Essex County Council's Locality Fund, Chelmsford City Council's Community Funding Scheme, and John Lewis.

Although the summary financial position for 2024 reads well, with only a small shortfall, we are mindful that, in these challenging times, the situation could have been very different without the generosity of our donors, community fundraising and generous grants. CCM also continues to owe a huge debt to our volunteers and trustees who contributed significantly to the Charity, giving possibly the most valued commodity of all - their time.

Summary of 2024 Accounts		
	2024	2023
Income from charitable activities	£192,337	£142,925
Total income	£259,895	£200,719
Support costs associated with charitable activities	£248,313	£206,731
Total expenditure	£285,038	£237,700
Fund balances at 31st December 2024	£666,595	£691,489



Chris Newson
Treasurer

**Our grateful thanks to
supporters who donated
in 2024:**

- Mr & Mrs A
- Chris Newson
- Anthony North
- Mr & Mrs R
- David Saville
- Karen Smith
- Mike Wall
- Shakey Wheelhouse



Closing Statement

As we reflect on 2024, what stands out most clearly is the energy, care and integrity with which this Charity continues to operate. At every level – from the classroom to the boardroom – CCM is shaped by people who believe deeply in the rights, strengths and potential of individuals with a learning disability.

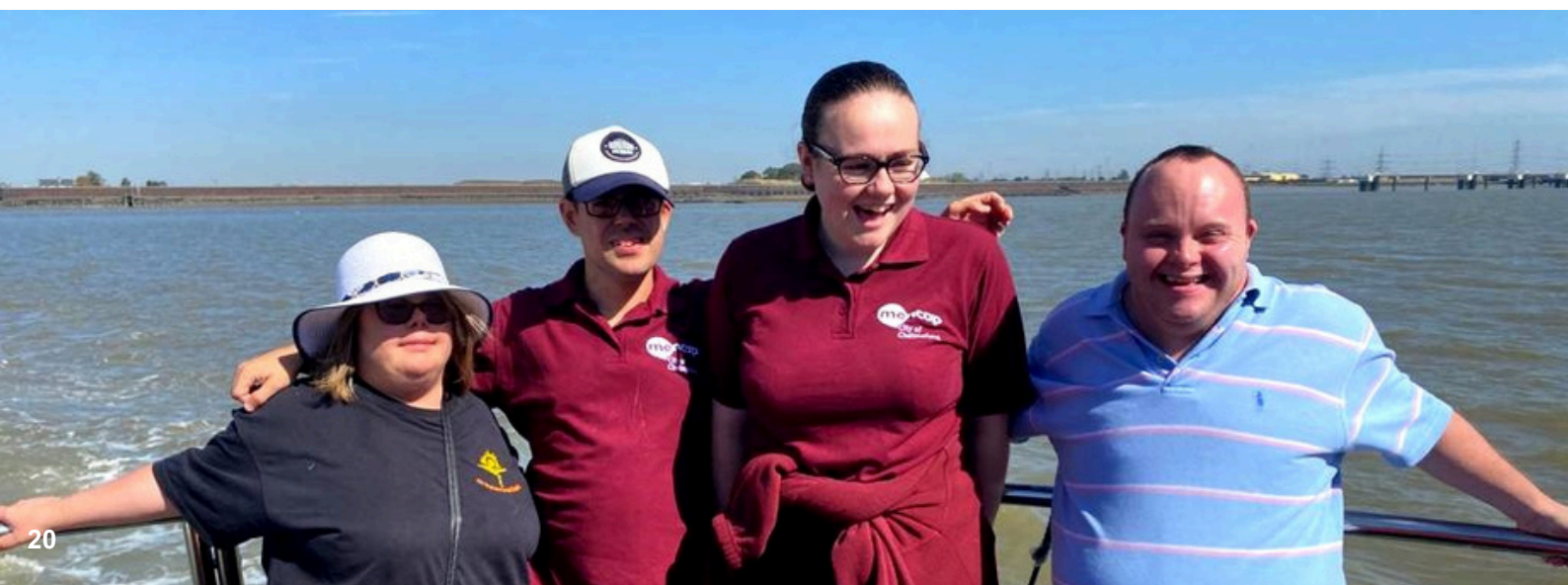
I hope this year's report captures the daily creativity, connection and support that takes place within our walls and beyond. Our service users remain at the heart of all we do, and it is their resilience, curiosity and humour that drive us forward.

Throughout 2024, we have continued to adapt and grow, responding to the needs of our community while staying rooted in the values that define us. Whether through curriculum innovation, partnerships, advocacy or support, our team continues to demonstrate what's possible when people work with purpose and imagination. Our priority in 2025 is to accelerate this momentum whilst developing our reporting and governance models to an even higher standard.

As always, I extend my heartfelt thanks to our staff, trustees, volunteers, families, funders and friends. Each of you plays a part in CCM's ongoing story – and I look forward to all that lies ahead.



Anthony North
Chair of Trustees



Meet the 2025 Board



Anthony North
Chair of Trustees
Trustee since 2019
Communications Director



Chris Newson
Treasurer and Vice Chair
Trustee since 2022
Chartered Accountant



Vivien Molulu
Secretary to the Board
Co-opted in April 2025
Programme Management Office
Lead - Health System
Transformation



Abigail Krone
Trustee since 2021
City Finance Director



Lucy Burgess
Co-opted in April 2025
Senior Trust and Statutory
Fundraising Officer



Ruth Thompson
Trustee since 2024
Dementia Support
Services Manager



Sharon Symon
Trustee since 2024
Speech and Language
Therapist, Community
Learning Disability Team

Read our trustees' full profiles at www.cityofchelmsfordmencap.org.uk/board-of-trustees

Senior Management Team



Grace Lidstone
Services Manager
Designated
Safeguarding Lead



Bernadette Bass
Financial Administrator



Jan Hewett
Advocacy & Community
Support Manager



Jules Cessford
Senior Support Lead
Onsite Supervisor,
university placements



Emma O'Riordan
Senior Support Lead
Onsite Supervisor,
college placements

Read our SMT's profiles at www.cityofchelmsfordmencap.org.uk/senior-management-team

Training 2024

Report writing
Moving and handling
Emergency first aid
Equality and diversity
Dysphagia
Safeguarding adults at risk
Personal and intimate care
Record keeping
COSHH
Dignity in care
Understanding autism
Mental health awareness
MCA and DoLS
Risk assessment
Supporting individuals with LD
Positive behaviour support
Care planning
Food hygiene
GDPR
Health and safety
Falls prevention
Effective communication
Person centred approach
Diabetes awareness
PREVENT

Charity Information



Bryan Powell
Honorary President



Alan Stoppard
Patron with
Lived Experience

Contact us:

Mencap Centre, 56 Mildmay Road
Chelmsford, CM2 0DZ
01245 268 303
info@cityofchelmsfordmencap.co.uk

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www.cityofchelmsfordmencap.org.uk



City of
Chelmsford
Mencap

Registered charity number
1171835



Charity registration number 1171835 (England and Wales)

CITY OF CHELMSFORD MENCAP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

CITY OF CHELMSFORD MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A North	
	C Newson	
	A Krone	
	P Preston	
	R Scott	
	R Thompson	(Appointed 1 October 2024)
	S Symon	(Appointed 18 October 2024)
	V Molulu	(Appointed 17 April 2025)
	L Burgess	(Appointed 10 April 2025)
Charity number (England and Wales)	1171835	
Independent examiner	Louise Hallsworth FCA	
	Affinia (Orpington)	
	Chartered Accountants	
	Lynwood House, Crofton Road	
	Orpington	
	BR6 8QE	
Bankers	CAF Bank	
	25 Kings Hill Avenue	
	West Malling	
	ME19 4TA	
	HSBC	
	99 High Street	
	Chelmsford	
	CM1 1EQ	

CITY OF CHELMSFORD MENCAP

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CITY OF CHELMSFORD MENCAP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their annual report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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 Republic of Ireland (FRS 102)".

Objectives and activities

Under charity law, CCM is required to demonstrate that its governance and service provision is within the boundaries of its constitution. The charity's objects are defined as follows:

For the public benefit, to relieve the needs of people with a learning disability, their families, dependents and carers, by:

- a. providing or assisting in the provision of services, support and information, in order to enhance their opportunities to express their individuality, choice and control, improve their quality of life and fulfil their potential;
- b. promoting activities that advocate for a reduction in inequality of access to public services and justice for people with a learning disability.

In furtherance of that object but not otherwise, the trustees shall have power to engage in political activity provided that the trustees are satisfied that the proposed activities will further the purposes of the charity to an extent justified by the resources committed and the activity is not the dominant means by which the charity carries out its objects.

To fulfil its objects, City of Chelmsford Mencap develops, implements and reviews a range of services to support people impacted by a learning disability, either directly or indirectly:

- The Outreach Academy, a lifelong learning service which runs every weekday, 49 weeks a year. Courses develop students' social, work and life skills in a supported environment that enables them to reach their potential.
- Working Out, a work placement initiative.
- Enterprises and volunteering projects promote the talents of our service users and their ability to make meaningful contributions to their local community.
- An Advocacy and Community Support service covering central Essex enables service users to maximise their independence and resilience. It offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. Monthly Carers Connect sessions give carers opportunities to learn and share information.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Significant activities and achievements against objectives

The City of Chelmsford Mencap (CCM) Annual Report 2024 reflects a year of growth, innovation, and community engagement, driven by dedicated staff, volunteers, trustees, and students. Under the leadership of Chair Anthony North, CCM strengthened its impact while remaining true to its mission: empowering people with learning disabilities to lead rich, meaningful, and ambitious lives.

CITY OF CHELMSFORD MENCAP

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Governance remained strong, with the Board of Trustees overseeing strategic and operational developments through a well-functioning sub-committee structure. A highlight was the charity's successful transition to Charitable Incorporated Organisation (CIO) status in July, a milestone that modernises CCM's legal structure and enhances its operational flexibility. The Board also bid farewell to two long-serving trustees, Sarah Sadler and Neil Barnes, and welcomed Ruth Thompson and Sharon Symon, whose skills and passion further strengthen governance.

Staff and volunteer development was a priority throughout the year. An annual training week and online courses equipped staff and volunteers with skills in safeguarding, GDPR, mental health, and more. CCM celebrated internal progression, including a former placement student becoming a Support Lead. Volunteers remained vital, with Henrietta Tyler receiving the Chelmsford Mayor's Young Volunteer of the Year award. Partnerships with the University of Essex and Chelmsford College continued to provide high-quality placement opportunities, enhancing both service delivery and the charity's culture.

The **Outreach Academy** flourished, offering a diverse curriculum spanning wellbeing, practical skills, and creative arts. Initiatives like Spring into Wellbeing, funded by Essex County Council, promoted holistic health through workshops like alpaca trekking and art classes. Partnerships with Bright Ideas for Tennis and Sport for Confidence supported physical activity, while collaborations with Adult Community Learning Essex expanded courses in maths, employability, and creative arts. Becoming a Beyond Words Book Club enriched learning through inclusive storytelling.

A notable addition was the **Gateway Awards scheme**, with 26 students embarking on Bronze Awards to develop life, work, and social skills. V is for Voting! sessions empowered students to engage in the democratic process. Across all activities, staff and volunteers fostered a supportive, imaginative learning environment.

Supported traineeships and social enterprises provided real-world work experiences. The Working Out initiative and In! enterprises—In!Production, In!Spades, and the In!Catering team—thrived. In!Production created films on consent, relationships, and LGBTQIA+ awareness for Essex County Council, while In!Spades expanded its maintenance contract with Essex Community Foundation. The In!Catering team transitioned from the Chelmsford Community Café to St John's Church, continuing to serve the community while building hospitality skills. Partnerships with Havens Hospices offered retail placements, reinforcing work readiness.

Advocacy and Community Support remained crucial, with tailored assistance for students and families, monthly Carers Connect sessions, and contributions to sector conversations. The service ensured voices were heard and supported within CCM and beyond.

Pastoral care and safeguarding were strengthened with Support and Learning Trackers, a second Senior Support Lead, and expanded staff roles. This comprehensive approach to individual wellbeing remained central to CCM's ethos.

Community engagement included participation in Chelmsford's Volfest, the annual Christmas Concert at Chelmsford Cathedral, and partnerships with local organisations and Rotary Clubs. These events celebrated CCM's work and strengthened its community presence.

The report concludes with a tribute to CCM's culture of creativity, inclusion, and resilience, highlighting that every achievement serves the students at its heart. With thanks to all staff, trustees, volunteers, families, funders, and friends, CCM looks forward to another year of progress and positive impact.

CITY OF CHELMSFORD MENCAP

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Financial review

City of Chelmsford Mencap's principal sources of funds are services fees, grant funding and donations. Expenditure is focussed directly on the provision of fully supported services and the future development and security of the Charity. The last recorded loss and deficit for the charity was in 2014 with a deficit amounting to £8,399.

In 2024, the charity's net expenditure and movement in funds for the year was 32% lower than in 2023 at £24,894. The improvement of £12,087 was due to increased income from charitable activities which has been offset to a large extent by increasing staff costs, the principle expenditure for the charity. CCM endorses the principle of paying staff a living wage, however this has resulted in significant staff cost increases over the last two years as the charity ensures that everyone has a living wage and then maintains parity throughout the pay scales. CCM continues to push for higher fees for its lifelong learning service, knowing that it is significantly cheaper than other providers in the day opportunities space. However, the charity's overriding objective is to always be affordable to its service users.

Although the summary financial position for 2024 reads well, with only a small shortfall, we are mindful that, in these challenging times, the situation could have been very different without the generosity of our donors, community fundraising and generous grants. CCM also continues to owe a huge debt to our volunteers and trustees who contributed significantly to the charity, giving possibly the most valued commodity of all - their time.

Reserves policy

The charity's reserves policy is that it should hold no less than three months' and no more than six months' current operating costs to safeguard against fluctuations that may arise in funding. This policy is intended to maximise the amount available for CCM's charitable activities during the current economic climate while also planning for a sustainable future.

Reserves are defined as funds specifically held as unrestricted and that do not have a designated use.

At the end of the year, the level of reserves was £85,481 which covered 3.6 months of operating costs based on the full year 2024 costs.

A register of risks identified within the Charity is held by the trustees. As part of this process the trustees implement a risk management strategy which comprises:

- Annual review of the register of risks that the Charity may face;
- The establishment of systems and procedures designed to mitigate those risks identified;
- The implementation of procedures designed to minimise any potential impact on the Charity should any of these risks materialise.
- Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the Charity's premises at Mildmay Road, Chelmsford or any other venue where services are being carried out.

Structure, governance and management

The charity transferred to a Charitable Incorporated Organisation on 1st July 2024. Previously, as a Charitable Association, City of Chelmsford Mencap was established by a charitable trust deed and amended on 12th November 1979, 4th September 2002 and 21st February 2013.

CITY OF CHELMSFORD MENCAP

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees who served during the year and up to the date of signature of the financial statements were:

A North	
A Stoppard	(Resigned 1 June 2025)
S Sadler	(Resigned 5 June 2024)
C Newson	
N Barnes	(Resigned 5 June 2024)
A Krone	
P Preston	
R Scott	
R Thompson	(Appointed 1 October 2024)
S Symon	(Appointed 18 October 2024)
V Molulu	(Appointed 17 April 2025)
L Burgess	(Appointed 10 April 2025)

Recruitment and appointment of trustees

The charity is required to have not less than 5 nor more than 15 elected trustees.

At every annual general meeting of the members of the CIO, one-third of the elected trustees shall retire from office. If their number is not three or a multiple of three, then the number nearest to one-third shall retire from office. The trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for reappointment. A trustee who has served for four consecutive terms may not be reappointed until after an interval of at least one year.

Membership of City of Chelmsford Mencap is open to anyone who uses the Charity for provision of services (including guardians and carers), trustees, former trustees and other people at the invitation of the trustees, who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in the Charity's constitution.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

Organisational policies and procedures are in place for the induction and training of staff, volunteers and trustees. Risk assessments and procedural guidelines are in place to manage all known risks.

The Charity's organisational structure consists of members, Board of Trustees, Services Manager; Financial Administrator, Advocacy & Community Support Manager, Senior Support Leads, Support Leads; Specialist Support Workers; and Volunteers.

The trustees meet at least quarterly as a Board and are responsible for the strategic direction and policy of the Charity. Certain responsibilities, including decision making and entering into contractual commitments, may be delegated to a sub-committee from time to time.

Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs four full time members of staff (Services Manager, two Senior Support Leads and a Support Lead), the remainder being made up of part time staff, bank staff and volunteers. The Charity also enters into contracts with self-employed tutors to provide certain services.

Relationship with wider network

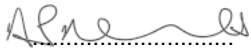
City of Chelmsford Mencap is affiliated to the Royal Mencap Society (123, Golden Lane, London EC1Y 0RT; Registered Company Number: 550457; Registered Charity Number: 222377). The parties work together in a collaborative way to develop a clear, productive and mutually beneficial relationship that will enhance the services we both provide for people with a learning disability. CCM also works collaboratively with other statutory and voluntary sector agencies.

CITY OF CHELMSFORD MENCAP

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees' report was approved by the Board of Trustees.



A North

Chair of Trustees

Date: 3rd July 2025

CITY OF CHELMSFORD MENCAP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on my examination of the financial statements of City of Chelmsford Mencap (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Louise Hallsworth FCA

Affinia (Orpington)

Chartered Accountants

Lynwood House, Crofton Road

Orpington

BR6 8QE

Date: 3 July 2025

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

Current financial year		Unrestricted funds	Restricted funds designated	Restricted funds general	Total	Total
	Notes	2024 £	2024 £	2024 £	2024 £	2023 £
Income from:						
Donations and legacies	3	12,986	23,455	21,863	58,304	49,085
Charitable activities	4	192,337	-	-	192,337	142,925
Other trading activities	5	5,659	-	-	5,659	5,152
Investments	6	3,595	-	-	3,595	3,557
Total income		<u>214,577</u>	<u>23,455</u>	<u>21,863</u>	<u>259,895</u>	<u>200,719</u>
Expenditure on:						
Raising funds	7	-	-	-	-	(100)
Charitable activities	8	225,945	23,724	35,369	285,038	237,800
Total expenditure		<u>225,945</u>	<u>23,724</u>	<u>35,369</u>	<u>285,038</u>	<u>237,700</u>
Net gains/(losses) on investments	13	<u>249</u>	<u>-</u>	<u>-</u>	<u>249</u>	<u>-</u>
Net expenditure and movement in funds		(11,119)	(269)	(13,506)	(24,894)	(36,981)
Reconciliation of funds:						
Fund balances at 1 January 2024		<u>635,700</u>	<u>42,033</u>	<u>13,756</u>	<u>691,489</u>	<u>728,470</u>
Fund balances at 31 December 2024		<u>624,581</u>	<u>41,764</u>	<u>250</u>	<u>666,595</u>	<u>691,489</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

Prior financial year		Unrestricted funds	Restricted funds designated	Restricted funds general	Total
	Notes	2023 £	2023 £	2023 £	2023 £
Income from:					
Donations and legacies	3	7,020	6,167	35,898	49,085
Charitable activities	4	142,053	872	-	142,925
Other trading activities	5	5,152	-	-	5,152
Investments	6	3,557	-	-	3,557
Total income		<u>157,782</u>	<u>7,039</u>	<u>35,898</u>	<u>200,719</u>
Expenditure on:					
Raising funds	7	(100)	-	-	(100)
Charitable activities	8	154,670	54,961	28,169	237,800
Total expenditure		<u>154,570</u>	<u>54,961</u>	<u>28,169</u>	<u>237,700</u>
Net income/(expenditure) and movement in funds		3,212	(47,922)	7,729	(36,981)
Reconciliation of funds:					
Fund balances at 1 January 2023		<u>632,488</u>	<u>89,955</u>	<u>6,027</u>	<u>728,470</u>
Fund balances at 31 December 2023		<u>635,700</u>	<u>42,033</u>	<u>13,756</u>	<u>691,489</u>

CITY OF CHELMSFORD MENCAP

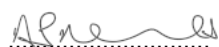
BALANCE SHEET

AS AT 31 DECEMBER 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	15		500,530		500,530
Investments	16		3,003		2,754
			<u>503,533</u>		<u>503,284</u>
Current assets					
Debtors	17	17,647		11,824	
Cash at bank and in hand		149,165		185,251	
		<u>166,812</u>		<u>197,075</u>	
Creditors: amounts falling due within one year	18	(3,750)		(8,870)	
Net current assets			<u>163,062</u>		<u>188,205</u>
Total assets less current liabilities			<u>666,595</u>		<u>691,489</u>
The funds of the charity					
Restricted income funds - general	20		250		13,756
Restricted income funds - designated	21		41,764		42,033
Unrestricted funds	22		474,581		485,700
Unrestricted funds - revaluation	22		150,000		150,000
			<u>666,595</u>		<u>691,489</u>

The notes on pages 10 to 20 form part of these financial statements.

The financial statements were approved by the trustees on ...3rd July 2025...



A North
Chair of Trustees

CITY OF CHELMSFORD MENCAP

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

1 Accounting policies

Charity information

City of Chelmsford Mencap is a Charitable Incorporated Organisation.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Nil depreciation
Fixtures and fittings	33.3% of cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

CITY OF CHELMSFORD MENCAP

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

3 Income from donations and legacies										
	Unrestricted funds	Restricted funds designated	Restricted funds general	Total	Unrestricted funds	Restricted funds designated	Restricted funds general	Total		
	2024	2024	2024	2024	2023	2023	2023	2023	2023	2023
	£	£	£	£	£	£	£	£	£	£
Donations and gifts	12,986	15,338	-	28,324	7,020	729	2,935	10,684		
Grants	-	8,117	21,863	29,980	-	5,438	32,963	38,401		
	12,986	23,455	21,863	58,304	7,020	6,167	35,898	49,085		
Grants										
RMS / Sports England Together Fund	-	-	-	-	-	-	9,936	9,936		
PFC's Community Safety Fund	-	-	3,750	3,750	-	-	11,250	11,250		
Essex County Council	-	-	2,474	2,474	-	-	5,200	5,200		
Chelmsford City Council Discretionary Fund	-	-	6,000	6,000	-	-	500	500		
Anglia Ruskin University	-	8,117	-	8,117	-	-	6,077	6,077		
University of Essex	-	-	-	-	-	4,104	-	4,104		
Essex Community Foundation - In Spades	-	-	719	719	-	1,334	-	1,334		
John Lewis	-	-	1,500	1,500	-	-	-	-		
ECC Fund from 2020	-	-	7,420	7,420	-	-	-	-		
	-	8,117	21,863	29,980	-	5,438	32,963	38,401		

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

4 Income from charitable activities

	Unrestricted funds	Restricted funds designated	Total	Unrestricted funds	Restricted funds designated	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Charitable activities						
Outreach	-	-	-	-	872	872
Other charitable activities	192,337	-	192,337	142,053	-	142,053
	<u>192,337</u>	<u>-</u>	<u>192,337</u>	<u>142,053</u>	<u>872</u>	<u>142,925</u>

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	<u>5,659</u>	<u>5,152</u>

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>3,595</u>	<u>3,557</u>

7 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Other fundraising costs	<u>-</u>	<u>(100)</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

8 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Outreach	8,609	13,898
Activities undertaken directly	28,116	17,171
	<u>36,725</u>	<u>31,069</u>
Share of support and governance costs (see note 9)		
Support	246,333	204,931
Governance	1,980	1,800
	<u>285,038</u>	<u>237,800</u>
Analysis by fund		
Unrestricted funds	225,945	154,670
Restricted funds - designated	23,724	54,961
Restricted funds - general	35,369	28,169
	<u>285,038</u>	<u>237,800</u>

9 Support costs allocated to activities

	2024 £	2023 £
Staff costs	181,104	146,180
Self employed staff costs	16,972	16,829
Rates	1,524	1,376
Energy costs	4,133	4,221
Administrative expenditure	1,667	1,688
Telecommunication & IT expenses	8,323	7,112
Premises expenses	17,711	7,557
Travelling & motor expenses	4,028	2,862
Insurance	2,793	2,003
Bank charges	233	422
Accountancy and professional fees	3,568	1,322
Sundry expenses	4,277	13,359
Governance costs	1,980	1,800
	<u>248,313</u>	<u>206,731</u>
Analysed between:		
Charitable activities	<u>248,313</u>	<u>206,731</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

10 Net movement in funds

2024	2023
£	£

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements

1,980	1,800
-------	-------

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

12 Employees

The average monthly number of employees during the year was:

2024	2023
Number	Number
13	12

Employment costs

2024	2023
£	£

Wages and salaries

174,030	141,944
---------	---------

Social security costs

4,868	2,520
-------	-------

Other pension costs

2,206	1,716
-------	-------

181,104	146,180
---------	---------

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

13 Gains and losses on investments

Unrestricted funds	Unrestricted funds
2024	2023
£	£

Gains/(losses) arising on:

Revaluation of investments

249	-
-----	---

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

15 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
Cost			
At 1 January 2024	500,530	1,147	501,677
At 31 December 2024	500,530	1,147	501,677
Depreciation and impairment			
At 1 January 2024	-	1,147	1,147
At 31 December 2024	-	1,147	1,147
Carrying amount			
At 31 December 2024	500,530	-	500,530
At 31 December 2023	500,530	-	500,530

Investment properties rented to another group entity have been accounted for using the cost model.

16 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2024	2,754
Valuation changes	249
At 31 December 2024	3,003
Carrying amount	
At 31 December 2024	3,003
At 31 December 2023	2,754

17 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	17,167	11,824
Prepayments and accrued income	480	-
	17,647	11,824

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

18 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	-	(410)
Trade creditors	1,770	-
Accruals and deferred income	1,980	9,280
	<u>3,750</u>	<u>8,870</u>

19 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>2,206</u>	<u>1,716</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024 £	Incoming resources £	Resources expended £	At 31 December 2024 £
General restricted funds	<u>13,756</u>	<u>21,863</u>	<u>(35,369)</u>	<u>250</u>
Previous year:				
	At 1 January 2023 £	Incoming resources £	Resources expended £	At 31 December 2023 £
General restricted funds	<u>6,027</u>	<u>35,898</u>	<u>(28,169)</u>	<u>13,756</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

21 Restricted funds - designated

These are restricted funds which are material to the charity's activities.

	At 1 January 2024	Incoming resources	Resources expended	At 31 December 2024
	£	£	£	£
General designated funds	42,033	23,455	(23,724)	41,764
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
General designated funds	89,955	7,039	(54,961)	42,033
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

22 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	Gains and losses	At 31 December 2024
	£	£	£	£	£
General funds	485,700	214,577	(225,945)	249	474,581
Revaluation reserve	150,000	-	-	-	150,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	Gains and losses	At 31 December 2023
	£	£	£	£	£
General funds	482,488	157,782	(154,570)	-	485,700
Revaluation reserve	150,000	-	-	-	150,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

23 Analysis of net assets between funds

	Unrestricted funds	Restricted funds designated	Restricted funds general	Total
	2024	2024	2024	2024
	£	£	£	£
At 31 December 2024:				
Tangible assets	500,530	-	-	500,530
Investments	3,003	-	-	3,003
Current assets/(liabilities)	121,048	41,764	250	163,062
	<u>624,581</u>	<u>41,764</u>	<u>250</u>	<u>666,595</u>
	Unrestricted funds	Restricted funds designated	Restricted funds general	Total
	2023	2023	2023	2023
	£	£	£	£
At 31 December 2023:				
Tangible assets	500,530	-	-	500,530
Investments	2,754	-	-	2,754
Current assets/(liabilities)	132,416	42,033	13,756	188,205
	<u>635,700</u>	<u>42,033</u>	<u>13,756</u>	<u>691,489</u>

24 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).