



## **The Trustees present their Annual Report and Financial Statements for the year ended 31 March 2021**

**Our mission** is to improve the quality of life for people in Hertsmere with a learning disability and their families by:

- Providing confidential advice and practical support on issues ranging from welfare and housing to friendships and wellbeing
- Offering stimulating daily activities to help improve confidence, learn new skills and make friends
- Reaching out and supporting people who feel isolated and reluctant to ask for help

### **Our vision**

- is for people with a learning disability living in Hertsmere to be valued equally, listened to and included.

### **Our values**

- We are Inclusive. People with a learning disability are at the heart of everything we do
- We are Trustworthy. When we promise something, we don't let people down
- We are Caring. We treat everyone with respect and kindness.
- We are Positive. We encourage everyone to take the best from life and all that it offers.



The Trustees are aware of their duty under s.17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such, the Trustees ensure that the activities of the charity are for the public benefit.

This report consists of an overview of what was happening over the last financial year. If you see something that you are particularly interested in and would like to find out more, then please let us know and we will be happy to share further details with you.

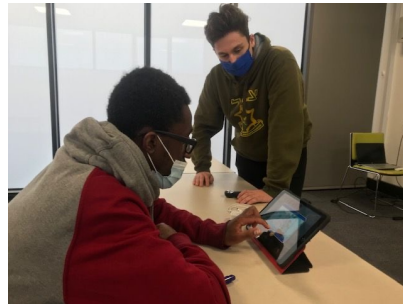


**Dear Supporter,**

The pandemic took hold right at the beginning of the last financial year and the world of our members was turned upside-down.

We had, of course, to close down all our face-to-face activities and moved quickly to new ways of working and engaging with each other. Zoom became the order of the day; perfect for committee meetings, it could not truly replace our activity sessions or our Jubilee Club.

To avoid isolation, we embarked upon running a Let's Get Digital group, volunteers giving invaluable advice and a considerable amount of input.



We obtained funding to supply members with tablets and internet connectivity and, most importantly, we trained them in how to use their device, connect to the web, use Zoom and use applications that they were interested in. We put dance aerobics on Zoom and even Arts & Crafts – our sessional leader going round delivering the necessary materials for the sessions.

## Volunteers

We were extremely fortunate to recruit a number of new volunteers to start a “Friendship Phone call” scheme to help steer our members away from loneliness and isolation during that difficult time where everyone was missing their daily social interactions.

The scheme involved a volunteer contacting one of our members on a weekly basis for a friendly chat and also to make sure they were ok and had everything they needed, for example shopping and medicine. We were very grateful to all our volunteers - old and new - for their invaluable help with this initiative.

In addition, we sent several Activity Packs out to both Noah’s Ark children and our adult members, designed to keep them motivated and occupied. Staff and volunteers were able to have a chat (at a safe distance!) with some parents/carers, which was really welcomed by them. And, before Christmas, Santa Claus was busy going round to group homes with his super – and beautifully wrapped – gifts!





We were delighted to be able to restart limited in-person adult activities - Dance, Arts & Crafts and the Jubilee Club in the beginning of October; this was with strict social distancing and most people wore masks. But with the next virus wave very soon afterwards, it was disappointing for everyone to have to close them down again.

Outings and the Panto for Noah's Ark were also not possible. Needless to say, we were not able to hold our Annual Xmas Party, a disappointment to so many members who look forward the whole year to this big event. We couldn't restart in-person activities again until the end of April, by which time the majority of our members had received at least their first vaccination.

It was indeed a difficult year for everyone; many members relied on us for support and advice throughout the year and our Mission, Vision and Values were exemplified



After 5 years with Hertsmere Mencap, we were very sorry to learn that our Head of Communications, Lucy Sitton, would be leaving us at the end of February. We were, however, pleased to announce that her role was being taken over by Karen Snyder who started on 22 February.

Throughout the year, we had not advertised for a new Activities Coordinator but we employed Andre Heymoz - who had himself been a volunteer for Hertsmere Mencap – in a new Head of Support role; he joined us in April 2021.

We were very sad to report during last year that Rose Langley, mother of our member Aaron, and wife of Michael passed away right at the beginning of the pandemic. We were also very sad to learn that Ivan Kennedy, father to Gavin and husband to Susan passed away.

More recently, of course, we were all so sad that Teresa Gray passed away – she was a shining light in our close group of members

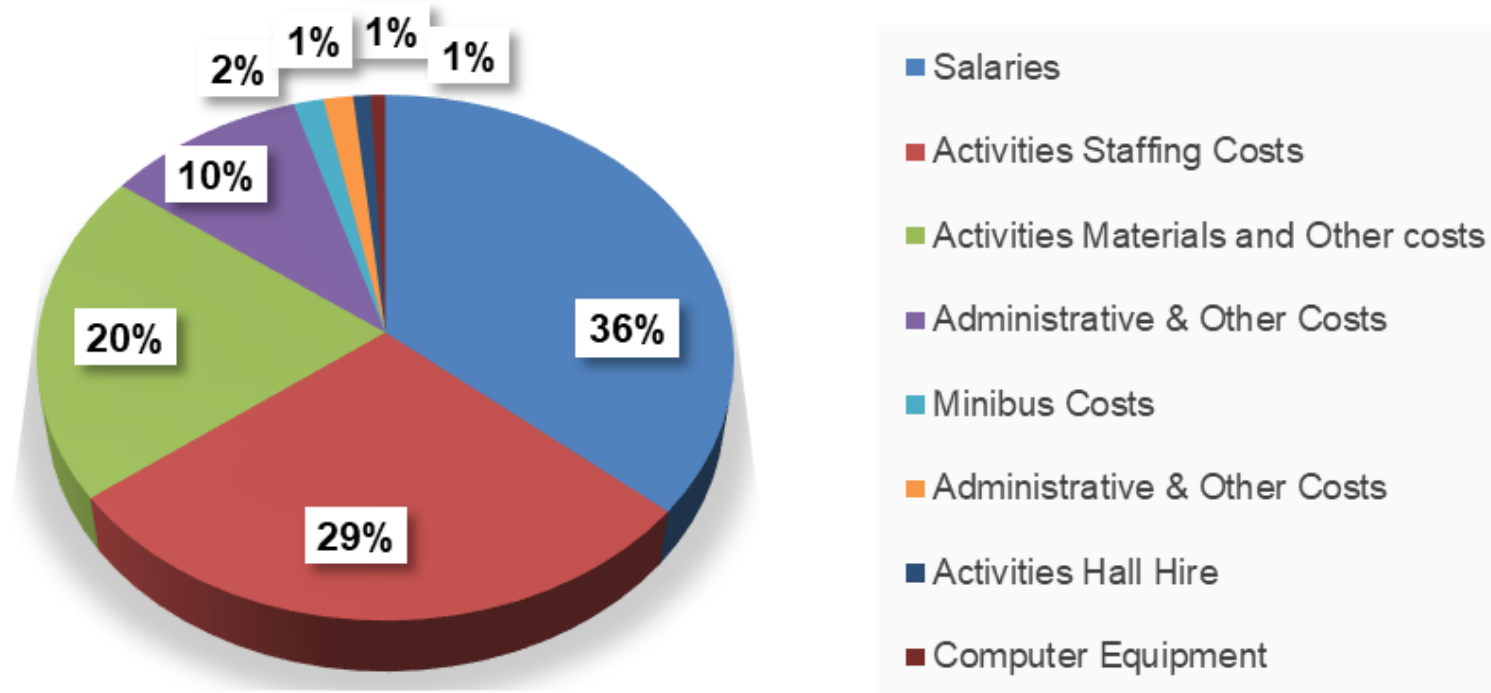


## Financial Review

The Trustees believe the charity is operating on a sound financial basis. It had an income in the financial year of £93,395 which was a decrease from the previous year of £125,350. Expenditure was also lower at £87,717 against the previous year's £107,682. The Trustees therefore report a surplus for the year of £5,678, compared with a surplus of £17,668 in the previous year.

Given the Covid pandemic, these figures have been skewed by a) the absence of fundraising income against previous years, b) the increase in grants received and, c) a decrease in both the income from activities and, conversely, the costs of running our activities which were, of course, locked down for a substantial period of the year. Costs of materials and other costs at £14,312 reflects our sending out activity packs to both adult and children members

## Overall Expenditure: April 2020 to March 2021







## **Fundraising and Grant Income**

We were unable to hold a Golf Day in the year to 31 March 2021, nor any other fundraising events. We were, however, fortunate to receive donations of £17,107.

In addition, the following grants (those over £1,000) were received:

£1,286 in April 2020 from the Hertfordshire Community Foundation for laptops for use by our administrative staff and volunteers.

£15,000 in May 2020 from the Clothworkers Foundation towards the cost of a new minibus. We agreed to enter into a joint venture with Roundabout Transport, a charitable organisation that rents out minibuses to other charities in Hertfordshire and have, on a 50/50 basis, purchased a new minibus. Our 50% share of the cost was £20,754 which is reflected in the balance sheet. The minibus was delivered to us in April 2021.

£4,975 in August 2020 from the Hertfordshire Community Foundation to fund iPads and other equipment to supply and train our members who were otherwise, during lockdown, unable to contact their friends and family or join our activities which we were holding on Zoom for much of the period.



## **Fundraising and Grant Income**

£9,994 in September 2020 from the National Lottery Coronavirus Community Support Fund to support our Activities and Support service. *(used for staff and volunteer costs, IT equipment, sessional materials and sessional leaders ???).*

£3,800 in November 2020 from Sports England to support activities post lockdown, including hall hire, sessional staff and marketing costs.

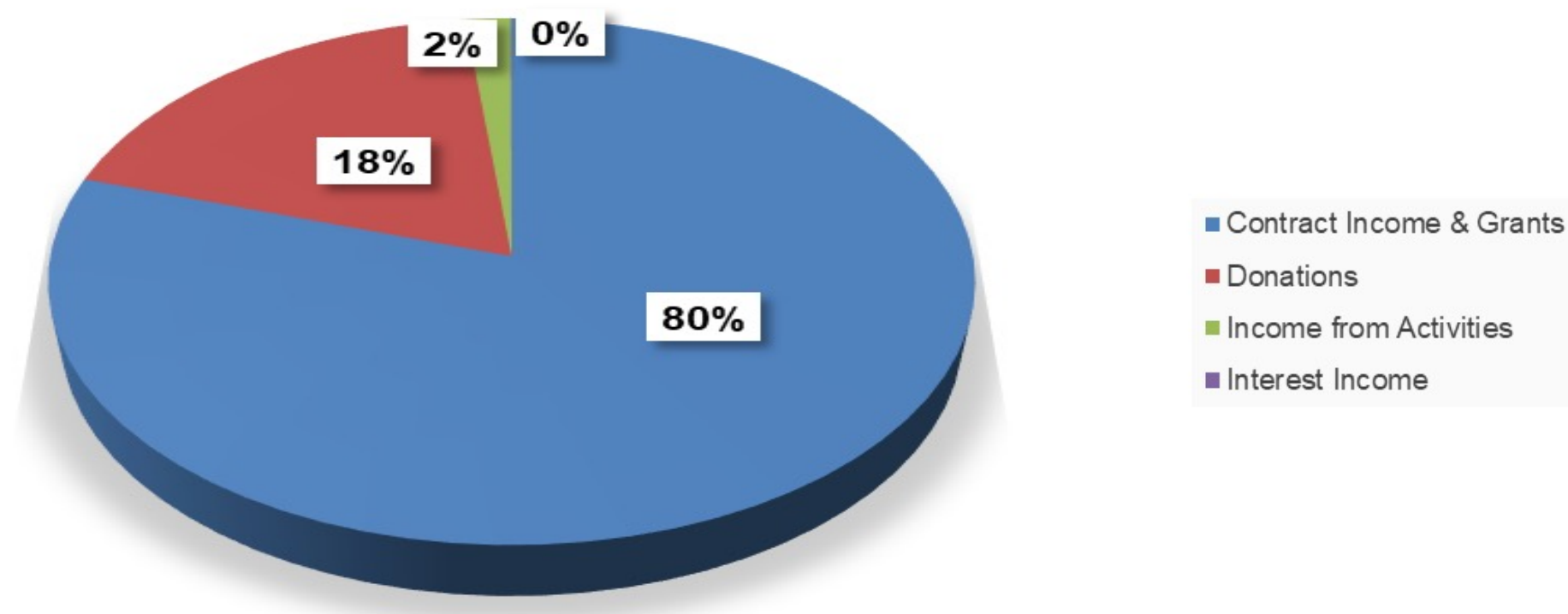
£2,500 in November 2020 from Hertsmere Borough Council to support our sending out Xmas packs to our members.

£3,500 in February 2021 from Sports England to support our Healthy Eating project; due to Covid, we embarked on this project earlier in October 2021

£2,000 in February 2021 from the Good Things Foundation (via Royal Mencap Society) to support our Let's Get Digital project which funded tablets and other equipment to supply and train our members.

£29,385 (in three tranches over the year) for The Provision of Community Short Breaks" framework agreement from Hertfordshire County Council, by our Noah's Ark Playscheme.

## Income: April 2020 to March 2021





## **Noah's Ark**

Easter scheme was very successful accommodating 25 children over 5 days, including 5 new children. Covid restrictions meant a reduced number of children on a daily basis and also strict Covid-safety procedures.

We had lots of in-house activities including fabric painting and an Easter egg hunt.

We received a generous donation from one of our families whose daughter celebrated her Bat Mitzvah and requested donations to NA as gifts.

In June we had a fun day at the Meadow Park fair with around 40 children and their families enjoying free rides.

The summer Playscheme accommodated a total of 40 children over 17 days, including 9 new children, with 24 staff and 3 volunteers.



## **Noah's Ark**

The staff at Noah's Ark worked incredibly hard to deliver a successful playscheme during an extremely challenging environment. Despite Covid restrictions lifting, we continued to uphold a strict risk assessment policy, in order to keep both our children and the staff as safe as possible.

However, unfortunately we were forced to cancel 4 days of scheme since some of our staff came into contact with Covid. Nevertheless, we still managed to deliver 13 fun-filled days with many activities, including a big trip to Thames Valley and a visit to an ice cream farm. A big thank you to Chris for driving the minibus on both days.

We held 2 days of staff training including a formal Safeguarding training which was invaluable and well received.

Parents were extremely grateful for the respite and we have had some very positive feedback:

Our Xmas party is planned for the 19<sup>th</sup> December at the Library.

We are planning 2 activity days during the Christmas break including a sports/swimming day and a trip to the Panto.



## Reserves Policy

The reserves that we have set aside provide financial stability and the means for the development and continuation of our principal activities.

We intend to maintain our reserves at a level which is at least equivalent to 12 months expenditure for our Playscheme, 6 months expenditure for our general activities and £25,000 towards funds for property costs.



## **Trustees**

The Trustees, who are also the directors for the purpose of company law and who served during the year and up to the date of signature of the financial statements are:

P Moser, Chair, T Walton, Vice-Chair, K Chandak, Treasurer, E Grower and S Moser

The Board of Trustees has the power to appoint and remove trustees on a majority basis, with the chairman P Moser having the deciding vote, where necessary.

None of the trustees has any beneficial interest in the organisation.

The charity is organised so that trustees meet regularly to manage its affairs and oversee other sub-committees, which deal with day-to-day issues.

A handwritten signature in black ink, appearing to be "P Moser".

Paul Moser, Chairman





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Hertsmere Mencap

No (if any)

243871

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-20

To

Period end date  
31-Mar-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	1,500	73,140	-	74,640	46,992
Fund raising activities	1,617	-	-	1,617	49,124
Charitable activities	-	-	-	-	12,460
Donations	17,107	-	-	17,107	16,736
Subscriptions	-	-	-	-	-
Interest on deposits	31	-	-	31	38
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>20,255</b>	<b>73,140</b>	<b>-</b>	<b>93,395</b>	<b>125,350</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,255</b>	<b>73,140</b>	<b>-</b>	<b>93,395</b>	<b>125,350</b>
<b>A3 Payments</b>					
Charitable activities & grant expenditure	15,811	27,131	-	42,942	39,869
Cost of activities	3,201	34,174	-	37,375	59,025
Management & administration	2,489	4,910	-	7,399	8,788
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>21,502</b>	<b>66,215</b>	<b>-</b>	<b>87,717</b>	<b>107,682</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,502</b>	<b>66,215</b>	<b>-</b>	<b>87,717</b>	<b>107,682</b>
<b>Net of receipts/(payments)</b>	<b>- 1,247</b>	<b>6,925</b>	<b>-</b>	<b>5,678</b>	<b>17,668</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>109,760</b>	<b>-</b>	<b>-</b>	<b>109,760</b>	<b>92,002</b>
<b>Cash funds this year end</b>	<b>108,513</b>	<b>6,925</b>	<b>-</b>	<b>115,438</b>	<b>109,670</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	Cash at bank and in hand	116,412	-	-
	Term Deposit	-	-	-
	Other debtors balance	-	-	-
	<b>Total cash funds</b>	<b>116,412</b>	<b>-</b>	<b>-</b>



**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Debtors/ (Creditors)	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-


**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	5,474
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Unrestricted	1,064	
		-	
		-	
		-	
		-	

Signed by one or two trustees on  
behalf of all the trustees

Signature	Print Name	Date of approval
		
	Paul Moser	06/12/2021



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name **Hertsmere Mencap**

On accounts for the year  
ended

**31 March 2021**

Charity no  
(if any)

**243871**

Set out on pages

Remember to include the page numbers of additional sheets.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~\*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

**6 December 2021**

Name:

**R.N. Errington FCA**

Relevant professional  
qualification(s) or body  
(if any):

**ICAEW**

Address:

**22 Barnet Gate Lane**

**Arkley Village**

**EN5 2AB**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.