

CITY OF CHELMSFORD MENCAP

England & Wales · Charity number 245421

Details

Other names	CHELMSFORD AND DISTRICT SOCIETY FOR THE MENTALLY HANDICAPPED, CHELMSFORD MENCAP
Status	Registered
Legal form	Other
Registered	1965-12-15
Register	View on the Charity Commission register

Contact

Address	City Of Chelmsford Mencap 56 Mildmay Road Chelmsford CM2 0DZ
Phone	01245 268303
Email	info@cityofchelmsfordmencap.org.uk
Website	www.cityofchelmsfordmencap.org.uk

Activities

Objects: 1) THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND FOR THEIR FAMILIES, DEPENDANTS AND CARERS, AND TO PREVENT LEARNING DISABILITIES FOR THE PUBLIC BENEFIT AND TO ADVANCE RELIGION AMONGST PERSONS WITH A LEARNING DISABILITY.2) TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASONS OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE."LEARNING DISABILITY" MEANS ANY DEVELOPMENTAL DISABILITY OF THE MIND AND ANY ASSOCIATED CONDITION HOWSOEVER CAUSED AND WHETHER MILD, MODERATE OR SEVERE

Activities: City of Chelmsford Mencap provides life long learning, social and respite services for people with learning disability or additional needs, as well as their families and carers. We operate in Chelmsford, Essex and provide services information and support to people across mid-Essex.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE CHELMSFORD AND DISTRICT
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£0	£0	-	-
2023-12-31	£157,782	£154,570	-	-
2022-12-31	£138,717	£133,188	-	-
2021-12-31	£158,156	£129,809	-	-
2020-12-31	£168,931	£162,724	-	-

Trustees

Name	Role	Appointed
Chris Newson		2022-03-23
Ruth Thompson		2024-10-01
Sharon Symon		2024-10-18

Accounts

City of Chelmsford Mencap

Report of the Board of Trustees

President: Sandra Morton-Nance

From 1st January 2021 to 31st December 2023



Reference and Administrative Details	
Charity Name	City of Chelmsford Mencap
Registered Charity number	245421 (England, Northern Ireland and Wales)
Principal Address	Mencap Hall, 56, Mildmay Road Chelmsford Essex CM2 0DZ
2022 - Report	The trustees present their report and accounts for the year ending 31 st December 2023. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with City of Chelmsford Mencap's governing document, the Charities Act 2012, and the Statement of Recommended practice, <i>Accounting and Reporting by Charities</i> , issued in March 2005.

Names of trustees managing the Charity in the period since the last Report			
Trustee name	Office	Dates acted	Appointed by
Sandra Morton-Nance	President	Full term: April 2023 – May 2024	Proposed: Sarah Sadler Seconded: Phil Preston
Bryan Powell	Vice President	Full term: April 2023 – May 2024	Proposed: Alan Stoppard Seconded: Phil Preston
Anthony North	Chairperson	Full term: April 2023 – May 2024	Proposed: Chris Newson Seconded: Alan Stoppard
Alan Stoppard	Vice Chairperson	Full term: April 2023 – May 2024	Proposed: Neil Barnes Seconded: Anthony North
Sarah Sadler	Vice Chairperson	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Phil Preston
Chris Newson	Treasurer	Full term: April 2023 – May 2024	Proposed: Neil Barnes Seconded: Sarah Sadler
Neil Barnes	Secretary	Full term: April 2023 – May 2024	Proposed: Chris Newson Seconded: Alan Stoppard
Abigail Krone	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Sarah Sadler
Elliot Johnstone	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Sarah Sadler
Phil Preston	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Chris Newson
Rachel Scott	Trustee	Full term: April 2023 – May 2024	Proposed: Anthony North Seconded: Chris Newson

Names of advisors regularly used during 2023	
Type of Advisor	Name and Address
Banks	HSBC, 99 High Street Chelmsford CM1 1EQ CAF Bank, 25 Kings Hill Avenue, West Malling ME19 4TA
Independent Examiner of the Charity's Accounts	NSO Associates LLP, 75 Springfield Road, Chelmsford CM2 6JB

Structure, Governance and Management	
Type of governing document	City of Chelmsford Mencap was established by a charitable trust deed and amended on 12 th November 1979, 4 th September 2002 and 21 st February 2013.
How the Charity is constituted	City of Chelmsford Mencap is constituted as an Association with plans to become a Charitable Incorporated Organisation (CIO).
Trustee selection methods	Under the Articles of Association, the Charity is required to have a minimum of 6 and a maximum of 12 Trustees. The Executive Committee shall consist of the following persons any of whom may have learning disabilities: Honorary Officers: who shall be elected at an Annual General Meeting and; Co-opted members: being persons having a special interest in and qualifications for furthering the work of the Society. All Trustees usually retire from office during the following AGM after the date on which they came into office but they may be re-elected or re-appointed. Members of the Executive Committee appointed at an AGM shall take office from the end of that meeting.
Additional governance issues	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; Club Managers; Club Leaders; Volunteers; Administrative Staff. Wider networks:- City of Chelmsford Mencap is a Network Partner of Royal Mencap Society. CCM also works collaboratively with other multi-agencies.
Admission of members	The subscribers to the memorandum and such other persons as are admitted to the membership in accordance with the Articles shall be members of the Charity. Membership of the Charity shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with, the objects stated in the memorandum. Membership shall be granted to those individuals who submit an application in a form prescribed by the Executive Committee provided that applicants meet the membership criteria and pay any subscriptions or payments required.
Risk management	The Trustees hold a register of risks identified within the Charity. As part of this process the Trustees have implemented 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.
Organisational structure	The Trustees meet at least quarterly as a Trustee 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 three full time members of staff (Services Manager and two Senior Support Leads), 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.
Other related parties	City of Chelmsford Mencap is affiliated to the Royal Mencap Society 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. The Royal Mencap Society 123, Golden Lane, London EC1Y 0RT Registered Company Number: 550457 Registered Charity Number: 222377
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Objectives and Activities	
Objectives	The Charity provides social clubs and respite schemes for people of all ages as well as information and support services for members and their families and carers. The Charity, in pursuing its aims, co-operates with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Charity or of similar charitable objects. The Charity is self-funding and is required to raise funds and to ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts). The Charity operates its activities in accordance with its governing documents to ensure people with a learning disability are valued and supported. The Board of Trustees has approved aspirational vision and mission statements for the Charity as follows: Our vision is that every person impacted by learning disability, directly or otherwise, is empowered to live life to the fullest – without impediment, exclusion or disadvantage. Our mission is to nurture and power every individual impacted by learning disability enabling their own unique sense of belonging, dignity, resilience, independence, and achievement.
Summary of the objectives of the Charity	The aims and objectives of City of Chelmsford Mencap:- • To provide services offering learning and recreational opportunities to children and young people with a learning disability. • To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs. • To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate. • To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs. • To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.
Additional details of objectives and activities	The Board of Trustees have had a due regard to the guidance issued by the Charity Commission on public benefit. The powers of the Charity are to increase public awareness and understanding of the abilities of people with a learning disability, their needs and abilities and those of their families, dependents and carers, in order to assist their integration in society. Outreach Academy, Virtual Academy, Gateway Club, Gateway Juniors, on-site and remote family support and welfare monitoring are the main activities provided by CCM. Objective and public benefits: 1 <i>To provide services offering learning and recreational opportunities to children and young people with a learning disability.</i> Our weekly youth club, Gateway Juniors, is for young people aged 16 to 25. It offers sports and dance workshops for the energetic and arts and crafts, puzzles and quizzes for those who prefer a quiet evening with friends. Special activities including theatre trips and meals out are run throughout the year. Above all, Gateway Juniors gives young people with a learning disability the

	opportunity to socialise with their peers, form friendships and have fun in a safe and supportive environment. The club is currently on hiatus whilst services transition back from online to in person following the COVID-19 pandemic. The Trustees intend to re-open this service as soon as practicable. Objective and public benefits: 2 <i>To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs.</i> The Charity's Outreach Academy is a lifelong learning service which runs every weekday, 49 weeks a year. It provides courses to develop students' social, work and life skills in a supported environment that enables them to reach their potential. Courses include Active in the community and environment (ACE), Cooking, Dance, Functional skills, Music, Social enterprise and Yoga. The Trustees once again place on record their gratitude to the Charity's staff, contractors and volunteers who have once again worked so hard to deliver the highest quality opportunities and learning environment for our service users. The results speak for themselves and further reinforce the importance of the services we seek to provide for those who need them. The Gateway Club has not yet returned since the pandemic restrictions but, as with Gateway Juniors, we intend to resume the Club as soon as practicable. Objective and public benefits: 3 <i>To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate.</i> The Outreach Academy's lifelong learning courses, including Cooking, encourage the development of independent living skills. The Charity has working partnerships with health and social care agencies to ensure appropriate referrals and a multi-disciplinary approach to supporting members at times of heightened need. Objective and public benefits: 4 <i>To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs.</i> City of Chelmsford Mencap runs an Advocacy & Community Support service, which offers person-centred advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. The service's monthly Carers Connect sessions give carers opportunities to learn and share information about these issues. CCM also regularly provides information about services available in the statutory and voluntary sectors and makes direct referrals to health and social care professionals as required. City of Chelmsford Mencap's lifelong learning service, The Outreach Academy, runs courses designed to support and enhance service users' physical and emotional wellbeing. Mencap Centre is a designated Hate Incident Reporting Centre, specialising in disability hate crime. Objective and public benefits: 5 <i>To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.</i> City of Chelmsford Mencap participates in many local and national events which promote the rights and abilities of people with a disability. In addition, it works to ensure that the local population with a learning disability are able to access and participate in local cultural festivals and initiatives.
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	City of Chelmsford Mencap regularly promotes its members' achievements via its social media platforms and newsletters.
Achievements and Performance	
Report from the Board of Trustees	The Board I am pleased to report that the Charity continues to be overseen by a strong and competent Board of Trustees. There have been no changes to the membership of the Board during the year under review. We have, however, realigned some of our responsibilities to ensure increased productivity around the review of key initiatives and decision making. This has resulted in the establishment of four sub-committees covering human resources, strategy, governance and finance respectively. I am very grateful to my colleagues who give additional time to the Charity in order to chair or sit on our sub-committees. I believe this new structure is working well and improving efficiency at the senior levels. Our Charity has always had an ethic of strong governance and "doing the right thing". However, the Board recognises that there is always room for improvement and this year, led by the Secretary to the Board, Neil Barnes, we have implemented various new controls and procedures to ensure that we are operating with best practice across every function for which the Board has ultimate responsibility. We take our responsibility to those who regulate us extremely seriously and we now review every enforcement decision made by the Charity Commission to proactively assess our Charity's reporting and operating model to ensure that issues arising would be identified and contained, if indeed they could arise at all. The Board has continued its initiative to raise the profile of the Charity in the local community and this year we have seen more Trustees speaking to other volunteer groups than in previous years. I am grateful to my colleagues who have shared this important function of trusteeship. Our Board of Trustees has always enjoyed strong relations with our staff and volunteers and this continues to be a priority. We now have three trustees working directly with staff and service users on a timetabled basis and others who visit Mencap Centre on a regular basis. This is very healthy and we intend to increase this further in the coming year. Key Metrics We currently have 210 Service users (199 in 2022) and 266 Members (234 in 2021). We have 3 full time members of staff, 14 part time staff, 1 bank staff and 1 self-employed consultant who work at CCM. We also have contracts with self-employed tutors. Training and development (staff and volunteers) Training for staff and volunteers is a priority as it enables us to ensure that we offer an excellent and supportive service and that our staff and volunteers develop their skills and expertise. In 2023, training included all key staff and a number of volunteers completing a wide range of mandatory courses in safeguarding, care, health and safety and GDPR. We are pleased to provide volunteer training placements for students from local secondary schools, Chelmsford College and Anglia Ruskin University as well as many volunteers from the community. All staff and volunteers are required to undergo an enhanced DBS check to ensure that they are approved to work with our service users.

In 2023, we were delighted to provide placements for student social workers, mental health nurses, adult health nurses and physiotherapists from Anglia Ruskin University and Essex University.

CCM's services

CCM is a thriving and positive organisation offering a high standard of services and person-centred support to our service users. The Outreach Academy currently has a very strong team of experienced, enthusiastic staff, excellent tutors and many talented, keen volunteers.

The service is well led by the Services Manager who has a clear direction and focus for the development of services for the Charity. She ensures that the Board is kept regularly updated on all issues that might impact on the provision of services and the mitigation of risks that may arise.

CCM's *Functional skills* classes focused on health and wellbeing in the Spring term and featured workshops delivered by partner organisations including Essex Learning Disability partnership and Mid & South Essex NHS Trust. In the Summer, students explored the history, geography and ecology of the River Thames and used their learning to create artwork for Black History Month. In the Autumn, *Functional skills* and other classes taught students how to keep safe at home, online and in the community. CCM was grateful to receive a grant from the Police, Fire and Crime Commissioner's Community Safety Fund to support this initiative.

CCM's social enterprises continued to grow. *In!Designs* continued to create products for sale in Chelmsford city centre and also designed a new range of Christmas cards. A new horticultural enterprise, *In!Spades*, was formed and the team gained its first regular contract, maintaining the gardens at Essex Community Foundation's premises. The *In!Production* team wrote and starred in a short film about aspiration and pneumonia for Essex County Council and worked with Mid & South Essex NHS Trust on a number of information videos.

CCM's *Working out* initiative, which provides fully supported and long-term work trainee placements, returned after the pandemic with new and exciting opportunities. A partnership with Chelmsford CVS and Chelmsford Indoor Market enabled a team of four trainees to set up and run a weekly café. A new partnership with Havens Hospices also provided placements for four trainees in a local charity shop.

CCM's *Express yourself* students were invited by Essex Library Service to participate in Essex Book Festival. Author Syd Moore helped them develop characters and storylines through a series of workshops and their book covers, synopses and author biographies were exhibited in Chelmsford Central Library during Learning Disability Awareness Week in June. *Express yourself* students also produced a short radio play in partnership with Chelmsford Community Radio; this featured at the inaugural Chelmsford Radio Drama Festival and aired on Local Radio Day. Lifelong learning students also participated in focus groups for Chelmsford Theatre, helping to ensure that people with a learning disability were involved in shaping local cultural events.

Person-centred support and pastoral care for both service users and their families and carers is at the heart of CCM's mission. Staff provided hundreds of hours of support and expertise to individuals and families in need and worked closely with referral agencies in the voluntary, health and social care sectors.

Events In 2023

In addition to Essex Book Festival and Chelmsford Radio Drama Festival, CCM was pleased to participate in Chelmsford CVS's VolFest and Chelmsford Carnival and to attend civic events. In April, CCM's Chair was a speaker at Essex Community Foundation's Spring Reception where he updated guests, including many dignitaries, on the recent progress of the Charity.

In June, CCM was delighted to welcome the Chief Executive of Royal Mencap Society, Edel Harris, and Head of Equity and Inclusion, Lorraine Robinson, to Mencap Centre. Edel and Lorraine participated in classes and met with CCM's Chair Anthony North and representatives from the Board.

CCM was delighted to be able to restart its annual Christmas Concert in 2023, and to renew its longstanding partnership with the renowned Waltham Singers. The concert was held in the beautiful surroundings of Chelmsford Cathedral and sponsored by Chelmsford For You. CCM's *Music* students revelled in performing two songs, and readings were given by students, volunteers and staff.

CCM's monthly *Carers Connect* sessions, organised by the charity's Advocacy & Community Support Manager, provided information and guidance on a wide range of issues, from local housing options to building healthy friendships and relationships. Importantly, speakers included those with lived experience, who brought additional value to the evenings. The Advocacy & Community Support Manager was involved in a number of awareness and information events, including attending the Inclusive Communication Essex Sharing Day and presenting at the Learning Disability England conference, in partnership with Together Matters.

CCM's social media platforms featured campaigns for awareness weeks on topics including Mental Health, Down Syndrome, Volunteers, Carers, Learning Disability, Professional Carers, and Trustees.

Funding

We work hard to raise funds through writing bids and encouraging our supporters to attend events or make us their chosen charity. We are very grateful for every penny and continue to be inspired by the many innovative ways people support us!

CCM was honoured to be appointed Chelmsford Bowling Club's Charity of the Year for 2023. Thank you to their President, Keith Kerr

Key grants and donations received in 2023 were:

Donations:

Chelmsford Bowling Club	£2,500.00
Anthony North	£ 600.00
Evelyn Hicks	£ 570.00
P. Newson	£ 500.00
TK Maxx	£ 500.00

Grants:

Essex Police, Fire & Crime Commissioner's Community Safety Fund: £11,250.00

Royal Mencap Society / Sport England's Together Fund: £9,936

Chelmsford City Council's Discretionary Fund: £6,077

Essex Community Foundation: £5,000

Aviva Community Fund: £2,935

In summary, 2023 was a strong year for City of Chelmsford Mencap. Our staff delivered a rich programme of engaging and educational services and our service users continued to impress both us and themselves. Our Charity has a wonderful skill of identifying and then nurturing the talent of every single service user and the results are life-affirming. Our service users continue to be the very advertisement for our services and we encourage all friends of the Charity to come and see us at work.

Subject to the approval of our members, this will be my final report to you under our current charitable structure. After many years of hard work by our Board, we intend to convert to a Charitable Incorporated Organisation (CIO) in the coming weeks. Whilst the transition will be largely

	seamless for our staff and service users, this change will put the Charity on a more modern and nimble footing, allowing us to operate with increased flexibility and authority. I would like to place on record the thanks of the entire CCM Family to all those trustees who have worked so hard on getting us to this point. I would particularly like thank Nick Ross (former Chair), Deborah Ginn (former Treasurer and trustee), and Neil Barnes and Chris Newson from our current Board. CCM, and I personally, are indebted to you. Anthony North Chair of Trustees 9th May 2024
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Financial review	
Brief statement	The full accounts and financial report results for the year ending 31 st December 2023 are set out in the Statement of Financial Activities.
Details of any deficits	The last recorded annual deficit was in 2014 and amounted to £8399.
Further financial review	Principal source of funds: Principal sources of funds are grant funding, services fees and donations. How Expenditure has supported key objectives: Expenditure has been focussed directly on the provision of fully supported services and the future development and security of the Charity. See attached copy of end of year financial statement (2023).

	Financial Risk The trustees have agreed that the sum of £40,000 be set aside as 'financial reserves'. This amount, is held separately from the Charity's operating account and is reviewed on a regular basis.
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Declaration	
The Trustees declare that they approve the Trustees' report above. Signed on behalf of the Charity's Trustees. Signature: Full Name: Anthony North Position held: Chair of Trustees, City of Chelmsford Mencap Date: 09.05.2023	

Charity Registration No. 245421

CITY OF CHELMSFORD MENCAP

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

CITY OF CHELMSFORD MENCAP

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INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on the financial statements of City of Chelmsford Mencap ("the charity") for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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.

E Oddie

Elaine Oddie OBE MA FCA FCCA
NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex CM2 6JB

Date: 26 April 2024

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds £	Restricted and Designated Funds £	Total 2023 £	Total 2022 £
<u>Incoming Resources</u>	2				
<u>Income and endowments from</u>					
Donations, grants and legacies		7,020	42,065	49,085	61,361
Fundraising activities		5,152	-	5,152	1,160
Charitable activities		142,053	872	142,925	135,736
Investment income		3,557	-	3,557	962
Total Incoming Resources		157,782	42,937	200,719	199,219
<u>Resources Expended</u>	3				
<u>Expenditure on</u>					
Raising funds		(100)	-	(100)	(654)
Charitable activities		154,670	83,130	237,800	232,007
Total Resources Expended		154,570	83,130	237,700	231,353
Net (outgoing)/incoming resources before transfers		3,212	(40,193)	(36,981)	(32,134)
Transfers between funds		-	-	-	-
Net movement in funds		3,212	(40,193)	(36,981)	(32,134)
Fund balances at 1 January 2023		482,488	95,982	578,470	610,604
Fund balances at 31 December 2023		485,700	55,789	541,489	578,470

CITY OF CHELMSFORD MENCAP

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible assets	7		500,530		500,530
Investments at cost			2,754		2,754
			<u>503,284</u>		<u>503,284</u>
Current Assets					
Debtors	8	11,824		5,855	
Cash at bank and in hand		185,251		233,501	
		<u>197,075</u>		<u>239,356</u>	
Creditors: amounts falling due within one year	9	(8,870)		(14,170)	
Net current assets			188,205		225,186
Total assets less current liabilities			<u>691,489</u>		<u>728,470</u>
Restricted and Designated Funds	11		55,789		95,982
Unrestricted Funds			485,700		482,488
Revaluation Reserve			150,000		150,000
Total Funds			<u>691,489</u>		<u>728,470</u>

The accounts were approved by the Trustees on 24 April 2024


A North - Chair

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting Policies

1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention, with the revaluation of freehold property.

The accounts have been prepared in accordance with applicable accounting standards, the Charities SORP (FRS 102), issued in October 2019 and the Charities Act 2011.

1.2 Incoming Resources

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

Grants received for the charity and club activities are shown on an accruals basis. Grants received for the following year are carried forward in either the restricted funds or unrestricted funds depending on the condition.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Income received in relation to the club activities is shown on an accruals basis.

1.3 Resources Expended

Resources expended including irrecoverable VAT are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities, and are treated as direct charitable expenditure.

Support costs are the general costs related to running the charity. The costs have been allocated to the activities in accordance with time and money spent on each activity. The allocations are reviewed by the Trustees on a regular basis.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	Nil depreciation
Furniture and equipment	33.3% of cost

The freehold property, Mencap Hall, is held in trust for City of Chelmsford Mencap.

1.5 Investments

Fixed asset investments are stated at cost.

1.6 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

1.7 Taxation

City of Chelmsford Mencap is a registered charity and is not subject to corporation tax on its charitable activities.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

2 Analysis of income

	Unrestricted Funds	Restricted and Designated Funds	Total 2023	Total 2022
	£	£	£	£
Donations, Grants and Legacies				
Donations and legacies	7,020	3,664	10,684	12,379
Grants received	-	38,401	38,401	48,982
	7,020	42,065	49,085	61,361
Fundraising Activities				
Events	5,152	-	5,152	1,160
Charitable Activities				
Outreach	-	872	872	4,520
Other charitable activities	142,053	-	142,053	131,216
	142,053	872	142,925	135,736
Investment Income				
Interest receivable	3,557	-	3,557	962
	157,782	42,937	200,719	199,219
	Designated 2023	Restricted 2023	Restricted and Designated 2023	2022
Grants received in the year:	£	£	£	£
RMS / Sport England Together Fund	-	9,936	9,936	-
PFCC's Community Safety Fund	-	11,250	11,250	-
Chelmsford CVS	-	-	-	6,428
Essex Community Foundation	-	5,200	5,200	14,963
New City Girls WI	-	-	-	1,551
Essex County Council	-	500	500	-
Postcode Lottery Places Trust	-	-	-	24,312
Chelmsford City Council Discretionary Fund	-	6,077	6,077	-
Anglia Ruskin University	4,104	-	4,104	1,728
University of Essex	1,334	-	1,334	-
	5,438	32,963	38,401	48,982
Donations received in the year:				
Soil Association	-	-	-	150
TK Maxx	500	-	500	-
Aviva Community Fund	-	2,935	2,935	-
Designated donations	229	-	229	9,600
	729	2,935	3,664	9,750

CITY OF CHELMSFORD MENCAP
NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

3 Total Resources Expended

	Unrestricted Funds	Restricted and Designated Funds	Total 2023	Total 2022
	£	£	£	£
Raising Funds				
Costs of generating funds to support the Charity	(100)	-	(100)	(654)
Charitable Activities				
Football club	-	-	-	-
Outreach	-	83,130	83,130	98,165
Activities undertaken directly	17,171	-	17,171	9,816
Support costs	137,499	-	137,499	124,026
Total	154,670	83,130	237,800	232,007
	154,570	83,130	237,700	231,353

Support costs include payments to the Independent Examiner of £1,800 (inclusive of VAT).

4 Trustees

During the year no Trustee received payment for their work for the Charity's activities.

No Trustee received reimbursement of expenses incurred on the Charity's activities.

No Trustee received remuneration for their work as a Trustee.

5 Employees

	2023 Number	2022 Number
The average monthly number of employees during the year was:	12	12
Employment Costs	2023 £	2022 £
Wages and salaries	158,773	147,248
Social security	2,520	2,097
Pension costs	1,716	1,563
	163,009	150,908

No employee received total employee benefits exceeding £60,000 during the year.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

6 Changes in resources available for Charity use

	Unrestricted Funds	Restricted and Designated Funds	Total 2023	Total 2022
	£	£	£	£
Net movement in funds for the year	3,212	(40,193)	(36,981)	(32,134)
	3,212	(40,193)	(36,981)	(32,134)

7 Tangible Fixed Assets

	Land and Buildings	Furniture and Equipment	Total
	£	£	£
Cost or Valuation			
At 1 January 2023	500,530	1,147	501,677
Additions	-	-	-
Disposals	-	-	-
At 31 December 2023	500,530	1,147	501,677
Depreciation			
At 1 January 2023	-	1,147	1,147
Charge for year	-	-	-
Released on disposal	-	-	-
At 31 December 2023	-	1,147	1,147
Net Book Value			
At 31 December 2023	500,530	-	500,530
At 1 January 2023	500,530	-	500,530

8 Debtors

	2023 £	2022 £
Trade Debtors	11,824	5,855
Other Debtors	-	-
	11,824	5,855

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

9 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade Creditors	-	4,890
Pension fund	-	-
PAYE and NI	(410)	-
Accruals	9,280	9,280
	8,870	14,170

10 Analysis of net assets between funds

	Unrestricted Funds and Revaluation Reserve £	Restricted and Designated Funds £	Total £
Fund balances at 31 December 2023 are represented by:			
Tangible fixed assets	500,530	-	500,530
Investments	2,754	-	2,754
Current assets	133,866	63,209	197,075
Creditors: amounts falling due within one year	(1,450)	(7,420)	(8,870)
	635,700	55,789	691,489

£40,000 of the cash balance has been set aside by the Trustees as "Reserve Funds". This £40,000 will be held in the CAF bank account along with the Restricted and Designated Funds held, transferring them to the HSBC bank current account as and when they are used.

11 Restricted and designated funds

The income funds of the Charity include restricted and designated funds comprising the following unexpended balances of grants to be applied for specific purposes:

	31 Dec 2022 £	Movement in funds		31 Dec 2023 £
		Income £	Expenditure £	
Restricted	6,027	35,898	28,169	13,756
Designated	89,955	7,039	54,961	42,033
	95,982	42,937	83,130	55,789

Accounts

City of Chelmsford Mencap

Report of the Board of Trustees

President: Sandra Morton-Nance

From 1st January 2022 to 31st December 2022



Reference and Administrative Details	
Charity Name	City of Chelmsford Mencap
Registered Charity number	245421 (England, Northern Ireland and Wales)
Principal Address	Mencap Hall, 56, Mildmay Road Chelmsford Essex CM2 0DZ
2022 - Report	The trustees present their report and accounts for the year ending 31 st December 2022. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with City of Chelmsford Mencap's governing document, the Charities Act 2012, and the Statement of Recommended practice, <i>Accounting and Reporting by Charities</i> , issued in March 2005.

Names of trustees managing the Charity in the period since the last Report			
Trustee name	Office	Dates acted	Appointed by
Sandra Morton-Nance	President	Full term: April 2022 – April 2023	Proposed: Anthony North Seconded: Phil Preston
Bryan Powell	Vice President	Full term: April 2022 – April 2023	Proposed: Anthony North Seconded: Alan Stoppard
Anthony North	Chairperson	Full term: April 2022 – April 2023	Proposed: Alan Stoppard Seconded: Phil Preston
Alan Stoppard	Vice Chairperson	Full term: April 2022 – April 2023	Proposed: Anthony North Seconded: Abigail Krone
Sarah Sadler	Vice Chairperson	Full term: April 2022 – April 2023	Proposed: Phil Preston Seconded: Anthony North
Chris Newson	Treasurer	Full term: April 2022 – April 2023	Proposed: Abigail Krone Seconded: Anthony North
Neil Barnes	Secretary	Co-opted as trustee and elected Secretary in August 2022	
Abigail Krone	Trustee	Full term: April 2022 – April 2023	Proposed: Anthony North Seconded: Alan Stoppard
Elliot Johnstone	Trustee	Co-opted in June 2022	
Phil Preston	Trustee	Full term: April 2022 – April 2023	Proposed: Anthony North Seconded: Abigail Krone
Rachel Scott	Trustee	Full term: April 2022 – April 2023	Proposed: Anthony North Seconded: Sarah Sadler

Names of advisors regularly used during 2022	
Type of Advisor	Name and Address
Banks	HSBC, 99 High Street Chelmsford CM1 1EQ CAF Bank, 25 Kings Hill Avenue, West Malling ME19 4TA
Independent Examiner of the Charity's Accounts	NSO Associates LLP, 75 Springfield Road, Chelmsford CM2 6JB

Structure, Governance and Management	
Type of governing document	City of Chelmsford Mencap was established by a charitable trust deed and amended on 12 th November 1979, 4 th September 2002 and 21 st February 2013.
How the Charity is constituted	City of Chelmsford Mencap is constituted as an Association with plans to become a Charitable Incorporated Organisation (CIO).
Trustee selection methods	Under the Articles of Association, the Charity is required to have a minimum of 6 and a maximum of 12 Trustees. The Executive Committee shall consist of the following persons any of whom may have learning disabilities: Honorary Officers: who shall be elected at an Annual General Meeting and; Co-opted members: being persons having a special interest in and qualifications for furthering the work of the Society. All Trustees retire from office during the following AGM after the date on which they came into office but they may be re-elected or re-appointed. Members of the Executive Committee appointed at an AGM shall take office from the end of that meeting.
Additional governance issues	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, Family Support Worker, Senior Support Lead, Support Leads; Specialist Support Workers; Club Managers; Club Leaders; Volunteers; Administrative Staff. Wider networks:- City of Chelmsford Mencap is a Network Partner of Royal Mencap Society. CCM also works collaboratively with other multi-agencies.
Admission of members	The subscribers to the memorandum and such other persons as are admitted to the membership in accordance with the Articles shall be members of the Charity. Membership of the Charity shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with, the objects stated in the memorandum. Membership shall be granted to those individuals who submit an application in a form prescribed by the Executive Committee provided that applicants meet the membership criteria and pay any subscriptions or payments required.
Risk management	The Trustees hold a register of risks identified within the Charity. As part of this process the Trustees have implemented 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.
Organisational structure	The Trustees meet at least quarterly as a Trustee board and are responsible for the strategic direction and policy of the Charity. Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs two full time members of staff (Services Manager and Senior 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.
Other related parties	City of Chelmsford Mencap is affiliated to the Royal Mencap Society and 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. The Royal Mencap Society 123, Golden Lane, London EC1Y 0RT Registered Company Number: 550457

Objectives and Activities	
Objectives	The Charity provides social clubs and respite schemes for people of all ages as well as information and support services for members and their families and carers. The Charity, in pursuing its aims, co-operates with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Charity or of similar charitable objects. The Charity is self-funding and is required to raise funds and ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts). The Charity operates its activities in accordance with its governing documents to ensure people with a learning disability are valued and supported.
Summary of the objectives of the Charity	The aims and objectives of City of Chelmsford Mencap:- • To provide services offering learning and recreational opportunities to children and young people with a learning disability. • To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs. • To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate. • To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs. • To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.
Additional details of objectives and activities	The Board of Trustees have had a due regard to the guidance issued by the Charity Commission on public benefit. The powers of the Charity are to increase public awareness and understanding of the abilities of people with a learning disability, their needs and abilities and those of their families, dependents and carers, in order to assist their integration in society. Outreach Academy, Virtual Academy, Gateway Club, Gateway Juniors, on-site and remote family support and welfare monitoring are the main activities provided by CCM. Objective and public benefits: 1 <i>To provide services offering learning and recreational opportunities to children and young people with a learning disability.</i> Our weekly youth club, Gateway Juniors, is for young people aged 16 to 25. It offers sports and dance workshops for the energetic and arts and crafts, puzzles and quizzes for those who prefer a quiet evening with friends. Special activities including theatre trips and meals out are run throughout the year. Above all, Gateway Juniors gives young people with a learning disability the opportunity to socialise with their peers, form friendships and have fun in a safe and supportive environment. The club is currently on hiatus whilst services transition back from online to in person following the COVID-19 pandemic. The Trustees intend to re-open this service as soon as practicable. Objective and public benefits: 2 <i>To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs.</i> The Charity's Outreach Academy is a lifelong learning service which runs every weekday, 50 weeks a year. It provides courses to develop students' social, work and life skills in a supported environment that enables them to reach their potential. Courses include Active in the community and environment (ACE), Cooking, Dance, Functional skills, Music, Social enterprise and Yoga.

	CCM responded to the challenges of the pandemic by developing the Virtual Academy and telephone welfare services to ensure service users remained as safe and well as possible and were able to continue their learning. In-person services returned at 'critical tier' when guidance allowed. The majority of students registered to The Outreach Academy returned to their full timetables in person throughout 2022. The Trustees once again place on record their gratitude to the Charity's staff, contractors and volunteers who worked so hard to minimise the disruption to our services caused by the pandemic. The results speak for themselves and further reinforce the importance of the services we seek to provide for those who need them. The Gateway Club has not yet returned but, as with Gateway Juniors, we intend to resume the Club as soon as practicable. Objective and public benefits: 3 <i>To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate.</i> The Outreach Academy's lifelong learning courses, including Cooking, encourage the development of independent living skills. The Charity has working partnerships with health and social care agencies to ensure appropriate referrals and a multi-disciplinary approach to supporting members at times of heightened need. Objective and public benefits: 4 <i>To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs.</i> City of Chelmsford Mencap runs a Family Support Service, which offers advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. The service's monthly Carers Connect sessions give carers opportunities to learn and share information about these issues. CCM also regularly provides information about services available in the statutory and voluntary sectors and makes direct referrals to health and social care professionals as required. City of Chelmsford Mencap's lifelong learning academies run courses designed to support and enhance service users' physical and emotional wellbeing. Mencap Centre is a designated Hate Incident Reporting Centre, specialising in disability hate crime. Objective and public benefits: 5 <i>To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.</i> City of Chelmsford Mencap participates in many local and national events which promote the rights and abilities of people with a disability. In addition, it works to ensure that the local population with a learning disability are able to access and participate in local cultural festivals and initiatives. In 2022, students from CCM's In!Production enterprise co-produced two short films for a Relationships and Sexual Health event run by Essex County Council. The first, 'Saying NO is OK' highlighted the important issue of consent and 'Proud to be Different' explained how to be an LGBTQ+ ally. Product ranges from the Charity's social enterprises <i>Independent Designs</i> and <i>ACE</i> were stocked in Chelmsford city centre locations throughout the year.
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	City of Chelmsford Mencap regularly promotes its members' achievements via its social media platforms and newsletters.
Achievements and Performance	
Report from the Board of Trustees	The Board I am pleased to report that the Board of Trustees has continued to work effectively throughout the challenging circumstances presented in 2022. Our revised model, with two Vice Chairs of Trustees, has proved particularly effective and I believe this is benefiting the charity enormously with devolved intra-meeting decision making leading to more efficient scheduled meetings of the Board. A revised governance structure has been implemented and the senior levels of the charity are benefiting significantly from the experience and expertise of Neil Barnes (Charity Secretary) in that regard. We have introduced a structured set of monthly meetings that complement the main meetings, resulting in improved communication across the Board. We were also delighted to welcome Elliot Johnstone to the Board. We are already benefiting from his experience and analysis and these will be particularly important as we look to embark on new initiatives in the coming year. Whilst we are not actively recruiting new trustees as I write this report, we have been particularly pleased with the new recruitment process utilised for our recent joiners. This is designed to ensure the closest possible fit between the expectations of applicants and the charity when serving as CCM trustee. The process includes a session working directly with our students so that potential trustees have a comprehensive understanding of the charity's work before committing. The outstanding and much-valued trustees who have joined us this year (and in the prior year) are testament to the process. I would like to extend my personal thanks to them for their unwavering support and guidance during the year in review. Board relations with staff and volunteers are both open and strong. Key Metrics We currently have 199 Service users (199 in 2021) and 234 Members (352 in 2021). We have 3 full time members of staff, 10 part time staff, 1 bank staff and 1 self-employed consultant who work at CCM. We also have contracts with self-employed tutors. Training and development (staff and volunteers) Training for staff and volunteers is a priority as it enables us to ensure that we offer an excellent and supportive service and that our staff and volunteers develop their skills and expertise. In 2022, training included all key staff and a number of volunteers completing a wide range of mandatory courses in First Aid at Work, care, health and safety and GDPR. We are pleased to provide volunteer training placements for students from local secondary schools, Chelmsford College and Anglia Ruskin University as well as many volunteers from the community. All staff and volunteers are required to undergo an enhanced DBS check to ensure that they are approved to work with our service users. In 2022, we were delighted to provide placements for student social workers and student mental health nurses from Anglia Ruskin University. CCM's services

	CCM is a thriving and positive organisation offering a high standard of services and person-centred support to our service users. The Outreach Academy currently has a very strong team of experienced, enthusiastic staff, excellent tutors and many talented, keen volunteers. The service is well led by the Services Manager who has a clear direction and focus for the development of services for the Charity. She ensures that the Board is kept regularly updated on all issues that might impact on the provision of services and the mitigation of risks that may arise. CCM's lifelong learning students were involved in three key cultural festivals in Chelmsford in 2022. Functional skills students were asked to contribute their memories and thoughts about the city for the Concrete Canvas, a new festival of street art. Their ideas inspired works by local artist Lynn Excell and world-renowned creatives The London Police. CCM was also invited to be one of ten community groups involved in the inaugural Chelmsford100 festival of art and walking, organised by Chelmsford CVS. Students from across the curriculum researched 'hidden gems' of the city, wrote creative texts and designed ten beautiful silk flags. They had opportunities to work with artist Elaine Tribley and with community arts organisation Kinetika, including painting flags in their Purfleet studios. CCM was fortunate to receive funding from Arts Council England's Let's Create Jubilee Fund. The grant was used to enable students across the curriculum to develop an exhibition of work, 'Platinum City', highlighting some of the social and industrial changes in Chelmsford over the last seventy years. CCM was delighted to work with artist Elaine Tribley again and to be able to host the exhibition in a city centre location, thanks to the generosity of High Chelmer shopping centre. These cultural arts projects also involved students in many trips in the community and CCM is grateful to the individuals and organisations who facilitated educational visits including Linda Knock, Chelmsford Museum, Marconi Ponds Nature Reserve, RHS Hyde Hall and Colchester Castle. As restrictions were relaxed, CCM was able to restart its work placement initiative. In the summer, six students volunteered as stewards at Chelmsford Cathedral's Gaia installation. In the autumn, CCM was thrilled to partner with Chelmsford CVS to open a café in the city's retail market, providing trainee placements for students and excellent food and service for customers. Person-centred support and pastoral care for both service users and their families and carers is at the heart of CCM's mission. Staff provided hundreds of hours of support and expertise to individuals and families in need and worked closely with referral agencies in the voluntary, health and social care sectors. Events In 2022 In addition to the cultural festivals Concrete Canvas and Chelmsford100 and CCM's own Platinum City exhibition, CCM was pleased to participate in Chelmsford CVS's VolFest and to attend civic events including the Declaration Ceremony of the High Sheriff. The Charity was also honoured to attend the seating of the new Bishop of Chelmsford. CCM was delighted that two representatives of the charity, former Chair Nick Ross and Vice Chair Sarah Sadler, were finally able to represent the Charity at a garden party at Buckingham Palace in recognition and celebration of CCM's Queen's Award for Voluntary Service. In October, a week-long visit by Royal Mencap mascot, Ted, caused much excitement and creativity among students and staff alike! Ted's diary was packed with special appearances at our services and trips out in Chelmsford city. Funding
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	We work hard to raise funds through writing bids and encouraging our supporters to attend events or make us their chosen charity. We are very grateful for every penny and continue to be inspired by the many innovative ways people support us! Some key supporters raising funds for CCM in 2022 included: CCM was delighted to be a principal beneficiary of the Baddow Races in 2022 and we are grateful to Mildmay Rotary Club for their continued support. CCM was honoured to be appointed New City Girls WI's Charity of the Year for 2021/22. Key grants and donations received in 2022 were: Donations: <table> <tr> <td>Mildmay Rotary Club</td><td>£4000.00</td></tr> <tr> <td>The North Family</td><td>£3500.00</td></tr> <tr> <td>Memory of Ian Roberts</td><td>£1783.00</td></tr> <tr> <td>New City Girls WI</td><td>£1551.00</td></tr> <tr> <td>Evelyn Hicks</td><td>£ 600.00</td></tr> </table> Grants: People's Postcode Lottery Places Trust: £24312 Provide Foundation (administered by Essex Community Foundation): £10000 Chelmsford CVS: £6428 Let's Create Jubilee Fund (Arts Council England, administered by ECF): £4963 Soil Association: £150 In summary, 2022 was a transformative year as we sought to define and then adopt our 'new normal' operating model. We could not have achieved this without the support and co-operation of the entire CCM family, but I would like to particularly thank our students for their willingness to work with us in changing some of our familiar patterns and procedures. We adopted a very cautious approach to the relaxation of our pandemic protocols but I remain certain that this was exactly the right thing to do. The Board relies on the expertise of our senior staff in making such decisions and we would also place on record our thanks to Grace Lidstone and Jules Cessford for their wise counsel. CCM has entered 2023 with visibly smiling faces in the classroom and students once again learning together in groups, both of which are so important for confidence and social skills. We strike a wonderful balance of learning and fun, wrapped around with the very highest standards of care, and the entire Board is honoured to be part of this wonderful charity. Anthony North Chair of Trustees 5th April 2023	Mildmay Rotary Club	£4000.00	The North Family	£3500.00	Memory of Ian Roberts	£1783.00	New City Girls WI	£1551.00	Evelyn Hicks	£ 600.00
Mildmay Rotary Club	£4000.00										
The North Family	£3500.00										
Memory of Ian Roberts	£1783.00										
New City Girls WI	£1551.00										
Evelyn Hicks	£ 600.00										

Financial review	
Brief statement	The full accounts and financial report results for the year ending 31 st December 2022 are set out in the Statement of Financial Activities.
Details of any deficits	The last recorded annual deficit was in 2014 and amounted to £8399.
Further financial review	Principal source of funds: Principal sources of funds are grant funding, services fees and donations. How Expenditure has supported key objectives:

	Expenditure has been focussed directly on the provision of fully supported services and the future development and security of the Charity. See attached copy of end of year financial statement (2022). Financial Risk The trustees have agreed that the sum of £40,000 be set aside as ‘financial reserves’. This amount is held separately from the Charity’s operating account. The amount is reviewed on a regular basis.
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Declaration	
The Trustees declare that they approve the Trustees’ report above. Signed on behalf of the Charity’s Trustees. Signature:  Full Name: Anthony North Position held: Chair of Trustees, City of Chelmsford Mencap Date: 05.04.2023	

Charity Registration No. 245421

CITY OF CHELMSFORD MENCAP

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

CITY OF CHELMSFORD MENCAP

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INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on the financial statements of City of Chelmsford Mencap ("the charity") for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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.



Elaine Oddie OBE MA FCA FCCA
NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex CM2 6JB

Date: 24 April 2023

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted	Restricted And Designated Funds	Total	Total
	Notes	Funds		2022	2021
		£	£	£	£
<u>Incoming Resources</u>	2				
<u>Income and endowments from</u>					
Donations, grants and legacies		2,629	58,732	61,361	187,474
Fundraising activities		1,160	-	1,160	5,603
Charitable activities		133,966	1,770	135,736	148,941
Investment income		962	-	962	33
Total Incoming Resources		138,717	60,502	199,219	342,051
<u>Resources Expended</u>	3				
<u>Expenditure on</u>					
Raising funds		(654)	-	(654)	(1,109)
Charitable activities		133,842	98,165	232,007	261,869
Total Resources Expended		133,188	98,165	231,353	260,760
Net (outgoing)/incoming resources before transfers		5,529	(37,663)	(32,134)	81,291
Transfers between funds		-	-	-	-
Net movement in funds		5,529	(37,663)	(32,134)	81,291
Fund balances at 1 January 2022		476,959	133,645	610,604	529,313
Fund balances at 31 December 2022		482,488	95,982	578,470	610,604

CITY OF CHELMSFORD MENCAP

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022	2021
		£	£
Fixed Assets			
Tangible assets	7	500,530	500,530
Investments at cost		2,754	2,754
		<u>503,284</u>	<u>503,284</u>
Current Assets			
Debtors	8	5,855	14,544
Cash at bank and in hand		233,501	258,692
		<u>239,356</u>	<u>273,236</u>
Creditors: amounts falling due within one year	9	(14,170)	(15,916)
		<u></u>	<u></u>
Net current assets		225,186	257,320
		<u></u>	<u></u>
Total assets less current liabilities		<u>728,470</u>	<u>760,604</u>
Restricted and Designated Funds	11	95,982	133,645
Unrestricted Funds		482,488	476,959
Revaluation Reserve		150,000	150,000
		<u></u>	<u></u>
Total Funds		<u>728,470</u>	<u>760,604</u>

The accounts were approved by the Trustees on 05 April 2023



A North - Chair

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting Policies

1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention, with the revaluation of freehold property.

The accounts have been prepared in accordance with applicable accounting standards, the Charities SORP (FRS 102), issued in October 2019 and the Charities Act 2011.

1.2 Incoming Resources

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

Grants received for the charity and club activities are shown on an accruals basis. Grants received for the following year are carried forward in either the restricted funds or unrestricted funds depending on the condition.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Income received in relation to the club activities is shown on an accruals basis.

1.3 Resources Expended

Resources expended including irrecoverable VAT are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities, and are treated as direct charitable expenditure.

Support costs are the general costs related to running the charity. The costs have been allocated to the activities in accordance with time and money spent on each activity. The allocations are reviewed by the Trustees on a regular basis.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	Nil depreciation
Furniture and equipment	33.3% of cost

The freehold property, Mencap Hall, is held in trust for City of Chelmsford Mencap.

1.5 Investments

Fixed asset investments are stated at cost.

1.6 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

1.7 Taxation

City of Chelmsford Mencap is a registered charity and is not subject to corporation tax on its charitable activities.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

2 Analysis of income

	Unrestricted Funds	Restricted And Designated Funds	Total 2022	Total 2021
	£	£	£	£
Donations, Grants and Legacies				
Donations and legacies	2,629	9,750	12,379	30,794
Grants received	-	48,982	48,982	156,680
	2,629	58,732	61,361	187,474
Fundraising Activities				
Events	1,160	-	1,160	5,603
Charitable Activities				
Outreach	2,750	1,770	4,520	7,513
Other charitable activities	131,216	-	131,216	141,428
	133,966	1,770	135,736	148,941
Investment Income				
Interest receivable	962	-	962	33
	138,717	60,502	199,219	342,051

The following grants have been received in the year:

	Designated 2022	Restricted 2022	Restricted And Designated 2022	2021
	£	£	£	£
The National Lottery Community Fund	-	-	-	56,815
British Science Association	-	-	-	500
Chelmsford CVS	-	6,428	6,428	8,171
Essex Community Foundation	-	14,963	14,963	38,180
Furlough grants	-	-	-	8,793
New City Girls	1,551	-	1,551	219
Essex Freemasons Lodge	-	-	-	1,000
Postcode Lottery Places Trust	-	24,312	24,312	-
RMS Southern	-	-	-	10,100
Anglia Ruskin	1,728	-	1,728	1,402
Essex County Council	-	-	-	31,500
	3,279	45,703	48,982	156,680
Soil Association	-	150	150	-
Designated donations	9,600	-	9,600	-
	9,600	150	9,750	30,794

**CITY OF CHELMSFORD MENCAP
NOTES TO THE ACCOUNTS - continued**

FOR THE YEAR ENDED 31 DECEMBER 2022

3 Total Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Raising Funds				
Costs of generating funds to support the Charity	(654)	-	(654)	(1,109)
Charitable Activities				
Football club	-	-	-	-
Outreach	-	98,165	98,165	130,951
Activities undertaken directly	9,816	-	9,816	9,352
Support costs	124,026	-	124,026	121,566
Total	133,842	98,165	232,007	261,869
	133,188	98,165	231,353	260,760

Support costs include payments to the Independent Examiner of £1,440 (inclusive of VAT).

4 Trustees

During the year no Trustee received payment for their work for the Charity's activities.

No Trustee received reimbursement of expenses incurred on the Charity's activities.

No Trustee received remuneration for their work as a Trustee.

5 Employees

	2022 Number	2021 Number
The average monthly number of employees during the year was:	12	14
Employment Costs	2022 £	2021 £
Wages and salaries	145,878	146,530
Social security	2,097	1,832
Pension costs	1,563	1,401
	149,538	149,763

No employee received total employee benefits exceeding £60,000 during the year.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

6 Changes in resources available for Charity use

	Unrestricted Funds	Restricted And Designated Funds	Total 2022	Total 2021
	£	£	£	£
Net movement in funds for the year	5,529	(37,663)	(32,134)	81,291
	5,529	(37,663)	(32,134)	81,291

7 Tangible Fixed Assets

	Land and Buildings	Furniture and Equipment	Total
	£	£	£
Cost or Valuation			
At 1 January 2022	500,530	1,147	501,677
Additions	-	-	-
Disposals	-	-	-
At 31 December 2022	500,530	1,147	501,677
Depreciation			
At 1 January 2022	-	1,147	1,147
Charge for year	-	-	-
Released on disposal	-	-	-
At 31 December 2022	-	1,147	1,147
Net Book Value			
At 31 December 2022	500,530	-	500,530
At 1 January 2022	500,530	-	500,530

8 Debtors

	2022 £	2021 £
Trade Debtors	5,855	14,341
Other Debtors	-	203
	5,855	14,544

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade Creditors	4,890	3,830
Pension fund	-	306
PAYE and NI	-	-
Accruals	9,280	11,780
	14,170	15,916

10 Analysis of net assets between funds

	Unrestricted Funds and Revaluation Reserve £	Restricted Funds £	Total £
Fund balances at 31 December 2022 are represented by:			
Tangible fixed assets	500,530	-	500,530
Investments	2,754	-	2,754
Current assets	135,954	103,402	239,356
Creditors: amounts falling due within one year	(6,750)	(7,420)	(14,170)
	632,488	96,982	728,470

£40,000 of the cash balance has been set aside by the Trustees as "Reserve Funds". This £40,000 will be held in the CAF bank account along with the Restricted and Designated Funds held, transferring them to the HSBC bank current account as and when they are used.

11 Restricted and designated funds

The income funds of the Charity include restricted and designated funds comprising the following unexpended balances of grants to be applied for specific purposes:

	31 Dec 2021 £	Movement in funds		31 Dec 2022 £
		Income £	Expenditure £	
Restricted – Outreach	133,645	47,623	98,165	83,103
Designated	-	12,879	-	12,879
	133,645	60,502	98,165	95,982

Charity Registration No. 245421

CITY OF CHELMSFORD MENCAP

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

CITY OF CHELMSFORD MENCAP

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INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on the financial statements of City of Chelmsford Mencap ("the charity") for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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.



Elaine Oddie OBE MA FCA FCCA
NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex CM2 6JB

Date: 24 April 2023

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted	Restricted And Designated Funds	Total	Total
	Notes	Funds		2022	2021
		£	£	£	£
<u>Incoming Resources</u>	2				
<u>Income and endowments from</u>					
Donations, grants and legacies		2,629	58,732	61,361	187,474
Fundraising activities		1,160	-	1,160	5,603
Charitable activities		133,966	1,770	135,736	148,941
Investment income		962	-	962	33
Total Incoming Resources		138,717	60,502	199,219	342,051
<u>Resources Expended</u>	3				
<u>Expenditure on</u>					
Raising funds		(654)	-	(654)	(1,109)
Charitable activities		133,842	98,165	232,007	261,869
Total Resources Expended		133,188	98,165	231,353	260,760
Net (outgoing)/incoming resources before transfers		5,529	(37,663)	(32,134)	81,291
Transfers between funds		-	-	-	-
Net movement in funds		5,529	(37,663)	(32,134)	81,291
Fund balances at 1 January 2022		476,959	133,645	610,604	529,313
Fund balances at 31 December 2022		482,488	95,982	578,470	610,604

CITY OF CHELMSFORD MENCAP

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022	2021
		£	£
Fixed Assets			
Tangible assets	7	500,530	500,530
Investments at cost		2,754	2,754
		<u>503,284</u>	<u>503,284</u>
Current Assets			
Debtors	8	5,855	14,544
Cash at bank and in hand		233,501	258,692
		<u>239,356</u>	<u>273,236</u>
Creditors: amounts falling due within one year	9	(14,170)	(15,916)
		<u></u>	<u></u>
Net current assets		225,186	257,320
		<u></u>	<u></u>
Total assets less current liabilities		<u>728,470</u>	<u>760,604</u>
Restricted and Designated Funds	11	95,982	133,645
Unrestricted Funds		482,488	476,959
Revaluation Reserve		150,000	150,000
		<u></u>	<u></u>
Total Funds		<u>728,470</u>	<u>760,604</u>

The accounts were approved by the Trustees on 05 April 2023



A North - Chair

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting Policies

1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention, with the revaluation of freehold property.

The accounts have been prepared in accordance with applicable accounting standards, the Charities SORP (FRS 102), issued in October 2019 and the Charities Act 2011.

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

Grants received for the charity and club activities are shown on an accruals basis. Grants received for the following year are carried forward in either the restricted funds or unrestricted funds depending on the condition.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Income received in relation to the club activities is shown on an accruals basis.

1.3 Resources Expended

Resources expended including irrecoverable VAT are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities, and are treated as direct charitable expenditure.

Support costs are the general costs related to running the charity. The costs have been allocated to the activities in accordance with time and money spent on each activity. The allocations are reviewed by the Trustees on a regular basis.

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Furniture and equipment	33.3% of cost

The freehold property, Mencap Hall, is held in trust for City of Chelmsford Mencap.

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Fixed asset investments are stated at cost.

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Funds held by the charity are either:

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Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

1.7 Taxation

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CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

2 Analysis of income

	Unrestricted Funds	Restricted And Designated Funds	Total 2022	Total 2021
	£	£	£	£
Donations, Grants and Legacies				
Donations and legacies	2,629	9,750	12,379	30,794
Grants received	-	48,982	48,982	156,680
	2,629	58,732	61,361	187,474
Fundraising Activities				
Events	1,160	-	1,160	5,603
Charitable Activities				
Outreach	2,750	1,770	4,520	7,513
Other charitable activities	131,216	-	131,216	141,428
	133,966	1,770	135,736	148,941
Investment Income				
Interest receivable	962	-	962	33
	138,717	60,502	199,219	342,051

The following grants have been received in the year:

	Designated 2022	Restricted 2022	Restricted And Designated 2022	2021
	£	£	£	£
The National Lottery Community Fund	-	-	-	56,815
British Science Association	-	-	-	500
Chelmsford CVS	-	6,428	6,428	8,171
Essex Community Foundation	-	14,963	14,963	38,180
Furlough grants	-	-	-	8,793
New City Girls	1,551	-	1,551	219
Essex Freemasons Lodge	-	-	-	1,000
Postcode Lottery Places Trust	-	24,312	24,312	-
RMS Southern	-	-	-	10,100
Anglia Ruskin	1,728	-	1,728	1,402
Essex County Council	-	-	-	31,500
	3,279	45,703	48,982	156,680
Soil Association	-	150	150	-
Designated donations	9,600	-	9,600	-
	9,600	150	9,750	30,794

CITY OF CHELMSFORD MENCAP
NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

3 Total Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Raising Funds				
Costs of generating funds to support the Charity	(654)	-	(654)	(1,109)
Charitable Activities				
Football club	-	-	-	-
Outreach	-	98,165	98,165	130,951
Activities undertaken directly	9,816	-	9,816	9,352
Support costs	124,026	-	124,026	121,566
Total	133,842	98,165	232,007	261,869
	133,188	98,165	231,353	260,760

Support costs include payments to the Independent Examiner of £1,440 (inclusive of VAT).

4 Trustees

During the year no Trustee received payment for their work for the Charity's activities.

No Trustee received reimbursement of expenses incurred on the Charity's activities.

No Trustee received remuneration for their work as a Trustee.

5 Employees

	2022 Number	2021 Number
The average monthly number of employees during the year was:	12	14
Employment Costs	2022 £	2021 £
Wages and salaries	145,878	146,530
Social security	2,097	1,832
Pension costs	1,563	1,401
	149,538	149,763

No employee received total employee benefits exceeding £60,000 during the year.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

6 Changes in resources available for Charity use

	Unrestricted Funds	Restricted And Designated Funds	Total 2022	Total 2021
	£	£	£	£
Net movement in funds for the year	5,529	(37,663)	(32,134)	81,291
	5,529	(37,663)	(32,134)	81,291

7 Tangible Fixed Assets

	Land and Buildings	Furniture and Equipment	Total
	£	£	£
Cost or Valuation			
At 1 January 2022	500,530	1,147	501,677
Additions	-	-	-
Disposals	-	-	-
At 31 December 2022	500,530	1,147	501,677
Depreciation			
At 1 January 2022	-	1,147	1,147
Charge for year	-	-	-
Released on disposal	-	-	-
At 31 December 2022	-	1,147	1,147
Net Book Value			
At 31 December 2022	500,530	-	500,530
At 1 January 2022	500,530	-	500,530

8 Debtors

	2022 £	2021 £
Trade Debtors	5,855	14,341
Other Debtors	-	203
	5,855	14,544

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2022

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade Creditors	4,890	3,830
Pension fund	-	306
PAYE and NI	-	-
Accruals	9,280	11,780
	14,170	15,916

10 Analysis of net assets between funds

	Unrestricted Funds and Revaluation Reserve £	Restricted Funds £	Total £
Fund balances at 31 December 2022 are represented by:			
Tangible fixed assets	500,530	-	500,530
Investments	2,754	-	2,754
Current assets	135,954	103,402	239,356
Creditors: amounts falling due within one year	(6,750)	(7,420)	(14,170)
	632,488	96,982	728,470

£40,000 of the cash balance has been set aside by the Trustees as "Reserve Funds". This £40,000 will be held in the CAF bank account along with the Restricted and Designated Funds held, transferring them to the HSBC bank current account as and when they are used.

11 Restricted and designated funds

The income funds of the Charity include restricted and designated funds comprising the following unexpended balances of grants to be applied for specific purposes:

	31 Dec 2021 £	Movement in funds		31 Dec 2022 £
		Income £	Expenditure £	
Restricted – Outreach	133,645	47,623	98,165	83,103
Designated	-	12,879	-	12,879
	133,645	60,502	98,165	95,982

Accounts

City of Chelmsford Mencap

Report of the Board of Trustees

President: Sandra Morton-Nance

From 1st January 2021 to 31st December 2021



Reference and Administrative Details	
Charity Name	City of Chelmsford Mencap
Registered Charity number	245421 (England, Northern Ireland and Wales)
Principal Address	Mencap Hall, 56, Mildmay Road Chelmsford Essex CM2 0DZ
2021 - Report	The trustees present their report and accounts for the year ending 31 st December 2021. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with City of Chelmsford Mencap's governing document, the Charities Act 2012, and the Statement of Recommended practice, <i>Accounting and Reporting by Charities</i> , issued in March 2005.

Names of trustees managing the Charity in the period since the last Report			
Trustee name	Office	Dates acted	Appointed by
Sandra Morton-Nance	President	Full term: October 2021 – April 2022	Proposed: Anthony North Seconded: Bryan Powell
Bryan Powell	Vice President	Part term as Vice Chairperson: October 2021 – March 2022 Elected Vice President March 2022	Proposed: Abigail Krone Seconded: Anthony North
Anthony North	Chairperson	Full term: October 2021 – April 2022	Proposed: Bryan Powell Seconded: Philip Preston
Alan Stoppard	Vice Chairperson	Full term as trustee: October 2021 – March 2022 Elected Vice Chairperson March 2022	Proposed: Anthony North Seconded: Pearl Powell
Sarah Sadler	Vice Chairperson	Co-opted as trustee and elected Vice Chairperson March 2022	Proposed: Anthony North Seconded: Alan Stoppard
Chris Newson	Treasurer	Co-opted as trustee and elected Treasurer March 2022	Proposed: Anthony North Seconded: Rachel Scott
Abigail Krone	Trustee	Full term: October 2021 – April 2022	Proposed: Anthony North Seconded: Bryan Powell
Phil Preston	Trustee	Full term: October 2021 – April 2022	Proposed: Anthony North Seconded: Bryan Powell
Rachel Scott	Trustee	Full term: October 2021 – April 2022	Proposed: Anthony North Seconded: Philip Preston

Names of advisors regularly used during 2021	
Type of Advisor	Name and Address
Banks	HSBC, 99 High Street Chelmsford CM1 1EQ CAF Bank, 25 Kings Hill Avenue, West Malling ME19 4TA
Independent Examiner of the Charity's Accounts	NSO Associates LLP 75 Springfield Road Chelmsford CM2 6JB

Structure, Governance and Management	
Type of governing document	City of Chelmsford Mencap was established by a charitable trust deed and amended on 12 th November 1979, 4 th September 2002 and 21 st February 2013.
How the Charity is constituted	City of Chelmsford Mencap is constituted as an Association with plans to become a Charitable Incorporated Organisation (CIO).
Trustee selection methods	Under the Articles of Association, the Charity is required to have a minimum of 6 and a maximum of 12 Trustees. The Executive Committee shall consist of the following persons any of whom may have learning disabilities: Honorary Officers: who shall be elected at an Annual General Meeting and; Co-opted members: being persons having a special interest in and qualifications for furthering the work of the Society. All Trustees retire from office during the following AGM after the date on which they came into office but they may be re-elected or re-appointed. Members of the Executive Committee appointed at an AGM shall take office from the end of that meeting.
Additional governance issues	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, Family Support Worker, Senior Support Lead, Support Leads; Specialist Support Workers; Club Managers; Club Leaders; Volunteers; Administrative Staff. Wider networks:- City of Chelmsford Mencap is a Network Partner of Royal Mencap Society. CCM also works collaboratively with other multi-agencies.
Admission of members	The subscribers to the memorandum and such other persons as are admitted to the membership in accordance with the Articles shall be members of the Charity. Membership of the Charity shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with, the objects stated in the memorandum. Membership shall be granted to those individuals who submit an application in a form prescribed by the Executive Committee provided that applicants meet the membership criteria and pay any subscriptions or payments required.
Risk management	The Trustees hold a register of risks identified within the Charity. As part of this process the Trustees have implemented 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.
Organisational structure	The Trustees meet at least quarterly as a Trustee board and are responsible for the strategic direction and policy of the Charity. Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs two full time members of staff (Services Manager and Senior 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.
Other related parties	City of Chelmsford Mencap is affiliated to Royal Mencap, 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. The Royal Mencap Society 123, Golden Lane, London EC1Y0RT Registered Company Number: 550457 Registered Charity Number: 222377

Objectives and Activities	
Objectives	The Charity provides social clubs and respite schemes for people of all ages as well as information and support services for members and their families and carers. The Charity, in pursuing its aims, co-operates with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Charity or of similar charitable objects. The Charity is self-funding and is required to raise funds and ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts). The Charity operates its activities in accordance with its governing documents to ensure people with a learning disability are valued and supported.
Summary of the objectives of the Charity	The aims and objectives of City of Chelmsford Mencap:- ● To provide services offering learning and recreational opportunities to children and young people with a learning disability. ● To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs. ● To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate. ● To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs. ● To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.
Additional details of objectives and activities	The Board of Trustees have had a due regard to the guidance issued by the Charity Commission on public benefit. The powers of the Charity are to increase public awareness and understanding of the abilities of people with a learning disability, their needs and abilities and those of their families, dependents and carers, in order to assist their integration in society. Outreach Academy, Virtual Academy, Gateway Club, Gateway Juniors, on-site and remote family support and welfare monitoring are the main activities provided by CCM. Objective and public benefits: 1 <i>To provide services offering learning and recreational opportunities to children and young people with a learning disability.</i> Our weekly youth club, Gateway Juniors, is for young people aged 16 to 25. It offers sports and dance workshops for the energetic and arts and crafts, puzzles and quizzes for those who prefer a quiet evening with friends. Special activities including theatre trips and meals out are run throughout the year. Above all, Gateway Juniors gives young people with a learning disability the opportunity to socialise with their peers, form friendships and have fun in a safe and supportive environment. Since the coronavirus pandemic began, Gateway Juniors has been running online and offers similar activities, specially adapted for the virtual mode of delivery. Activities include dance workshops, talent shows and storytelling nights. Objective and public benefits: 2 <i>To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs.</i> The Charity's Outreach Academy is a lifelong learning service which runs every weekday, 50 weeks a year. It provides courses to develop students' social, work and life skills in a supported

environment that enables them to reach their potential. Courses include Active in the community and environment (ACE), Cooking, Dance, Functional skills, Music, Social enterprise and Yoga.

During the first pandemic lockdown, City of Chelmsford Mencap moved its full Outreach Academy curriculum online, enabling the vast majority of its lifelong learning students to continue their classes on the 'Virtual Academy'. Resources packs were created, produced and distributed, and adaptations were made to practical courses, such as Cooking and Active in the community and environment (ACE) to ensure learning continued.

In 2021, CCM developed the *Curated Access to the Virtual Academy (CAVA)* initiative; with the help of funding from Royal Mencap Society's *Let's Get Digital* project, the Charity provided specially configured iPads with SIM connectivity for service users without internet facilities. CAVA enabled ten additional students to access the Virtual Academy during the 2021 Winter lockdown.

In 2021, The Outreach Academy reopened at 'critical tier', i.e. for services users with the highest support needs, in April, after the Winter lockdown ended and the first phase of an extensive refurbishment of Mencap Centre was completed. Numbers of students attending the Outreach Academy increased throughout the year, with the majority of students accessing a 'blended provision' of in-person and virtual classes. To enable students to benefit from shared learning and social opportunities, CCM introduced a 'hybrid model' of delivery, linking the in-person and virtual classes.

The Gateway Club meets weekly and members enjoy a variety of activities, including dance and fitness workshops, music and art sessions and evenings exploring cultures from around the world. The Club also organises activities in the community, including pub quizzes and evenings out. Since the coronavirus pandemic began, Gateway Club has been running online and offers similar activities, specially adapted for the virtual mode of delivery. Activities include dance workshops, bingo nights and scavenger hunt challenges. In April, Gateway members were delighted to be joined by the Mayor of Chelmsford, Councillor Jude Deakin, for their Cheesy Disco Night.

Objective and public benefits: 3

To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate.

The Outreach Academy's lifelong learning courses, including Cooking, encourage the development of independent living skills. The Charity has working partnerships with health and social care agencies to ensure appropriate referrals and a multi-disciplinary approach to supporting members at times of heightened need.

The Charity's pandemic response has included frequent *Dance and movement* classes and exercise opportunities to help service users maintain an active lifestyle. Thanks to support from The National Lottery Community Fund, service users were able to enjoy a series of day trips in the Summer, all designed to help them regain life skills and confidence in the community.

Objective and public benefits: 4

To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs.

City of Chelmsford Mencap runs a Family Support Service, which offers advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. CCM also regularly provides information about services available in the statutory and voluntary sectors and makes direct referrals to health and social care professionals as required.

	City of Chelmsford Mencap's lifelong learning academies run courses designed to support and enhance service users' physical and emotional wellbeing. CCM's Family Support Service continued to run throughout 2021, despite the restrictions necessitated by the coronavirus pandemic. In addition to the established service, CCM developed monthly <i>Carers Connect</i> online sessions, to enable carers to gain information, share experiences and offer mutual support. In addition, CCM delivered weekly welfare checks via telephone to all its active service users and, when necessary, provided care co-ordination and emergency support. Mencap Centre is a designated Hate Incident Reporting Centre, specialising in disability hate crime. Objective and public benefits: 5 <i>To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.</i> City of Chelmsford Mencap participates in many local and national events which promote the rights and abilities of people with a disability. In addition, it works to ensure that the local population with a learning disability are able to access and participate in local cultural festivals and initiatives. In 2021, CCM worked with *BeWonder, the marketing agency for High Chelmer Shopping Centre, to create a film about the Centre's accessibility features for awareness day Purple Tuesday. This work involved a focus group of CCM's service users, two of whom also starred in the film. Product ranges from the Charity's social enterprises <i>Independent Designs</i> and <i>ACE</i> were stocked in three Chelmsford city centre locations and four UK cities throughout the year. CCM also participated in Learning Disability Week, which this year focused on art and creativity – this provided a wonderful opportunity to showcase the amazing work of our students, from their social enterprise products, to their 'I, Too, Am Able' exhibition at Chelmsford Museum. City of Chelmsford Mencap regularly promotes its members' achievements via its social media platforms and newsletters. In 2021, CCM established 'Social Stars', a group of service users who made a major creative contribution to the Charity's social media output throughout the year.
Achievements and Performance	
Report from the Board of Trustees	The Board I am pleased to report that the Board of Trustees has continued to work effectively throughout the challenging circumstances presented in 2021. At the start of the year the Board reverted to meeting on a monthly basis (rather than fortnightly), a clear demonstration of the confidence we have in our staff and the new operating model that they had developed with us. In the summer, we welcomed three new trustees to the Board. They have a broad range of skills and experience and we are benefiting from their involvement already. In recruiting Abi, Rachel and Phil, we implemented a new selection process and we are confident that this was instrumental in the appointment of new colleagues of such a high calibre. CCM's board comprises very committed and proactive trustees who take a keen interest in the Charity's employees, members and the provision of services. Links with staff and volunteers are strong and we plan to develop a programme of activity to further enhance those relationships throughout 2022.

Key Metrics

We currently have 199 Service users (199 in 2020) and 352 Members (338 in 2020).

We have 2 full time members of staff, 13 part time staff, 1 bank staff and 2 self-employed consultants who work at CCM. We also have contracts with six self-employed tutors.

Training and development (staff and volunteers)

Training for staff and volunteers is a priority as it enables us to ensure that we offer an excellent and supportive service and that our staff and volunteers develop their skills and expertise. In 2021, training included all key staff and a number of volunteers completing a wide range of mandatory courses in care, health and safety and GDPR. Training is ongoing and the curriculum is regularly reviewed to ensure any further needs are identified and implemented.

Through the Royal Mencap Society's *Let's Get Digital initiative*, three members of staff were designated as our 'Digital Champions' and used the programme to further their own knowledge of IT and digital opportunities whilst sharing these with colleagues.

We are pleased to provide volunteer training placements for students from local secondary schools, Chelmsford College and Anglia Ruskin University as well as many volunteers from the community. All staff and volunteers are required to undergo an enhanced DBS check to ensure that they are approved to work with our service users. During the pandemic, many new and current volunteers have supported our virtual services, and we are grateful to them for their willingness and enthusiasm to adapt to this mode of delivery.

In 2021, we were delighted to provide placements for student social workers and student mental health nurses from Anglia Ruskin University; their involvement has proven to be an important contribution to both the Outreach and Virtual Academies.

CCM's COVID-19 Pandemic Response

CCM is a thriving and positive organisation offering a high standard of services and support to our service users. The Outreach Academy currently has a very strong team of experienced, enthusiastic staff, excellent tutors and many talented, keen volunteers.

The service is well led by the Services Manager who has a clear direction and focus for the development of services for the Charity. She ensures that the Board is kept regularly updated on all issues that might impact on the provision of services and the mitigation of risks that may arise.

In response to the COVID-19 pandemic, CCM moved quickly to develop alternative provision. The Virtual Academy and 'Gateways Online' ensured service users could continue to meet (albeit virtually), learn and socialise. Maintaining these virtual services proved vital when the January 2021 lockdown was required. To ensure 100% of service users wishing to access online services could do so, CCM used grant funding from Royal Mencap Society to purchase iPads with SIM connectivity. These were specially configured by an expert volunteer to make access as straightforward as possible whilst blocking access to potentially harmful content. As for the Virtual Academy, an easy read manual was also developed to guide users.

CCM used the lockdown period to progress the first phase of significant refurbishment at Mencap Centre. Essex County Council's Covid Recovery funding facilitated improvements in the kitchen, toilets and flooring to further improve the Centre's infection prevention and control procedures. The Charity is grateful to ECC and to the companies and volunteers who worked so hard on the renovations: Frederick J French, SEES Flooring, Big Yellow Storage, Goodgym Chelmsford, Stonebond Properties Ltd and Metro Bank.

The renovations, and significant funding from The National Lottery Community Fund (TNLCF), allowed CCM to increase the number of service users participating in building-based services throughout the Spring and Summer. Staff and volunteers embarked on a series of courses and projects to help learners rebuild their life and social skills and regain confidence when accessing the community. TNLCF funding enabled the return of *Cooking* classes (redesigned to meet the new infection control requirements), *Music* sessions and *Social enterprise* production. In addition, it funded the staffing required to provide trips out in the community. Throughout the Summer, service users enjoyed trips on the river, café visits, places of interest and – perhaps favourite of all – meeting alpacas! While great fun was had by all, the improvements in skills and confidence were obvious to see.

By Summer 2021, most students were benefitting from a ‘blended provision’ of in-person and virtual learning. The development of CCM’s IT facilities, including monitors in each learning area, was an important part of the renovations and enabled further innovations in service delivery, including the development of a hybrid model of participation – linking the Outreach and Virtual Academies for some classes to enable all students to work together on the year’s key projects:

CCM was pleased to participate again in British Science Week and delivered workshops on ‘the science in everyday life’ across the curriculum. We were also delighted to receive a grant from the British Science Association to deliver a special project which was showcased at the British Science Festival in September; Active in the community and environment (ACE) students were lucky enough to work with a senior ecology lecturer from Anglia Ruskin University Cambridge, learning about pollinators and developing their allotment to increase numbers.

Over the Summer, we celebrated the Olympics and Paralympics across the curriculum, including plenty of exploration of world cultures – and, most importantly, cuisines!

Functional skills students participated in courses in communication, and democracy and public life. In the Autumn, focus turned to developing students’ IT skills, with a course inspired and funded by *Let’s Get Digital*. Funding from ECC and RMS for a number of student laptops and tablets ensured full participation and skills development. The devices are now regularly used across the curriculum and students’ enthusiasm and aptitude for web-based research has benefited their engagement in a wide range of projects, from learning about pollinators to fundraising for tap twinning.

Gateway staff have also continued to innovate, delivering a wide range of activities online and ensuring service users can maintain and develop their social relationships, alleviating loneliness and encouraging communication skills.

Lastly, to ensure all service users and their families had access to emotional support and practical assistance when required, CCM’s staff and experienced volunteers conducted weekly welfare calls throughout the lockdown and provided care coordination and emergency support as required.

CCM’s pandemic response continued to require innovation, efficiency and tireless commitment from all involved. Staff, tutors, volunteers and trustees worked together to ensure that CCM met the needs of its members despite the ongoing challenges presented by Covid.

Events In 2021

City of Chelmsford Mencap’s fundraising events were severely curtailed by the pandemic restrictions. This seriously impacted on the Charity’s income, at a time we faced increased expenditure to meet our service users’ needs.

Similarly, while the Charity was delighted to mark its 70th anniversary in June, party plans were thwarted by the pandemic restrictions. However, we are determined to celebrate in style when the CCM family can finally gather together safely!

One important occasion, previously postponed due to the pandemic, was able to proceed in 2021; key volunteers from CCM were honoured to be presented with the Queen's Award for Voluntary Service in a ceremony at the home of the Lord Lieutenant of Essex. Later in the year, additional representatives of the Charity attended a QAVS reception at Chelmsford Cathedral.

Funding

We work hard to raise funds through writing bids and encouraging our supporters to attend events or make us their chosen charity. We are very grateful for every penny and continue to be inspired by the many innovative ways people support us! Some key supporters raising funds for CCM in 2021 included:

Chelmsford City FC Supporters Club embarked yet again on one of their epic walks in aid of CCM, travelling from Land's End to Winchester

Long-term supporter and volunteer Yasemin Yildizgoren Smith created an amazing fundraising challenge, *March in March for Mencap*, which quickly grew to become an international affair. The eighteen participants walked over 5.5 million steps to support CCM.

CCM was delighted to be one of the beneficiaries of the virtual Baddow Races in 2021 and are grateful to Mildmay Rotary Club for their continued support.

We are also very grateful to supporters John Jemison and Neil Richardson for their commitment to raising funds for CCM through their poetry readings as *Double Vision*. To date, they have raised over £1100.

Alan Adcock donated proceeds from his book 'For the Love of the Land'

CCM was honoured to be made New City Girls WI's Charity of the Year for 2021/22.

Key grants and donations received in 2021 were:

Donations:

Chelmsford City FC Supporters Club: £3082
March in March for Mencap: £2229
Rotary Club of Chelmsford Mildmay: £1750
Essex Freemasons: £1000
Alan Adcock: £750
New City Girls WI: £668
Reed Smith: £300

Grants:

The National Lottery Community Fund: £56,815
Essex County Council: £31,500
Essex Community Foundation: £29,930
R Richardson Legacy: £18,015
RMS *Let's Get Digital*: £10,100

In summary 2021 was, despite the significant challenges caused by the coronavirus pandemic, a successful year. CCM staff and volunteers worked together to innovate quickly to provide high quality services that motivate, develop and support our wonderful service users, helping them to reach their true potential.

Finally, the Board would like to place on record its thanks to Andrew Smith, Graham McGhie, Katherine King, Deborah Ginn and Zoe Zawayira, former trustees of the Charity who stepped down during 2021. They each made significant contributions to the effectiveness and governance

	of the Board, and they are very much missed. We are grateful for their service to the Board of Trustees and to the wider activities of CCM.
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Financial review	
Brief statement	The full accounts and financial report results for the year ending 31 st December 2021 are set out in the Statement of Financial Activities.
Details of any deficits	The last recorded annual deficit was in 2014 and amounted to £8399.
Further financial review	Principal source of funds: Principal sources of funds are grant funding, services fees and donations. How Expenditure has supported key objectives: Expenditure has been focussed directly on the provision of fully supported services and the future development and security of the Charity. See attached copy of end of year financial statement (2021). Financial Risk The trustees have agreed that the sum of £35,000 be set aside as 'financial reserves'. This amount, being three month's staffing costs, is held separately from the Charity's operating account. The amount is reviewed on a regular basis.

Declaration	
The Trustees declare that they approve the report above. Signed on behalf of the Charity's Trustees. Signature:  Full Name: Anthony North Position held: Chair of Trustees, City of Chelmsford Mencap Date: 06.04.2022	

Charity Registration No. 245421

CITY OF CHELMSFORD MENCAP

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

CITY OF CHELMSFORD MENCAP

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CITY OF CHELMSFORD MENCAP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on the financial statements of City of Chelmsford Mencap ("the charity") for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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.

E Oddie

Elaine Oddie OBE MA FCA FCCA
NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex CM2 6JB

Date: 19 May 2022

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<u>Incoming Resources</u>	2				
<u>Income and endowments from</u>					
Donations, grants and legacies		11,092	176,382	187,474	112,060
Fundraising activities		5,603	-	5,603	10,092
Charitable activities		141,428	7,513	148,941	157,371
Investment Income		33	-	33	525
Total Incoming Resources		158,156	183,895	342,051	280,048
<u>Resources Expended</u>	3				
<u>Expenditure on</u>					
Raising funds		(1,109)	-	(1,109)	901
Charitable Activities		130,918	130,951	261,869	224,390
Total Resources Expended		129,809	130,951	260,760	225,291
Net (outgoing)/incoming resources before transfers		28,347	52,944	81,291	54,757
Transfers between funds		-	-	-	-
Net movement in funds		28,347	52,944	81,291	54,757
Fund balances at 1 January 2021		448,612	80,701	529,313	474,556
Fund balances at 31 December 2021		476,959	133,645	610,604	529,313

CITY OF CHELMSFORD MENCAP

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021	2020
		£	£
Fixed Assets			
Tangible Assets	7	500,530	500,739
Investments at cost		2,754	2,754
		<u>503,284</u>	<u>503,493</u>
Current Assets			
Debtors	8	14,544	15,062
Cash at bank and in hand		258,692	179,079
		<u>273,236</u>	<u>194,141</u>
Creditors: amounts falling due within one year	9	(15,916)	(18,321)
Net current assets		<u>257,320</u>	<u>175,820</u>
Total assets less current liabilities		<u>760,604</u>	<u>679,313</u>
Restricted Funds	11	133,645	80,701
Unrestricted Funds		476,959	448,612
Revaluation Reserve		<u>150,000</u>	<u>150,000</u>
Total Funds		<u>760,604</u>	<u>679,313</u>

The accounts were approved by the Trustees on 23rd April 2022

A North - Chair



CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting Policies

1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention, with the revaluation of freehold property. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in July 2014, and with the Charities Act 2011.

1.2 Incoming Resources

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

Grants received for the charity and club activities are shown on an accruals basis. Grants received for the following year are carried forward in either the restricted funds or unrestricted funds depending on the condition.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Income received in relation to the club activities is shown on an accruals basis.

1.3 Resources Expended

Resources expended including irrecoverable VAT are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities, and are treated as direct charitable expenditure.

Support costs are the general costs related to running the charity. The costs have been allocated to the activities in accordance with time and money spent on each activity. The allocations are reviewed by the Trustees on a regular basis.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	Nil depreciation
Furniture and equipment	33.3% of cost

The freehold property, Mencap Hall, is held in trust for City of Chelmsford Mencap.

1.5 Investments

Fixed asset investments are stated at cost.

1.6 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

1.7 Taxation

City of Chelmsford Mencap is a registered charity and is not subject to corporation tax on its charitable activities.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2021

2 Analysis of income**Donations, Grants and Legacies**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations and legacies	2,299	28,495	30,794	3,276
Grants received	8,793	147,887	156,680	108,784
	<u>11,092</u>	<u>176,382</u>	<u>187,474</u>	<u>112,060</u>

Fundraising activities

Events	<u>5,603</u>	<u>-</u>	<u>5,603</u>	<u>10,092</u>
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Charitable activities

Football club	-	-	-	677
Outreach	-	7,513	7,513	11,931
Other Charitable Activities	141,428	-	141,428	144,763
	<u>141,428</u>	<u>7,513</u>	<u>148,941</u>	<u>157,371</u>

Investment Income

Interest receivable	33	-	33	525
Dividends receivable	-	-	-	-
	<u>33</u>	<u>-</u>	<u>33</u>	<u>525</u>
	<u>158,156</u>	<u>183,895</u>	<u>342,051</u>	<u>280,048</u>

The following grants have been received in the year:

	2021 £	2021 £	2020 £
Big Lottery Fund	-	56,815	-
British Science Association	-	500	500
Chelmsford CVS	-	8,171	-
Essex Community Foundation	-	38,180	17,467
Essex Mencap Society	-	-	34,390
Mencap	-	-	3,351
Furlough grants	8,793	-	10,275
New City Girls	-	219	-
Essex Freemasons Lodge	-	1,000	-
Neighbourly	-	-	400
FJG Taylor Trust	-	-	33,105
RMS Southern	-	10,100	-
Anglia Ruskin	-	1,402	-
Essex County Council	-	31,500	5,296
	<u>8,793</u>	<u>147,887</u>	<u>104,784</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2021

3 Total Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Raising Funds				
Costs of generating funds to support the Charity	(1,109)	-	(1,109)	901
Charitable Activities				
Football club	-	-	-	3,691
Outreach	-	130,951	130,951	58,876
Activities undertaken directly	9,352	-	9,352	15,013
Support costs	121,566	-	121,566	146,810
Total	130,918	130,951	261,869	224,390
	129,809	130,951	260,760	225,291

Support costs include payments to the Independent Examiner of £1,368 (inclusive of VAT).

4 Trustees

During the year no Trustee received payment for their work for the Charity's activities.

No Trustee received reimbursement of expenses incurred on the Charity's activities.

No Trustee received remuneration for their work as a Trustee.

5 Employees

	2021 Number	2020 Number
The average monthly number of employees during the year was:	14	16
Employment Costs	2021 £	2020 £
Wages and salaries	146,530	149,693
Social security	1,832	1,763
Pension costs	1,401	1,356
	149,763	152,812

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2021

6 Changes in resources available for Charity use

	Unrestricted Funds	Restricted Funds £	Total 2021 £	Total 2020 £
	£			
Net movement in funds for the year	28,347	52,944	81,291	54,757
	<u>28,347</u>	<u>52,944</u>	<u>81,291</u>	<u>54,757</u>

7 Tangible Fixed Assets

	Land and Buildings £	Furniture and Equipment £	Total £
Cost or Valuation			
At 1 January 2021	500,530	1,147	501,677
Additions	-	-	-
Disposals	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2021	<u>500,530</u>	<u>1,147</u>	<u>501,677</u>
Depreciation			
At 1 January 2021	-	938	938
Charge for year	-	209	209
Released on disposal	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2021	<u>-</u>	<u>1,147</u>	<u>1,147</u>
Net Book Value			
At 31 December 2021	500,530	-	500,530
At 1 January 2021	500,530	209	500,739
	<u>500,530</u>	<u>209</u>	<u>500,739</u>

8 Debtors

	2021 £	2020 £
Trade Debtors	14,341	14,859
Other Debtors	203	203
	<u>14,544</u>	<u>15,062</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2020

9 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade Creditors	3,830	1,840
Pension fund	306	514
PAYE and NI	-	886
Accruals	11,780	15,081
	15,916	18,321

10 Analysis of net assets between funds

	Unrestricted Funds and Revaluation Reserve £	Restricted Funds £	Total £
Fund balances at 31 December 2021 are represented by:			
Tangible fixed assets	500,530	-	500,530
Investments	2,754	-	2,754
Current assets	132,171	141,065	273,236
Creditors: amounts falling due within one year	(8,496)	(7,420)	(15,916)
	626,959	133,645	760,604

£35,000 of the cash balance has been set aside by the Trustees as "Reserve Funds". This £35,000 will be held in the CAF bank account along with the Restricted and Designated Funds held, transferring them to the HSBC bank current account as and when they are used.

11 Restricted funds

The income funds of the Charity include restricted funds comprising the following unexpended balances of grants to be applied for specific purposes:

	31 Dec 2020 £	Movement in funds		31 Dec 2021 £
		Income £	Expenditure £	
Outreach				
	80,701	183,895	130,951	133,645
	80,701	183,895	130,951	133,645

City of Chelmsford Mencap
Mencap Hall
56 Mildmay Road
Chelmsford
Essex
CM2 0DZ

NSO Associates LLP
75 Springfield Road
Chelmsford
Essex
CM2 6JB

March 2022

Dear Sirs

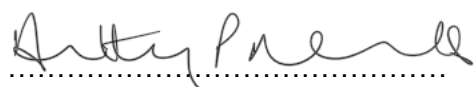
We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation, sufficient to satisfy ourselves that we can properly make each of the following representations to you, in connection with your examination of the charity's financial statements for the year ended 31 December 2021.

- 1 We acknowledge as trustees our responsibility under the Charities Act 2011 for presenting financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your examination and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All changes in the rules of the charity have been communicated to you. All other records and related information, including minutes of all trustees, members and management meetings have been made available to you.
- 2 We confirm that the charity is eligible for an independent examination of its financial statements, and that there are no circumstances which we should draw to your attention which would invalidate this eligibility. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK and Ireland).
- 3 We confirm that the accounting policies and estimation techniques adopted for the preparation of the financial statements are the most appropriate to the circumstances in which the charity operates.
- 4 All grants, donations and other incoming resources, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such incoming resources.
- 5 Except as stated in the financial statements, there are no unrecorded liabilities, actual or contingent. We are not aware of any material provisions, contingent liabilities, contingent assets or contracted for capital commitments, that need to be provided for or disclosed in the financial statements.

/ cont'd

- 6 Other than as disclosed in the financial statements, the charity has not entered into any transactions involving trustees, officers or other related parties which require disclosure under the Charities Act 2011, SORP or accounting standards. Appropriate disclosure has been made of the control of the charity.
- 7 We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud, and have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. We are unaware of any irregularities, including fraud and suspected fraud, involving management, employees, or volunteers who have significant roles in internal control, or those working for the charity where the fraud could have a material effect on the financial statements. No allegations of such irregularities or breaches have come to our notice.
- 8 We are not aware of any breaches or possible breaches of statute, regulations, contracts, agreements or the charity's governing document which might prejudice the charity's going concern status or that might result in the charity suffering significant penalties or other loss. No allegations of such irregularities or breaches have come to our notice.
- 9 We have reviewed the affairs of the charity and confirm that no income is subject to income or capital gains tax. We have also reviewed the VAT treatment in relation to contractual services provided by the charity and confirm that VAT has been correctly accounted for.
- 10 We believe that adequate cash resources will be available to cover the charity's requirements for working capital and capital expenditure for at least the next twelve months and we are not aware of any other factors that we believe could put into jeopardy the charity's going concern status. The financial statements have therefore been prepared on the going concern basis.
- 11 There have been no events since the balance sheet date, which necessitate revision of the figures included in the financial statements or inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, we will advise you accordingly
- 12 We confirm we have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
- 13 We confirm that the charity has had no non-routine communication with Charity Commission during or since the period of which you are unaware.

Yours faithfully



.....
on behalf of the Board of Trustees

Accounts

Charity Registration No. 245421

CITY OF CHELMSFORD MENCAP

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

CITY OF CHELMSFORD MENCAP

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CITY OF CHELMSFORD MENCAP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on the financial statements of City of Chelmsford Mencap ("the charity") for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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.

E Oddie

Elaine Oddie OBE MA FCA FCCA
NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex CM2 6JB

Date: 7 September 2021

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<u>Incoming Resources</u>	2				
<u>Income and endowments from</u>					
Donations, grants and legacies		13,551	98,509	112,060	35,813
Fundraising activities		10,092	-	10,092	25,167
Charitable activities		144,763	12,608	157,371	177,408
Investment Income		525	-	525	78
Total Incoming Resources		168,931	111,117	280,048	238,466
<u>Resources Expended</u>	3				
<u>Expenditure on</u>					
Raising funds		901	-	901	3,596
Charitable Activities		161,823	62,567	224,390	213,943
Total Resources Expended		162,724	62,567	225,291	217,539
Net (outgoing)/incoming resources before transfers		6,207	48,550	54,757	20,927
Gross transfers between funds		-	-	-	-
Net movement in funds		6,207	48,550	54,757	20,927
Fund balances at 1 January 2020		442,405	32,151	474,556	453,629
Fund balances at 31 December 2020		448,612	80,701	529,313	474,556

CITY OF CHELMSFORD MENCAP

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible Assets	7		500,739		501,006
Investments at cost			2,754		2,754
			<u>503,493</u>		<u>503,760</u>
Current Assets					
Debtors	8	15,062		42,572	
Cash at bank and in hand		179,079		85,174	
		<u>194,141</u>		<u>127,746</u>	
Creditors: amounts falling due within one year	9	(18,321)		(6,950)	
Net current assets			<u>175,820</u>		<u>120,796</u>
Total assets less current liabilities			<u>679,313</u>		<u>624,556</u>
Restricted Funds	11		80,701		32,151
Unrestricted Funds			448,612		442,405
Revaluation Reserve			<u>150,000</u>		<u>150,000</u>
Total Funds			<u>679,313</u>		<u>624,556</u>

The accounts were approved by the Trustees on

23 June 2021

A North - Chair



CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting Policies

1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention, with the revaluation of freehold property. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in July 2014, and with the Charities Act 2011.

1.2 Incoming Resources

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

Grants received for the charity and club activities are shown on an accruals basis. Grants received for the following year are carried forward in either the restricted funds or unrestricted funds depending on the condition.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Income received in relation to the club activities is shown on an accruals basis.

1.3 Resources Expended

Resources expended including irrecoverable VAT are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities, and are treated as direct charitable expenditure.

Support costs are the general costs related to running the charity. The costs have been allocated to the activities in accordance with time and money spent on each activity. The allocations are reviewed by the Trustees on a regular basis.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	Nil depreciation
Furniture and equipment	33.3% of cost

The freehold property, Mencap Hall, is held in trust for City of Chelmsford Mencap.

1.5 Investments

Fixed asset investments are stated at cost.

1.6 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

1.7 Taxation

City of Chelmsford Mencap is a registered charity and is not subject to corporation tax on its charitable activities.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2020

2 Analysis of income

Donations, Grants and Legacies

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations and gifts	3,276	-	3,276	12,383
Grants received	10,275	98,509	108,784	23,430
	13,551	98,509	112,060	35,813
Fundraising activities				
Events	10,092	-	10,092	25,167
Charitable activities				
Football club	-	677	677	4,419
Outreach	-	11,931	11,931	6,470
Other Charitable Activities	144,763	-	144,763	166,519
	144,763	12,608	157,371	177,408
Investment Income				
Interest receivable	525	-	525	-
Dividends receivable	-	-	-	78
	525	-	525	78
	168,931	111,117	280,048	238,466

The following grants have been received in the year:

	2020 £	2020 £	2019 £
Baily Thomas Charitable Fund		-	5,000
British Science Association		500	-
Charles French Charitable Trust		-	1,500
Essex Community Foundation		17,467	-
Essex Mencap Society		21,940	-
Mencap		3,351	-
Essex Youth Trust		-	2,500
Furlough grants	10,275	-	-
Garfield Western Foundation		-	10,000
Leeds Building Society		-	950
Neighbourly		400	-
FJG Taylor Trust		33,105	-
Radio Workshop CCR		-	250
Souter Charitable Trust		-	2,000
Jack Petchey Foundation		-	750
Essex County Council		5,296	-
Chelmsford City Council		12,450	480
	10,275	98,509	23,430

CITY OF CHELMSFORD MENCAP
NOTES TO THE ACCOUNTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

3 Total Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Raising Funds				
Costs of generating funds to support the Charity	901	-	901	3,596
Charitable Activities				
Football club	-	3,691	3,691	3,543
Outreach	-	58,876	58,876	17,615
Activities undertaken directly	15,013	-	15,013	22,719
Support costs	146,810	-	146,810	170,066
Total	161,823	62,567	224,390	213,943
	162,724	62,567	225,291	217,539

Support costs include payments to the Independent Examiner of £1,368 (inclusive of VAT).

4 Trustees

During the year the following Trustees received payment for their work for the Charity's activities:

S Sadler	£120	K King	£966
----------	------	--------	------

No Trustee received reimbursement of expenses incurred on the Charity's activities.

No Trustee received remuneration for their work as a Trustee.

5 Employees

	2020 Number	2019 Number
The average monthly number of employees during the year was:	16	15
Employment Costs	2020 £	2019 £
Wages and salaries	149,693	127,063
Social security	1,763	3,623
Pension costs	1,356	1,407
	152,812	132,093

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2020

6 Changes in resources available for Charity use

	Unrestricted Funds	Restricted Funds £	Total 2020 £	Total 2019 £
	£			
Net movement in funds for the year	6,207	48,550	54,757	20,927
	<u>6,207</u>	<u>48,550</u>	<u>54,757</u>	<u>20,927</u>

7 Tangible Fixed Assets

	Land and Buildings £	Furniture and Equipment £	Total £
Cost or Valuation			
At 1 January 2020	500,530	1,147	501,677
Additions	-	-	-
Disposals	-	-	-
At 31 December 2020	<u>500,530</u>	<u>1,147</u>	<u>501,677</u>
Depreciation			
At 1 January 2020	-	671	671
Charge for year	-	267	267
Released on disposal	-	-	-
At 31 December 2020	<u>-</u>	<u>938</u>	<u>938</u>
Net Book Value			
At 31 December 2020	<u>500,530</u>	<u>209</u>	<u>500,739</u>
At 1 January 2020	500,530	476	501,006

8 Debtors

	2020 £	2019 £
Trade Debtors	14,859	42,572
Other Debtors	203	-
	<u>15,062</u>	<u>42,572</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2020

9 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade Creditors	1,840	3,463
Pension fund	514	289
PAYE and NI	886	1,338
Accruals	15,081	1,860
	18,321	6,950

10 Analysis of net assets between funds

	Unrestricted Funds and Revaluation Reserve £	Restricted Funds £	Total £
Fund balances at 31 December 2020 are represented by:			
Tangible fixed assets	500,739	-	500,739
Investments	2,754	-	2,754
Current assets	106,020	88,121	194,141
Creditors: amounts falling due within one year	(10,931)	(7,420)	(18,321)
	598,612	80,701	679,313

11 Restricted funds

The income funds of the Charity include restricted funds comprising the following unexpended balances of grants to be applied for specific purposes:

	31 Dec 2019 £	Movement in funds		31 Dec 2020 £
		Income £	Expenditure £	
Football Club	3,014	677	3,691	-
Outreach	29,137	110,440	58,876	80,701
	32,151	111,117	62,567	80,701

City of Chelmsford Mencap

Report of the Board of Trustees

President: Sandra Morton-Nance

From 1st January 2020 to 31st December 2020



Reference and Administrative Details	
Charity Name	City of Chelmsford Mencap
Registered Charity number	245421 (England, Northern Ireland and Wales)
Principal Address	Mencap Hall, 56, Mildmay Road Chelmsford Essex CM2 0DZ
2020 - Report	The trustees present their report and accounts for the year ending 31 st December 2020. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with City of Chelmsford Mencap's governing document, the Charities Act 2012, and the Statement of Recommended practice, <i>Accounting and Reporting by Charities</i> , issued in March 2005.

Names of trustees managing the Charity in the period since the last Report			
Trustee name	Office	Dates acted	Appointed by
Sandra Morton-Nance	President	Full term: September 2020 – November 2021	Nominated: Anthony North Seconded: Bryan Powell
Anthony North	Chairperson	Full term: September 2020 – November 2021	Nominated: Bryan Powell Seconded: Deborah Ginn
Bryan Powell	Vice Chairperson	Full term: September 2020 – November 2021	Nominated: Sabine Nussey Seconded: Katherine King
Deborah Ginn	Treasurer	Full term: September 2020 – November 2021	Nominated: Bryan Powell Seconded: Katherine King
Andrew Smith	Secretary	Full term: September 2020 – November 2021	Nominated: Anthony North Seconded: Sabine Nussey
Abigail Krone	Trustee	Co-opted – June 2021	
Alan Stoppard	Trustee	Full term: September 2020 – November 2021	Nominated: Anthony North Seconded: Deborah Ginn
Graham McGhie	Trustee	Part term: September 2020 – May 2021	Nominated: Anthony North Seconded: Sabine Nussey
Katherine King	Trustee	Part term: September 2020 – June 2021	Nominated: Anthony North Seconded: Deborah Ginn
Philip Preston	Trustee	Co-opted – June 2021	
Rachel Scott	Trustee	Co-opted – July 2021	
Zoe Zawayira	Trustee	Part term: September 2020 – May 2021	Nominated: Anthony North Seconded: Bryan Powell

Names of advisors regularly used during 2020	
Type of Advisor	Name and Address
Banks	HSBC, 99 High Street Chelmsford CM1 1EQ Barclays Bank, 41 High Street Chelmsford CM1 1BG
Accountant	NSO Associates LLP Independent Examiner – 75 Springfield Road Chelmsford Essex CM2 6JB

Structure, Governance and Management	
Type of governing document	City of Chelmsford Mencap was established by a charitable trust deed and amended on 12 th November 1979, 4 th September 2002 and 21 st February 2013.
How the charity is constituted	City of Chelmsford Mencap is constituted as an Association. The charity intend to reconstitute as a Charitable Incorporated Organisation (CIO) as soon as permissible
Trustee selection methods	Under the Articles of Association, the charity is required to have a minimum of 6 and a maximum of 12 Trustees. The Executive Committee shall consist of the following persons any of whom may have learning disabilities: Honorary Officers: who shall be elected at an Annual General Meeting and Co-opted members: being persons having a special interest in and qualifications for furthering the work of the Society. All Trustees retire from office at the end of the AGM one year after the date on which they came into office but they may be re-elected or re-appointed. Members of the Executive Committee appointed at an AGM shall take office from the end of that meeting.
Additional governance issues	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; Family Support Worker; Support Leads; Specialist Support Workers; Club Managers; Club Leaders; Volunteers; Administrative Staff. Wider networks:- City of Chelmsford Mencap is a Network Partner of Royal Mencap Society. CCM also works collaboratively with other multi-agencies.
Admission of members	The subscribers to the memorandum and such other persons as are admitted to the membership in accordance with the Articles shall be members of the Society/Club. Membership of the Society/Club shall be open to all people (whether with or without a learning disability) who declare their support for and are in sympathy with the objects stated in the memorandum. Membership shall be granted to those individuals who submit an application in a form prescribed by the Executive Committee provided that applicants meet the membership criteria and pay any subscriptions or payments required.
Risk management	The Trustees monitor the risks at regular meetings and review overall risks annually. As part of this process the Trustees have implemented a risk management strategy which comprises: • Annual review of the risks 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.
Organisational Structure	The Trustees meet at least quarterly as a Trustee board and are responsible for the strategic direction and policy of the charity. Day to day responsibility for the provision of services of the Charity rests with the Services Manager. The Charity employs two full time members of staff (Services Manager and Support Lead), the remainder being made up of a Family Support Worker, part time staff, bank staff and volunteers. The charity regularly utilises self-employed tutors for the provision of certain services.
Other related parties	City of Chelmsford Mencap is affiliated to Royal Mencap Society, 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. The Royal Mencap Society, 123, Golden Lane, London EC1Y0RT Registered Company Number: 550457 Registered Charity Number: 222377

Objectives and Activities	
Objectives	The Charity provides social clubs and respite schemes for people of all ages as well as information and support services for members and their families and carers. The Charity, in pursuing its aims, co-operates with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects of the Society/Club or of similar charitable objects. The charity is self-funding and is required to raise funds and ask for and receive contributions (including subscriptions, donations, legacies, grants and other gifts). The charity operates its activities in accordance with its governing documents to ensure people with a learning disability are valued and supported.
Summary of the objectives of the charity	The aims and objectives of City of Chelmsford Mencap:- ● To provide services offering learning and recreational opportunities to children and young people with a learning disability. ● To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs. ● To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate. ● To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs. ● To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.
Additional details of objectives and activities	The Board of Trustees have had a due regard to the guidance issued by the Charity Commission on public benefit. The powers of the Charity are to increase public awareness and understanding of the abilities of people with a learning disability, their needs and abilities and those of their families, dependents and carers, in order to assist their integration in society. Outreach Academy, Virtual Academy, Gateway Club, Gateway Juniors, on-site and remote family support and welfare monitoring are the main activities provided by CCM. Objective and public benefits: 1 <i>To provide services offering learning and recreational opportunities to children and young people with a learning disability.</i> Our weekly youth club, Gateway Juniors, is for young people aged 16 to 25. It offers sports and dance workshops for the energetic and arts and crafts, puzzles and quizzes for those who prefer a quiet evening with friends. Special activities including theatre trips and meals out are run throughout the year. Above all, Gateway Juniors gives young people with a learning disability the opportunity to socialise with their peers, form friendships and have fun in a safe and supportive environment. During the coronavirus pandemic, Gateway Juniors ran online and offered similar activities, specially adapted for the virtual mode of delivery. Objective and public benefits: 2 <i>To provide lifelong learning, social opportunities and community access to people aged 19+ who have a learning disability and associated additional needs.</i> The Charity's Outreach Academy is a lifelong learning service which runs every weekday, 50 weeks a year. It provides courses to develop students' social, work and life skills in a supported environment that enables them to reach their potential. Courses include Active in the community and environment (ACE), Cooking, Dance, Functional skills, Music, Social enterprise and Yoga. During the coronavirus pandemic, City of Chelmsford Mencap moved its full Outreach Academy curriculum online, enabling the vast majority of its lifelong learning students to continue their classes virtually. Resources packs were created, produced and distributed, and adaptations were made to practical courses, such as Cooking and Active in the community and environment (ACE) to ensure learning continued.

	The Outreach Academy reopened at 'critical tier', i.e. for services users with the highest support needs, in September 2020. The Gateway Club meets weekly and members enjoy a variety of activities, including dance and fitness workshops, music and art sessions and evenings exploring cultures from around the world. The Club also organises activities in the community, including pub quizzes and evenings out. During the coronavirus pandemic, Gateway Club ran online and offered similar activities, specially adapted for the virtual mode of delivery. Objective and public benefits: 3 <i>To promote a healthy, independent lifestyle to people with a learning disability and to signpost/refer to, and liaise with, health and social care agencies as appropriate.</i> The Charity's <i>Discover Health</i> initiative directly addresses the low life expectancy of people with a learning disability by providing fully accessible and supported sporting and exercise sessions. Courses have included <i>Yoga, Golf, and Karate</i>. The Outreach Academy's lifelong learning courses encourage the development of independent living skills including <i>Cooking</i>. The Charity has working partnerships with health and social care agencies to ensure appropriate referrals and a multi-disciplinary approach to supporting members at times of heightened need. Objective and public benefits: 4 <i>To provide support to members and their families about different aspects of living with learning disabilities, and to develop new services and courses in response to identified needs.</i> City of Chelmsford Mencap runs a Family Support Service, which offers advice, information and advocacy regarding a range of issues, including benefits, housing and support planning. CCM also regularly provides information about services available in the statutory and voluntary sectors and makes direct referrals to health and social care professionals as required. City of Chelmsford Mencap's lifelong learning academies run courses designed to support and enhance service users' physical and emotional wellbeing. CCM's Family Support Service continued to run throughout 2020, despite the restrictions necessitated by the coronavirus pandemic. In addition, CCM delivered weekly welfare checks via telephone to all its active service users and, when necessary, provided care co-ordination and emergency support. The Charity's Centre is a designated Hate Incident Reporting Centre, specialising in disability hate crime. Objective and public benefits: 5 <i>To promote the needs and abilities of people with a learning disability through awareness campaigns and by publicising the activities and achievements of the Charity's members.</i> City of Chelmsford Mencap participates in many local and national events which promote the rights and abilities of people with a disability. In addition, it works to ensure that the local population with a learning disability are able to access and participate in local cultural festivals and initiatives. City of Chelmsford Mencap regularly promotes its members' achievements via its social media platforms and newsletters.
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	Achievements and Performance
Report from the Board of Trustees	I am pleased to report that the strong relationship has continued to develop on the Board of Trustees. Current Trustees have had a good range of skills and experience and have been very willing to share their expertise and work for the good of CCM. Trustees continue to have good links with Staff and volunteers and, through either visiting or working at the centre and regular updates from the Services manager, are very aware of what is happening within the organisation. Everyone is working together to develop and improve services and to create opportunities for the future. We currently have 199 Service users (195 in 2019) and 338 Members (345 in 2019). We have 2 full time members of staff, 13 part time staff, 1 bank staff and 2 self-employed consultants who work at CCM. Training and development (Staff and Volunteers) Training for staff and volunteers is a very important area as it enables us to ensure that we offer an excellent and supportive service and that our staff and volunteers develop their skills and expertise. In 2020 training included all key staff and a number of volunteers completing a wide range of mandatory courses in care, health and safety and GDPR. Training is ongoing and the curriculum is regularly reviewed to ensure any further needs are identified and implemented. We are pleased to provide volunteer training placements for students from local secondary schools, Chelmsford College and Anglia Ruskin University as well as many volunteers from the community. All staff and volunteers are required to undergo a DBS check to ensure that they are approved to work with our service users. During the pandemic, many new and current volunteers have supported our virtual services, and we are grateful to them for their willingness and enthusiasm to adapt to this mode of delivery. In 2020, we were delighted to provide placements for student social workers and student mental health nurses from Anglia Ruskin University; their involvement has proven to be an important contribution to both the Outreach and Virtual Academies. CCM's COVID-19 Pandemic Response CCM is a thriving and positive organisation offering a high standard of services and support to our service users. The Outreach Academy currently has a very strong team of experienced, enthusiastic staff, excellent tutors and many talented, keen volunteers. The service is well led by the Services Manager who has a clear direction and focus for the development of services for the Charity. She ensures that the Board is kept regularly updated on all issues that might impact on the provision of services and the mitigation of risks that may arise. In response to the COVID-19 pandemic, which initially forced the closure of build-based services in the last week of March 2020, CCM moved quickly to develop alternative provision. The Virtual Academy was established within three weeks of lockdown; staff, tutors and trustees worked hard to adapt course content, ensure a safe and easily accessible virtual learning environment, and deliver students' usual curriculum. In addition, packs of learning resources were produced by tutors and staff and delivered by a small band of dedicated volunteers on a monthly basis. Similarly, 'Gateways Online' has ensured that members of Gateway Juniors and Gateway Club could continue to meet (albeit virtually), socialise and enjoy a wide range of activities. Gateway staff have

amazed all with the adaptations they have made, enabling club favourites including games, talent and quiz nights to continue.

'Tea breaks' were also added to the online curriculum, to give service users opportunities to maintain their friendship groups.

Lastly, to ensure all service users and their families had access to emotional support and practical assistance when required, CCM's staff and experienced volunteers conducted weekly welfare calls and provided care coordination and emergency support as required.

CCM's pandemic response required innovation, efficiency and tireless commitment from all involved. Staff, tutors, volunteers and trustees all rose to the challenge and ensured that CCM continued to meet the needs of its members.

Queen's Award for Voluntary Service

In June 2020, City of Chelmsford Mencap was honoured to receive the Queen's Award for Voluntary Service. The Award was given for "innovatively enabling people with a learning disability and their carers across mid-Essex since 1951" and so it was a wonderful way to recognise and thank volunteers, including our Board of Trustees, and the staff and tutors who give so much additional time, for all their efforts during the pandemic.

Our thanks to Michael Holoway and Duncan Lumley for nominating CCM and to the Essex QAVS Panel for their co-ordination of the Awards.

Events

In 2020, City of Chelmsford Mencap's fundraising events were severely curtailed by the pandemic restrictions. This seriously impacted on the charity's income, at a time we faced increased expenditure to meet our service users' needs. However, a series of successful virtual quiz nights helped us to meet these rising costs.

Funding

We work hard to raise funds through writing bids and encouraging our supporters to attend events or make us their chosen charity. We are very grateful for every penny! Key grants and donations received in 2020 were:

Donations:

Edward Richard Taylor Trust:	£33,105
Rotary Club of Chelmer Bridge:	£2,500
AP North:	£1,500
Rotary Club of Chelmsford:	£745
Rotary Club of Chelmsford Mildmay:	£500
TK Maxx	£500

Grants:

Essex Mencap:	£21,940
Essex Community Foundation:	£17,467
Chelmsford City Council:	£12,450
Essex County Council:	£5,296
Royal Mencap Society:	£3,351
British Science Association:	£500
Neighbourly:	£400

In summary

2020 was, despite the significant challenges caused by the coronavirus pandemic, a successful year. CCM staff and volunteers worked together to innovate quickly to ensure the charity continues to provide high quality services that motivate, develop and support our wonderful service users, helping them to reach their true potential.

Financial review	
Brief statement	The full accounts and financial report results for the year ending 31 st December 2020 are set out in the Statement of Financial Activities.
Details of any deficits	The last recorded loss and deficit for the charity was in 2014 with a deficit amounting to £8399.
Further financial review	Principal source of funds: Principal sources of funds are grant funding, services fees and donations. How Expenditure has supported key objectives: Expenditure has been focussed directly on the provision of fully supported services and the future development and security of the Charity. See attached copy of end of year financial statement (2020).

Declaration	
The Trustees declare that they approve the Trustees' report above. Signed on behalf of the Charity's Trustees. Signature:  Full Name: Anthony North Position held: Chair of Trustees of City of Chelmsford Mencap Date: 20.10.2021	