

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2024
for
Keynsham & District MENCAP Society



Tony Dicker & Co
Chartered Accountants
29 Courtenay Road
Keynsham
Bristol
BS31 1JU

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for the Year Ended 31 March 2024

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The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

RESERVES

Since the uncertainties of the Covid-19 pandemic we have suspended our General Reserve and Property Reserve - the trustees have now re-assessed these and have concluded that to have a General Reserve is not practically useful, and they have therefore decided to remove the General Reserve altogether whilst maintaining the aspiration to keep our general level of funding at or near 50% of annual running costs.

The Property Reserve should continue, as it remains the aspiration of the trustees for the Society to own property where it can have its headquarters and operate a number of its offerings.

REPORT ON THE YEAR

The year to the end of March 2024 proved, once again, that these are stressful times for charities. The challenges we face come not only from the constant need to raise funds, without which we cannot survive, but also from ever rising operating costs.

The other vital resources we need are for capable people to run our various clubs together with the wonderful volunteers who give up their time to help our members. The provision of leaders, deputy leaders and volunteers has proved difficult at various times during the year - indeed we could expand several of our offerings if we could attract more leaders and volunteers. We should also offer grateful thanks to our office staff who work tirelessly behind the scenes to make sure everything works as it should.

Additionally, the trustees are aware that ideally, we should have a greater number of trustees, offering a wider knowledge and experience base. To this end we are actively seeking suitable candidates.

Despite all the difficult times we managed to end the year with a surplus.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

275561

Principal address

44 Bath Hill
Keynsham
BS31 1HG

Trustees

R Pocock
Ms K Dawson
Ms C Davis
A Marchant
Ms S Davis (resigned 17.3.24)
Ms K Tyack

Independent Examiner

A R Dicker FCA
Tony Dicker & Co
Chartered Accountants
29 Courtenay Road
Keynsham
Bristol
BS31 1JU

Approved by order of the board of trustees on31st May 2024..... and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'R. Brad', with a long horizontal stroke extending to the right.

.....
Trustee

Independent Examiner's Report to the Trustees of
Keynsham & District MENCAP Society

Independent examiner's report to the trustees of Keynsham & District MENCAP Society

I report to the charity trustees on my examination of the accounts of Keynsham & District MENCAP Society (the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

A R Dicker

A R Dicker FCA
The Institute of Chartered Accountants in England and Wales

Tony Dicker & Co
Chartered Accountants
29 Courtenay Road
Keynsham
Bristol
BS31 1JU

4th June 2024

Date:

Keynsham & District MENCAP Society

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations, grants, subscriptions and legacies		119,412	98,442	217,854	162,016
Investment income	2	599	-	599	321
Other income		<u>-</u>	<u>-</u>	<u>-</u>	<u>10,811</u>
Total		<u>120,011</u>	<u>98,442</u>	<u>218,453</u>	<u>173,148</u>
 EXPENDITURE ON					
Raising funds and operating costs	3	104,517	88,170	192,687	187,845
Other		<u>5,785</u>	<u>-</u>	<u>5,785</u>	<u>-</u>
Total		<u>110,302</u>	<u>88,170</u>	<u>198,472</u>	<u>187,845</u>
 NET INCOME/(EXPENDITURE)		9,709	10,272	19,981	(14,697)
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>150,734</u>	<u>56,152</u>	<u>206,886</u>	<u>221,583</u>
 TOTAL FUNDS CARRIED FORWARD		<u>160,443</u>	<u>66,424</u>	<u>226,867</u>	<u>206,886</u>

The notes form part of these financial statements

Balance Sheet

31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	6	2,607	-	2,607	3,476
CURRENT ASSETS					
Debtors	7	11,913	-	11,913	15,388
Cash at bank and in hand		<u>155,217</u>	<u>66,424</u>	<u>221,641</u>	<u>218,469</u>
		167,130	66,424	233,554	233,857
CREDITORS					
Amounts falling due within one year	8	(9,294)	-	(9,294)	(30,447)
NET CURRENT ASSETS		<u>157,836</u>	<u>66,424</u>	<u>224,260</u>	<u>203,410</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>160,443</u>	<u>66,424</u>	<u>226,867</u>	<u>206,886</u>
NET ASSETS		<u>160,443</u>	<u>66,424</u>	<u>226,867</u>	<u>206,886</u>
FUNDS	9				
Unrestricted funds				160,443	150,734
Restricted funds				<u>66,424</u>	<u>56,152</u>
TOTAL FUNDS				<u>226,867</u>	<u>206,886</u>

31st May 2024

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by:



.....
Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.3.24	31.3.23
	£	£
Deposit account interest	<u>599</u>	<u>321</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

3. RAISING FUNDS AND OPERATING COSTS

Raising donations and legacies

	31.3.24	31.3.23
	£	£
Staff costs	88,170	82,124
Insurance	1,480	2,993
Light and heat	1,738	3,447
Telephone	3,619	2,889
Postage and stationery	3,312	3,527
Sundries	1,316	1,503
Fundraising costs	1,284	3,819
Holidays	23,503	19,962
Activities	29,333	23,777
Rent and hire charges	26,485	25,458
Motor, travel & accommodation	8,245	8,870
Training	-	552
Refreshments	665	832
Subscriptions	2,328	1,841
Advertising	340	1,270
Depreciation	869	4,039
Support costs	-	342
	<u>192,687</u>	<u>187,245</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations, grants, subscriptions and legacies	76,767	85,249	162,016
Investment income	321	-	321
Other income	<u>10,811</u>	<u>-</u>	<u>10,811</u>
Total	<u>87,899</u>	<u>85,249</u>	<u>173,148</u>
EXPENDITURE ON			
Raising funds and operating costs	<u>113,582</u>	<u>74,263</u>	<u>187,845</u>
NET INCOME/(EXPENDITURE)	(25,683)	10,986	(14,697)
RECONCILIATION OF FUNDS			
Total funds brought forward	176,417	45,166	221,583

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>150,734</u>	<u>56,152</u>	<u>206,886</u>

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 April 2023 and 31 March 2024	<u>10,197</u>	<u>23,816</u>	<u>3,359</u>	<u>37,372</u>
DEPRECIATION				
At 1 April 2023	9,561	21,271	3,064	33,896
Charge for year	<u>159</u>	<u>636</u>	<u>74</u>	<u>869</u>
At 31 March 2024	<u>9,720</u>	<u>21,907</u>	<u>3,138</u>	<u>34,765</u>
NET BOOK VALUE				
At 31 March 2024	<u>477</u>	<u>1,909</u>	<u>221</u>	<u>2,607</u>
At 31 March 2023	<u>636</u>	<u>2,545</u>	<u>295</u>	<u>3,476</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Other debtors	99	339
Prepayments	<u>11,814</u>	<u>15,049</u>
	<u>11,913</u>	<u>15,388</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24 £	31.3.23 £
Trade creditors	985	10,133
Other creditors	<u>8,309</u>	<u>20,314</u>
	<u>9,294</u>	<u>30,447</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	65,884	9,504	75,388
Property Fund	<u>84,850</u>	<u>205</u>	<u>85,055</u>
	150,734	9,709	160,443
Restricted funds			
General fund - restricted	31,152	10,272	41,424
Property fund -restricted	<u>25,000</u>	<u>-</u>	<u>25,000</u>
	<u>56,152</u>	<u>10,272</u>	<u>66,424</u>
TOTAL FUNDS	<u>206,886</u>	<u>19,981</u>	<u>226,867</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	119,806	(110,302)	9,504
Property Fund	<u>205</u>	<u>-</u>	<u>205</u>
	120,011	(110,302)	9,709
Restricted funds			
General fund - restricted	98,442	(88,170)	10,272
	<u>218,453</u>	<u>(198,472)</u>	<u>19,981</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	91,567	(25,683)	65,884
Property Fund	<u>84,850</u>	<u>-</u>	<u>84,850</u>
	176,417	(25,683)	150,734
Restricted funds			
General fund - restricted	20,166	10,986	31,152
Property fund -restricted	<u>25,000</u>	<u>-</u>	<u>25,000</u>
	<u>45,166</u>	<u>10,986</u>	<u>56,152</u>
TOTAL FUNDS	<u>221,583</u>	<u>(14,697)</u>	<u>206,886</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	87,899	(113,582)	(25,683)
Restricted funds			
General fund - restricted	85,249	(74,263)	10,986
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>173,148</u>	<u>(187,845)</u>	<u>(14,697)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	91,567	(16,179)	75,388
Property Fund	<u>84,850</u>	<u>205</u>	<u>85,055</u>
	176,417	(15,974)	160,443
Restricted funds			
General fund - restricted	20,166	21,258	41,424
Property fund -restricted	<u>25,000</u>	<u>-</u>	<u>25,000</u>
	<u>45,166</u>	<u>21,258</u>	<u>66,424</u>
TOTAL FUNDS	<u>221,583</u>	<u>5,284</u>	<u>226,867</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	207,705	(223,884)	(16,179)
Property Fund	<u>205</u>	<u>-</u>	<u>205</u>
	207,910	(223,884)	(15,974)
Restricted funds			
General fund - restricted	183,691	(162,433)	21,258
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>391,601</u>	<u>(386,317)</u>	<u>5,284</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations, grants, subscriptions and legacies		
Grants received	98,442	71,461
Membership	3,374	3,038
Holidays	22,840	19,486
Sports club	8,664	8,661
Other income	3,600	4,745
Fundraising events	12,680	5,678
Sensations Gateway Club	3,463	3,624
Radstock Junior Gateway Club	-	556
Saturday Club	1,513	1,685
Musicman project	6,375	4,177
Club 25 income	6,945	8,585
Boccia Club	845	1,173
Social events and outings	12,652	7,778
Go Explore club subs	2,972	3,131
Donations	<u>33,489</u>	<u>18,238</u>
	217,854	162,016
Investment income		
Deposit account interest	599	321
Other income		
Gain on sale of tangible fixed assets	<u>-</u>	<u>10,811</u>
Total incoming resources	218,453	173,148
EXPENDITURE		
Raising donations and legacies		
Wages	88,170	82,124
Insurance	1,480	2,993
Light and heat	1,738	3,447
Telephone	3,619	2,889
Postage and stationery	3,312	3,527
Sundries	1,316	1,503
Fundraising costs	1,284	3,819
Holidays	23,503	19,962
Activities	29,333	23,777
Rent and hire charges	26,485	25,458
Motor, travel & accommodation	8,245	8,870
Training	-	552
Refreshments	665	832
Subscriptions	2,328	1,841
Advertising	340	1,270
Plant and machinery	159	212
Motor vehicles	636	3,798
Carried forward	192,613	186,874

Keynsham & District MENCAP Society

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
Raising donations and legacies		
Brought forward	192,613	186,874
Computer equipment	<u>74</u>	<u>29</u>
	192,687	186,903
Support costs		
Governance costs		
Independent Examiners fees	600	600
Professional and other fees	4,269	12
Bank charges	<u>916</u>	<u>330</u>
	5,785	942
Total resources expended	<u>198,472</u>	<u>187,845</u>
Net income/(expenditure)	<u><u>19,981</u></u>	<u><u>(14,697)</u></u>