

MENCAP IN KIRKLEES

England & Wales · Charity number 702494

Details

Other names	HUDDERSFIELD MENCAP
Status	Registered
Legal form	Charitable company
Company number	02428994
Registered	1990-01-25
Register	View on the Charity Commission register

Contact

Address	Mencap in Kirklees Independence House Holly Bank Road Huddersfield Lindley HD3 3LX
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Website	www.mencapinkirklees.org.uk

Activities

Objects: THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND THEIR FAMILIES, DEPENDANTS AND CARERS. TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASON OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

Activities: The provision of high quality support and advice to meet the needs of children, young people and adults with a learning disability. This includes support and advice to families and carers. The major areas of activity are : day services, residential services, community support, befriending and advocacy.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, Accommodation/housing, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** KIRKLEES
- Kirklees

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,598,877	£3,405,933	£1,840,666	97
2024-03-31	£3,519,851	£3,353,819	£1,642,722	102
2023-03-31	£3,152,478	£3,027,007	£1,466,690	100
2022-03-31	£3,155,667	£3,003,967	£1,356,219	116
2021-03-31	£3,453,213	£3,186,939	£1,194,519	125

Trustees

Name	Role	Appointed
LINDA WRIGLEY	Chair	
ANTHONY SCOTT HORSFALL		
David Birch		2022-04-28
JILL ROBSON		2015-01-22

Accounts

Charity registration number 702494 (England and Wales)

Company registration number 02428994

MENCAP IN KIRKLEES
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

MENCAP IN KIRKLEES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	David Birch Anthony S Horsfall Jill Robson Liz Towns-Andrews Linda Wrigley	
Senior management	Catherine Wood Joe Spencer Dawn Wood	Chief Executive (Resigned 31/03/2025) Director of Business and Finance Chief Executive (Appointed 01/12/2024)
Charity number	702494	
Company number	02428994	
Registered office	Independence House Holly Bank Road Lindley Huddersfield West Yorkshire England HD3 3LX	
Auditor	BK Plus Audit Limited 52 St Johns Lane Halifax West Yorkshire England HX1 2BW	
Bankers	National Westminster Bank plc 8 Market Place Huddersfield HD1 2AL	
Solicitors	Ramsdens Oakley House 1 Hungerford Road Huddersfield HD3 3AL	

MENCAP IN KIRKLEES

CONTENTS

	Page
Trustees' report	1 - 9
Statement of trustees' responsibilities	10
Independent auditor's report	11 - 14
Statement of financial activities	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 34

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

Objectives and activities

In 2022 the Board of Trustees reviewed our Mission Statement and Values.

Our vision is: For people with a learning disability to live their best life possible.

Our mission:

- We will support people with a learning disability to fulfil their potential and lead healthy, happy, and meaningful lives.
- We will involve people we support, their families, staff, and other stakeholders in the support we provide.
- We will campaign for change and improvement in the lives of people with a learning disability
- We will continually develop the support we provide.
- We will continue to be innovative, responsive, and effective to meet changing needs.
- We will run a well-managed organisation which provides excellent value for money.

Our values:

- We are passionate about empowering and respecting people
- We are inclusive
- We adapt and respond with new ideas
- We are positive in our work and are the best we can be
- We are kind in everything we do
- We promote positive ways of thinking about learning disability

Our People:

We will only recruit staff who share our values and who can demonstrate their commitment to providing outstanding care and support.

We will provide opportunities for staff members to develop their knowledge through supervision, training, and support.

Mencap In Kirklees

We are: Motivated, Inspired, Kind

Our core values:

- **Motivated**
- We are motivated when developing new ideas.
- **Inspired**
- We are inspired to enable everyone we support to make creative life choices
- We promote positive ways of thinking about learning disability
- **Kind**
- We empower, include and respect people
- We are person-centered

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Public benefit

When preparing the charity's vision and mission statement for the year and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Activities

Mencap in Kirklees provides support for people aged 18+ with a learning disability. The support we provide ranges from advice and information, befriending and social and leisure activities, and day services as well as 24 hour a day support provided in residential care and supported living. Most of the support we provide is funded by Kirklees Council commissioned contracts, but we also provide support funded by Direct Payments with some support grant funded or paid for by those using the service.

Ensuring our work delivers our aims

We plan our work over a three-year period with our business plan updated annually to review what has been achieved and plan work over the next three years. Achievements are measured against the benefits they have brought to the people who use our services and these are established through annual quality and satisfaction surveys. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when carrying out our review and in planning future activities.

Volunteers

At Mencap in Kirklees we have several people who volunteer to work in services such as Arena, Friendcap, Super Tuesday and More2Do. We need to recruit more volunteers for the benefits they bring to people we support and have had some success this year. We have a Coordinator who manages the volunteering process, and this is having a positive impact. Continuing to grow our highly valued volunteers will remain one of our objectives in the next financial year.

Achievements and performance

Significant activities and achievements against objectives

This financial year, we have again focused on maintaining financial sustainability in a very challenging environment. We have closely monitored budgets and delivered savings as needed with particular focus on minimising expenditure on agency care workers. The hard work has paid off as we have generated a satisfactory surplus for the year.

We were pleased to retain our CQC s inspection rating of "Good" in all our services.

We still have several voids in our services, with 5 vacancies waiting for allocation in our supported living. We are working hard to seek new people to move into those places with council colleagues who hold nomination rights.

We were pleased to secure just under £15k to enable us to refurbish both the upstairs and downstairs toilets and kitchens in Waverley Hall - the one building we own. This will hopefully make the space more functional and accessible to a wider audience, maintaining and increasing our membership levels.

We have moved to new premises for our Day Centre, Branches and that is owned by a community organisation whose needs and values align with our own.

We have also been successful in our £4K bid with Q Futures to enable us to deliver IT training for 30 people, supported and delivered in partnership with Cloverleaf. We are concerned that the digital world is not accessible to some people and discriminates against people who struggle to use and understand the online benefits and risks.

We were delighted to see a 65% reduction in our electricity costs at Waverly Hall following on from the installation of solar panels and batteries.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Services:

Supported Living Service

At the close of this financial year, the service was supporting 24 people with a learning disability to live in their own homes. The portfolio will hopefully increase to support 29 people this financial year when the voids are filled. The Croft has been developed, adding a 1-bedroomed en-suite extension to support a tenant with a deteriorating condition, moving the Ellis Cottage next door. Ellis cottage is actively looking for 2 people to share but the matches to the property have been difficult due to the compact size of the quaint cottage. We have one person waiting for a match, with 3 people deciding it's not for them. The growth to 7 places is pleasing, and we hope it will be suitable for a couple or siblings.

We still have one place following the sad death of a person we supported, and 1 further vacancy at Cartwright Gardens and No 5 Pennine Crescent. We are pleased to be the provider of choice for emergency placements and are currently working on a match for No. 5, which is complex. We will need to skill up our teams to respond to the emerging needs.

We support people at 9 addresses in a mixture of single tenancies and shared houses. Their support is commissioned by Kirklees Council through a framework contract whereby individual packages of support are offered to specialist learning disability providers. Supported Living is now the majority service type for us. In the last year, we reviewed the services and their finances to maximise the opportunities the new, larger service brings. We reviewed and extended the management structure, planning to increase to 2 registered managers to reflect the growth in the service and give flexibility to allow us to bid for future opportunities. We were delighted when our hard work to source a 4-bedroom bungalow with Care Housing Association, as a replacement for an unsuitable property, was finally completed and is now home to 4 people who are really enjoying their home. We are breaking new ground for one gentleman who has been able to return from the hospital to receive palliative care, rather than have to move into a residential facility. We currently have 5 voids to fill.

1 Victoria Road Residential Home

The home has 6 bedrooms and a new housemate has moved in. 6 People are supported at our CQC-registered residential home in Lockwood, Huddersfield. Five people have their own bedrooms and 2 shared bathrooms, a lounge, and dining, kitchen area, and the sixth is a self-contained flat where one person lives semi-independently. All the placements are funded through the local authority, and we have no vacancies at present. The people we support enjoy various activities such as keep fit, social clubs and our More2Do service. The 6 people who live here are ageing, and we are exploring options for increasing access to the upper floor. We are in the process of buying the building to offset the high rent increases we have experienced in the last 3 years. We plan to explore if a lift may be possible or if building on the downstairs bedrooms might be feasible, and make the living space more accessible. We will use grants to make this possible and may need to match fund some parts of the grant. We are likely to have void in the coming or next financial year due to the deteriorating health of one person after the diagnosis for dementia. We have had 4 referrals for the void before the recent match to a gentleman, but unfortunately, they all had mobility needs and the property's access needs work to meet the future needs of people. We aim to make this a flagship service in our locality as the building is developed by maximising the use of AI, and we aspire to understand how AI can enhance people's health outcomes.

We are delighted that the manager and her team have been awarded the Care Homes Charter accreditation after submitting an in-depth portfolio. The learning sessions and award are given by Kirkwood Hospice and Locala. The work toward the award has highlighted the excellent support that is available to people at the end of life and has created opportunities for improvements.

100 Pennine Crescent Residential Home

Eight people are supported at our CQC registered residential home in Salendine Nook, Huddersfield. The property comprises a 2-storey house, with six bedrooms (four upstairs and two downstairs) in the main house with a two bedroomed level access bungalow attached. All eight places are occupied and are funded by Kirklees Council with some additional NHS CHC funding for one person. There is no agreement yet from Kirklees Council (formerly Kirklees Neighbourhood Housing) to modernise the building, but it would benefit from improvements and additional space. There is a lovely atmosphere at the property but there is a lack of communal space that could be improved with the necessary funding and support from the landlord.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Arena Day Service

This service operates three days a week (Wed,Thu,Fri) from Jo Cox House in Batley and everyone who attends pays through a direct payment. It is aimed at younger people with a learning disability who can travel to and from the service independently. The service has capacity for 14 places per day. The team have been working in partnership with local community groups to widen the activities available at no additional cost to us or members.

Branches Day Service

Branches is based in Outlookers Batley, North Kirklees. The team provide support five days a week for people aged over forty years who have a learning disability. The new building offers more flexible space and a wonderful garden to develop, with secure parking in a quieter area. The service is provided through a block contract with Kirklees Council that requires us to offer up to 18 places per day, and we have a small number of people who pay by direct payments and self-fund. This contract was delayed for tendering in 2025, and we do not yet know if the same model will be recommissioned, as the council commissioning team have been reviewing day service provision across the region and has not given us any details on their direction of travel, but we anticipate the new tender will be released in early 2026. Branches members enjoy a range of activities from bowling, cycling, exercise, arts and crafts, sports centre activities, gardening, visits to the cinema and walking, and the service is always open to other ideas and suggestions. Colleagues work in partnership with other organisations, including Umbrella Yoga and HTFC.

Waverley Hall Day Service

Waverley Hall is based in Huddersfield and supports adults with a learning disability. The service is provided through a block contract with Kirklees Council that offers 40 places per day, and we have a small number of people who pay by direct payments and self-fund. This contract is due for tendering in early 2026 and we do not yet know if the same model will be recommissioned, as the council commissioning team have been reviewing day service provision across the region and not given us any details on their direction of travel. The team at Waverley Hall support people aged 18 and above. The building offers a level access environment with enough space for all the members to enjoy fulfilling and meaningful activities both in the centre or out and about in our local community. This year, we have been working on a new management structure and developing the team.

More2Do

The service is led by its members who pay a small charge to attend planning meetings and who decide where to go, what they would like to do both locally and, on their day trips and weekends, away. The activities are all chosen by the people who attend. We were thrilled to receive funding from the National Lottery and are delighted that the National Lottery have agreed to fund the project for a further 3 years to delight of the members. Another exciting project for the group is part of our governance structure by taking a lead in setting up a peer-led members council group to enable people we support to have a more direct say in our strategic direction. Its title is "Valuing Voices" and the peer board has started to meet.

Social & Leisure groups

The Huddersfield based social groups are keep fit on a Tuesday and a leisure club on a Wednesday both held at Waverley Hall. Currently, there is no demand to open on the other evenings. Anecdotally, we are told people we support are struggling financially to attend more social events. We will continue to check out the demand for these services and respond accordingly. We are exploring the need for a late-night Friday social event for younger people with a learning disability as a 16-week project. We are delighted the Safer Kirklees awarded us nearly £9k to conduct this vital work. It will be a research project to explore the demand and attract a younger audience to our services.

Super Tuesday and Friendcap are social and educational groups held on a Tuesday into the evening, respectively, at our Jo Cox House venue in Batley. The services are partially subsidised by Mencap in Kirklees, but the members contribute towards costs. We were fortunate to receive further grant funding from Kirklees Council Community Plus to support the costs of running Super Tuesday as we recognise how important they are to those who attend. Many of the people who attend live alone, and we are often the only professionals they see. We are often the first people who can support with community-based safeguarding issues e.g. cuckooing etc. so are determined to retain these clubs, if possible, financially. We will need to seek further grant funding in the coming financial year. Seeking grant funding can be challenging as many funds have a ceiling on turnover thresholds for who they fund which is a challenge for us.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

General review

Once again, this has been a challenging year on a financial basis, our primary funder Kirklees Council has faced financial challenges, and these have inevitably had an impact on us. The uplifts received from the Council have been lower than anticipated and have put significant pressure on the social care sector as a whole. The management and staff have done their utmost to keep our services positive and provide great support, but the national social care recruitment crisis and poor wages have harmed staff morale. Colleagues have not felt valued on a national level since the pandemic. We thank them all for their continued hard work and support, which has been and continues to be invaluable. Our team remain our greatest asset.

This year we had some changes in our senior management team when the CEO post holder left our organization after 4 years of service. We would like to thank Catherine Wood for her hard work and dedication to Mencap in Kirklees during this time and wish her well for the future. A new CEO (Dawn Wood) and Head of Support Services (Tracy Sims) were appointed internally in Dec 2024. The new appointments bring a wealth of experience with them and the senior management team is working hard to strengthen and develop the organisation.

We have continued our digital journey by improving our recording systems and embedding digital social care records. We have also made efficiencies and decreased our environmental impact by digitalising our front-line payroll systems and by moving away from paper-based systems where we can.

We continued to operate our fully online mandatory training system to enable staff to undertake their mandatory training more flexibly. The online training is working effectively. Online training requires staff to be away from providing support for significantly less time than with face-to-face training. Our Clinical and Learning Manager has proved that the mentorship programme for all new staff has significantly enabled us to retain staff, nip problems or issues in the bud quickly and helped us to develop their skills in an individualised way. We are very fortunate that she is a registered nurse. Whilst not employed as a nurse she does use her clinical skills to signpost colleagues to sources of support for people we work with who have health concerns. We are working hard to reduce health inequalities with the people we support.

We continue to work with a consultant to support us with grant applications and so far, she has largely recouped her costs, which is a great success. During 2025/2026 we spent 2 separate days with our Board reviewing our SWOT analysis of all our services, reviewing our organisational context document, and determining our strategic direction. We completed and signed off the business plan for 2023 – 2026 and began the process of reviewing our charitable and voting structure to ensure it meets our needs moving forward. We will hold our strategy day with our trustees and senior management team in November 2025 to explore and agree a direction of travel for 2026 – 2029.

CQC's new single assessment framework is now in place in our region. As a result, their visits to us have decreased since this new system was introduced. Neither of our 2 remaining care homes was inspected on site during this financial year. All 3 CQC registered teams will have returned the Annual Provider Information Returns, and we will work hard on these to ensure they reflect the work we do to provide good support.

In February 2025 we were reassessed by ISOQAR and retained the ISO 9001 quality award for 'the management and co-ordination of services, advice & support to people with a learning disability and their carers'. We also successfully retained our CHAS-accredited status during the year.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Financial review

Total incoming resources for the year amounted to £3,598,877 (2024: £3,519,851) an increase of £79,026. The increase in income was held back by lower than anticipated inflationary uplifts from the local authority and by ongoing voids across some of our services.

The total resources expended for the year increased from £3,353,819 at 31 March 2024 to £3,405,933 at 31 March 2025, an increase of £52,115.

The charity made an operating surplus of £192,944 to the year ending 31 March 2025 (2024: £166,032).

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Fixed Assets

The fixed assets of the company represent the property at Waverley Hall, fixtures, office equipment, specialist equipment for use in our residential homes and motor vehicles.

Designated Fund

The designated fund has been shown separately in the accounts for clarity, and is made up of two separate funds.

The balance on the designated fund for future expenditure at 31st March 2025 is £164,554 (2024: £164,554).

The balance on the designated revaluation reserve at 31 March 2025 is £227,378 (2024: £222,378).

Reserves policy

The trustees have reviewed the reserves policy and in doing so taken guidance from 'Beyond Reserves' (ACEVO, 2012). The review identified all funding sources at risk and other events which would have a negative impact on the financial viability of the organisation over the next 3 years. The trustees still feel that this review is relevant if not more so in the current financially challenging environment of 2025. Based on this risk analysis the trustees concluded that to ensure continuity of services a sum equivalent to three months of operating costs (£851,483) would be appropriate.

The total reserves at 31 March 2025 were £1,840,666 (2024: £1,642,722) of which £285,423 (2024: £256,052) are represented by fixed assets leaving £1,555,243 in a readily realisable form.

However, £93,849 is for use on restricted projects and £164,554 designated as explained above leaving unrestricted free reserves of £1,296,840.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Ethical Fundraising Policy

Policy statement

Mencap in Kirklees (MIK) is proud to support people with learning disabilities and their families. To help ensure we have the availability of ongoing funds to use for enriching lives and to pay for the work we do, MIK aims to maintain a broad base of different funding sources. The purpose of this policy is to ensure clarity and openness to all stakeholders. All staff involved in fundraising have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

Policy aims

The following policy will outline how Mencap in Kirklees (MIK) will operate and abide by the Charity Commission (CC) guidelines, best practice and legal frameworks and follow best practice from the Institute of Fundraising (IoF).

Detail

MIK actively seeks opportunities to work with external organisations and individuals to achieve shared objectives.

MIK will maintain their independence and will not allow external partnerships to bring the name of MIK into disrepute.

Guidance on accepting donations

MIK accepts financial support from, and partnership working with, companies and individuals on the following conditions:

- Donations and support are believed to result in positive outcomes for those MIK support.
- There will be no adverse publicity from receiving a donation, support or gift-in-kind.
- The individual or company supporting MIK will not attempt to influence policy or decisions
- No endorsements of products or services will be given to supporters by MIK.

We concur with the Fundraising Regulator's Promise to be open, honest, fair and legal. MIK complies with all relevant legislation including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity. MIK therefore would not accept any of the following where the donation:

- Was known to be associated with criminal sources
- Would help further a donor's personal objectives
- Would lead to a possible decline in support for MIK
- Would otherwise significantly damage MIK's reputation

Communicating with donors and keeping records

MIK will ensure that clear, honest information is given to supporters on the work MIK undertake, to openly report on how funds are spent and manage donors' information responsibly.

We will comply with the Charity Commission and UK law in every respect, including those regarding openness and honesty with our supporters and members of the public.

Only MIK will have direct access to the fundraising database and list of donors (individuals and companies) and this data will be held in accordance to GDPR legislation (May 2018). The database will not be shared with third party organisations and information governance will be in place for staff with restricted access to the database.

All communication with donors (both offline and online) will receive opt-in choice to receive further information and updates from the charity. We will respect the privacy and contact preferences of all donors. We will respond promptly to requests to cease contacts or complaints and act as best we can to address them.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Refusals

We abide by the law which requires us, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest.

We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of those we support. The responsibility of the judgement on whether MIK should refuse a donation lays with the Senior Management Team and ultimately the Board of Trustees.

Use of donations

If supporters wish to donate to a specific area of MIK's work (such as More2Do or Arena) they may make a restricted donation by providing written instructions to this effect with their donation. MIK will where possible respect a donor's wishes.

Handling of cash donations and gifts in kind

A receipt will be used to capture the data and donation detail. Receipts are held in the accounts department. Each external site also has a receipt book. The guidelines are listed on the receipt books.

Gift-aid declaration

Gift-aid declaration forms will be sent to all individual donors upon receipt of a donation or gift-in-kind. The Fundraising Manager will manage this information in accordance with GDPR and Charity Commission rules, with the Director of Business and Finance having overall responsibility for the administration of funds and the gift-aid returns.

Plans for future periods

We are successfully working towards the objectives for our business plan for the period 2023 – 2026. We will hold our strategy day with our trustees and senior management team in November 2025 to explore and agree a direction of travel for 2026 – 2029. The emphasis will be upon sustainability, improvements to our buildings and infrastructure and developing existing services.

We will further consolidate our work with I.T. systems to reduce our reliance on expensive paper-based systems. We will complete implementation of Digital Social Care Records (DSCR) in our CQC registered services. Our move to outsource HR administration has proved to be generally effective and we will look to seek more opportunities to reduce central costs by outsourcing where appropriate.

We will continue to raise our profile with continued investment in social media usage to drive new business by raising our profile effectively. Our CEO will also continue to focus on networking in Kirklees to share our positive impact and develop our status in Kirklees as a provider of choice.

We will be focused on our support for people growing older with a learning disability. We support an ageing population in many of our residential and supported living settings. We need to ensure we develop flexible accommodation and support that can change with a person as their needs increase over time.

Structure, governance and management

The company was incorporated on 4 October 1989 under the Companies Act 1985, Being a company limited by guarantee it is governed by its Memorandum and Articles of Association. The company is also a registered charity and is therefore subject to the regulations of the Charity Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £1. On 25 September 2008, a Special Resolution was passed by the Trustees agreeing to change the company name from Huddersfield Mencap to Mencap in Kirklees. This was effective as at 30 September 2008.

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

David Birch
Anthony S Horsfall
Jill Robson
Liz Towns-Andrews
Linda Wrigley

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Recruitment and appointment of trustees

All trustees including the chair, vice chair, treasurer and secretary are elected annually by the members of the charitable company attending the Annual General Meeting in accordance with the Articles of Association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

Organisational structure

The board of trustees, which can have up to 12 members, administers the charity. The board meets approximately 10 times a year. A Chief Executive and Director of Business and Finance are appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations, the Chief Executive and the Director of Business and Finance have delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service related activity.

The charity considers its key management personnel comprise the senior management team (SMT). The remuneration of the SMT is appraised and set each year by the board of Trustees.

The risk register is reviewed each month at the board meeting and is comprehensive.

Induction and training of trustees

Trustees will undergo an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction meeting they will meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Relationship with related parties

The charity is affiliated to Royal Mencap and we share common values however we do not receive any funding from the national body.

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



Jill Robson
Trustee

Date: 11.11.25

MENCAP IN KIRKLEES

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Mencap in Kirklees for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF MENCAP IN KIRKLEES

Opinion

We have audited the financial statements of Mencap In Kirklees (the 'charity') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF MENCAP IN KIRKLEES

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF MENCAP IN KIRKLEES

Other matters

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry sector;
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- Ensured laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

In response to the risks of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from the financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF MENCAP IN KIRKLEES

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson FCA (Senior Statutory Auditor)

For and on behalf of BK Plus Audit Limited, Statutory Auditor

Chartered Certified Accountants

52 St Johns Lane

Halifax

West Yorkshire

HX1 2BW

England

Date: 25 November 2025

BK Plus Audit Limited

MENCAP IN KIRKLEES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:							
Donations and legacies	3	16,739	-	16,739	1,619	2,631	4,250
Charitable activities	4	3,513,018	42,112	3,555,130	3,482,122	2,000	3,484,122
Other income	5	5,942	9,717	15,659	10,518	-	10,518
Investments	6	11,349	-	11,349	20,961	-	20,961
Total income		3,547,048	51,829	3,598,877	3,515,220	4,631	3,519,851
Expenditure on:							
Raising funds	7	3,546	-	3,546	3,996	-	3,996
Charitable activities	8	3,339,429	62,958	3,402,387	3,297,366	52,457	3,349,823
Total expenditure		3,342,975	62,958	3,405,933	3,301,362	52,457	3,353,819
Net Income/(expenditure)		204,073	(11,129)	192,944	213,858	(47,826)	166,032
Transfers between funds		(48,291)	48,291	-	-	-	-
Other recognised gains and losses:							
Revaluation of tangible fixed assets		5,000	-	5,000	10,000	-	10,000
Net movement in funds	10	160,782	37,162	197,944	223,858	(47,826)	176,032
Reconciliation of funds:							
Fund balances at 1 April 2024		1,586,035	56,687	1,642,722	1,362,177	104,513	1,466,690
Fund balances at 31 March 2025		1,746,817	93,849	1,840,666	1,586,035	56,687	1,642,722

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

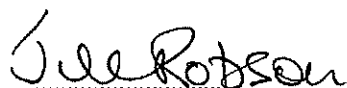
MENCAP IN KIRKLEES

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	14		285,423		256,052
Current assets					
Debtors	15	293,688		331,084	
Cash at bank and in hand		1,625,640		1,518,276	
		1,919,328		1,849,360	
Creditors: amounts falling due within one year	16	(364,085)		(462,690)	
Net current assets			1,555,243		1,386,670
Total assets less current liabilities			1,840,666		1,642,722
The funds of the charity					
Restricted income funds	19		93,849		56,687
Unrestricted funds	20		1,746,817		1,586,035
			1,840,666		1,642,722

The financial statements were approved by the trustees on



Jill Robson

Trustee

Company registration number 02428994 (England and Wales)

MENCAP IN KIRKLEES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from operations	24		138,667		289,043
Investing activities					
Purchase of tangible fixed assets		(42,652)		(19,896)	
Investment income received		11,349		20,961	
Net cash (used in)/generated from investing activities			(31,303)		1,065
Net cash generated from financing activities			-		-
Net increase in cash and cash equivalents			107,364		290,108
Cash and cash equivalents at beginning of year			1,518,276		1,228,168
Cash and cash equivalents at end of year			1,625,640		1,518,276

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Mencap In Kirklees is a private company limited by guarantee incorporated in England and Wales. The registered office is Independence House, Holly Bank Road, Lindley, Huddersfield, West Yorkshire, HD3 3LX, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

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

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

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

1.4 Income

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

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

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

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

1.6 Tangible fixed assets

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

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

Leasehold land and buildings	Not provided
Leasehold improvements	Over the term of the lease or 10% straight line
Fixtures and fittings	25% straight line
Computers	25% straight line
Motor vehicles	25% straight line

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

2 Critical accounting estimates and judgements

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

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

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	16,739	-	16,739	1,619	2,631	4,250

4 Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Charitable activities						
Residential	815,964	-	815,964	802,523	-	802,523
Daycare	978,583	-	978,583	966,973	-	966,973
Supported living	1,694,542	-	1,694,542	1,644,619	-	1,644,619
Grant based	-	12,828	12,828	45,866	2,000	47,866
Other	23,929	29,284	53,213	22,141	-	22,141
	3,513,018	42,112	3,555,130	3,482,122	2,000	3,484,122

5 Income from other income

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Membership subscriptions and sponsorships	3,794	9,717	13,511	9,688	-	9,688
Fundraising events	2,148	-	2,148	830	-	830
Other trading activities	5,942	9,717	15,659	10,518	-	10,518

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	11,349	20,961

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Other fundraising costs	3,546	3,996
	<u> </u>	<u> </u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

8 Expenditure on charitable activities

	Residential	Day Care	Supported Living	Other Governance charitable activities	Total
	2025 £	2025 £	2025 £	2025 £	2025 £
Direct costs					
Staff costs	538,832	491,656	1,350,226	59,774	2,440,488
Depreciation and impairment	4,743	4,248	-	1,911	10,902
Agency staff costs	2,751	-	29,672	-	32,423
Premises costs	64,702	62,062	4,240	472	132,847
Cleaning, maintenance and repairs costs	23,002	37,623	3,066	2,402	66,093
Catering costs	36,206	21,673	-	4,546	62,425
Office costs	4,656	10,480	16,282	1,647	31,694
Staff and volunteer costs	1,612	1,531	1,904	1,429	6,476
Motor and travel costs	9,525	74,717	2,934	1,163	88,339
Activity costs	2,505	5,570	80	12,540	20,695
Training costs	-	518	-	-	518
Fees and subscriptions	1,331	145	2,551	47	4,074
Legal and professional fees	11,203	14,079	18,332	2,400	57,851
Bad debts	5,334	1,952	15,394	320	23,000
Sundry costs	714	1,084	197	-	1,995
	<u>707,116</u>	<u>727,338</u>	<u>1,444,878</u>	<u>88,651</u>	<u>2,979,820</u>
Share of support and governance costs (see note 9)					
Support	78,923	102,415	192,252	8,683	422,567
	<u>786,039</u>	<u>829,753</u>	<u>1,637,130</u>	<u>97,334</u>	<u>3,402,387</u>
Analysis by fund					
Unrestricted funds	786,039	829,753	1,637,130	34,376	3,339,429

MENCAP IN KIRKLEES

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

		(Continued)			
8	Expenditure on charitable activities				
	Restricted funds				
		-	-	-	62,958
		786,039	829,753	1,637,130	52,131
					3,402,387

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

8 Expenditure on charitable activities	(Continued)					
	Previous year:	Residential	Day Care	Supported Living	Other Governance charitable activities	Total
	2024 £	2024 £	2024 £	2024 £	2024 £	2024 £
Direct costs						
Staff costs	498,008	465,105	1,289,874	22,716	-	2,275,703
Depreciation and impairment	3,448	2,112	-	-	-	5,560
Agency staff costs	16,342	-	56,783	1,500	-	74,625
Premises costs	66,095	77,377	22,200	-	-	165,672
Cleaning, maintenance and repairs costs	19,863	34,473	1,690	8,131	-	64,157
Catering costs	35,967	23,732	-	5,493	-	65,192
Office costs	4,101	9,258	16,700	-	-	30,059
Staff and volunteer costs	862	1,628	1,994	5,052	-	9,536
Motor and travel costs	7,770	57,540	2,237	3,815	-	71,362
Activity costs	4,631	10,140	303	16,324	-	31,398
Training costs	-	1,177	-	15,151	-	16,328
Fees and subscriptions	1,985	697	3,054	226	-	5,962
Legal and professional fees	3,633	8,312	7,266	840	10,400	30,451
Bad debts	(1,143)	3,913	8	(69)	-	2,709
Sundry costs	(484)	774	266	(3,068)	-	(2,512)
	<u>661,078</u>	<u>696,238</u>	<u>1,402,375</u>	<u>76,111</u>	<u>10,400</u>	<u>2,846,202</u>
Share of support and governance costs (see note 9)						
Support	94,242	118,176	229,372	12,466	49,365	503,621
	<u>755,320</u>	<u>814,414</u>	<u>1,631,747</u>	<u>88,577</u>	<u>59,765</u>	<u>3,349,823</u>
Analysis by fund						
Unrestricted funds	702,863	814,414	1,631,747	88,577	59,765	3,297,366

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

		(Continued)			
8	Expenditure on charitable activities				
	Restricted funds				
		52,457	-	-	52,457
		<u>755,320</u>	<u>814,414</u>	<u>1,631,747</u>	<u>59,765</u>
					<u>3,349,823</u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9 Support costs allocated to activities

	2025 £	2024 £
Staff costs	309,166	333,262
Depreciation	7,380	8,422
Premises costs	23,724	91,988
Office costs	18,644	20,363
Professional fees	46,563	39,058
Registration fees and subscriptions	4,466	6,243
Advertising	1,730	(1,679)
Bank charges	-	974
Training	7,057	-
Bad debts	-	96
Other expenditure	3,837	4,894
	<u>422,567</u>	<u>503,621</u>
Analysed between:		
Residential	78,923	94,242
Day Care	102,415	118,176
Supported Living	192,252	229,372
Other charitable activities	8,683	12,466
Governance	40,294	49,365
	<u>422,567</u>	<u>503,621</u>

10 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	10,710	10,400
Depreciation of owned tangible fixed assets	<u>18,282</u>	<u>13,982</u>

11 Trustees

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

The charity pays for trustee's liability cover, totalling cover of £1,000,000, as part of the general insurance policy, the cost of the trustee cover is not separately identifiable from the total cost incurred in the year (2024: £420).

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

12 Employees

The average monthly number of employees during the year was:

The breakdown of average number of employees only includes contracted staff, during the year the charity employed 24 bank staff (2024: 25) not listed below.

	2025 Number	2024 Number
Residential	18	19
Day Services	24	24
Community Support	44	46
Governance and administration	11	13
Total	97	102

Employment costs	2025 £	2024 £
Wages and salaries	2,527,813	2,211,926
Social security costs	162,922	174,421
Other pension costs	58,919	58,977
	2,749,654	2,445,324

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

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	136,169	113,347

13 Taxation

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

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Leasehold land and buildings	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£	£	£
Cost or valuation						
At 1 April 2024	235,000	9,251	96,759	54,152	87,180	482,342
Additions	-	19,111	12,835	10,706	-	42,652
Revaluation	5,000	-	-	-	-	5,000
At 31 March 2025	240,000	28,362	109,594	64,858	87,180	529,994
Depreciation and impairment						
At 1 April 2024	-	7,283	89,980	41,846	87,180	226,289
Depreciation charged in the year	-	2,399	6,480	9,403	-	18,282
At 31 March 2025	-	9,682	96,460	51,249	87,180	244,571
Carrying amount						
At 31 March 2025	240,000	18,680	13,134	13,609	-	285,423
At 31 March 2024	235,000	1,968	6,779	12,305	-	256,052

Land and buildings with a carrying amount of £240,000 were revalued on 16 May 2025 by Bramleys LLP, independent valuer's not connected with the trustees, on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

The value has been used as at 31 March 2025, on the basis that no material movement in the valuation has been noted between the year end and the valuation date.

At 31 March 2025, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £12,622 (2024 - £12,622).

15 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	187,301	246,081
Other debtors	2,239	3,794
Prepayments and accrued income	104,148	81,209
	293,688	331,084

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

16 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Other taxation and social security		43,429	39,538
Deferred income	17	21,610	42,275
Trade creditors		119,927	128,442
Other creditors		21,304	20,548
Accruals		157,815	231,887
		<u>364,085</u>	<u>462,690</u>

17 Deferred income

	2025 £	2024 £
Other deferred income	<u>21,610</u>	<u>42,275</u>

Deferred income is included in the financial statements as follows:

	2025 £	2024 £
Deferred income is included within:		
Current liabilities	<u>21,610</u>	<u>42,275</u>
Movements in the year:		
Deferred income at 1 April 2024	42,275	54,342
Released from previous periods	(42,275)	(54,342)
Resources deferred in the year	<u>21,610</u>	<u>42,275</u>
Deferred income at 31 March 2025	<u>21,610</u>	<u>42,275</u>

18 Retirement benefit schemes

	2025 £	2024 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>58,919</u>	<u>58,977</u>

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

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Donations and fundraising	65,575	2,717	-	-	68,292
Changing Places	524	-	-	-	524
Children in Need - Saturday Fun Club	2,063	-	-	-	2,063
Gold Standard Framework	3,426	-	-	-	3,426
More To Do	(16,177)	17,851	(49,768)	48,094	-
Miscellaneous	142	-	-	-	142
M & S Grant	117	-	-	-	117
Household Support Grant	1,214	-	-	-	1,214
Health Your Way	(197)	-	-	197	-
Bailey Thomas	-	3,750	(3,750)	-	-
One Community - 1	-	2,000	(1,743)	-	257
Sir George Martin Trust	-	3,000	(2,386)	-	614
One Community - 2	-	2,400	(2,400)	-	-
Solar Panels	-	19,111	(1,911)	-	17,200
Community Champions	-	1,000	(1,000)	-	-
	<u>56,687</u>	<u>51,829</u>	<u>(62,958)</u>	<u>48,291</u>	<u>93,849</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Donations and fundraising	62,898	2,677	-	-	65,575
Changing Places	524	-	-	-	524
Children in Need - Saturday Fun Club	2,063	-	-	-	2,063
Gold Standard Framework	3,426	-	-	-	3,426
More To Do	31,910	-	(48,087)	-	(16,177)
Miscellaneous	188	(46)	-	-	142
M & S Grant	117	-	-	-	117
Household Support Grant	614	2,000	(1,400)	-	1,214
Health Your Way	2,773	-	(2,970)	-	(197)
	<u>104,513</u>	<u>4,631</u>	<u>(52,457)</u>	<u>-</u>	<u>56,687</u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Unrestricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2025 £
Designated funds -						
Expenditure	164,554	-	-	-	-	164,554
General funds	1,199,103	3,547,048	(3,342,975)	(48,291)	-	1,354,885
	1,363,657	3,547,048	(3,342,975)	(48,291)	-	1,519,439
Revaluation reserve	222,378	-	-	-	5,000	222,378
	1,586,035	3,547,048	(3,342,975)	(48,291)	5,000	1,746,817
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2024 £
Designated funds -						
Expenditure	164,554	-	-	-	-	164,554
General funds	985,245	3,515,220	(3,301,362)	-	-	1,199,103
	1,149,799	3,515,220	(3,301,362)	-	-	1,363,657
Revaluation reserve	212,378	-	-	-	10,000	222,378
	1,362,177	3,515,220	(3,301,362)	-	10,000	1,586,035

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds	Endowment funds Designated funds	Restricted funds	Endowment funds general	Total
	2025 £	2025 £	2025 £	2025 £	2025 £
At 31 March 2025:					
Tangible assets	268,223	-	17,200	-	285,423
Current assets/(liabilities)	1,478,594	-	76,649	-	1,555,243
	<u>1,746,817</u>	<u>-</u>	<u>93,849</u>	<u>-</u>	<u>1,840,666</u>

	Unrestricted funds	Endowment funds Designated funds	Restricted funds	Endowment funds general	Total
	2024 £	2024 £	2024 £	2024 £	2024 £
At 31 March 2024:					
Tangible assets	256,052	-	-	-	256,052
Current assets/(liabilities)	1,329,983	-	56,687	-	1,386,670
	<u>1,586,035</u>	<u>-</u>	<u>56,687</u>	<u>-</u>	<u>1,642,722</u>

22 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	44,700	25,757
Between two and five years	3,925	-
	<u>48,625</u>	<u>25,757</u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

23 Related party transactions

Two of the Trustees have children that use services provided by Mencap in Kirklees. The total income received from both parties was £89,595 (2024: £73,767) and at the yearend £6,305 (2024: £14,118) was receivable. The fees charged and payment terms are identical to other service users. No other related party transactions occurred during the financial year.

24 Cash generated from operations	2025 £	2024 £
Surplus for the year	192,944	166,032
Adjustments for:		
Investment income recognised in statement of financial activities	(11,349)	(20,961)
Depreciation and impairment of tangible fixed assets	18,282	13,982
Movements in working capital:		
Decrease in debtors	37,395	56,177
(Decrease)/increase in creditors	(77,940)	85,880
(Decrease) in deferred income	(20,665)	(12,067)
Cash generated from operations	138,667	289,043

25 Analysis of changes in net funds

The charity had no material debt during the year.

Accounts

Charity registration number 702494

Company registration number 02428994 (England and Wales)

MENCAP IN KIRKLEES
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

MENCAP IN KIRKLEES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	David Birch Anthony S Horsfall Jill Robson Liz Towns-Andrews Linda Wrigley	(Appointed 11 October 2023)
Senior management	Catherine Wood Joe Spencer	Chief Executive Director of Business and Finance
Charity number	702494	
Company number	02428994	
Registered office	Independence House Holly Bank Road Lindley Huddersfield West Yorkshire England HD3 3LX	
Auditor	BK Plus Audit Limited 52 St Johns Lane Halifax West Yorkshire England HX1 2BW	
Bankers	National Westminster Bank plc 8 Market Place Huddersfield HD1 2AL	
Solicitors	Ramsdens Oakley House 1 Hungerford Road Huddersfield HD3 3AL	

MENCAP IN KIRKLEES

CONTENTS

	Page
Trustees' report	1 - 10
Independent auditor's report	11 - 14
Statement of financial activities	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 35

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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).

Objectives and activities

In 2022 the Board of Trustees reviewed our Mission Statement and Values.

Our vision is: For people with a learning disability to live their best life possible.

Our mission:

- We will support people with a learning disability to fulfil their potential and lead healthy, happy, and meaningful lives.
- We will involve people we support, their families, staff, and other stakeholders in the support we provide.
- We will campaign for change and improvement in the lives of people with a learning disability
- We will continually develop the support we provide.
- We will continue to be innovative, responsive, and effective to meet changing needs.
- We will run a well-managed organisation which provides excellent value for money.

Our values:

- We are passionate about empowering and respecting people
- We are inclusive
- We adapt and respond with new ideas
- We are positive in our work and are the best we can be
- We are kind in everything we do
- We promote positive ways of thinking about learning disability

Our People:

We will only recruit staff who share our values and who can demonstrate their commitment to providing outstanding care and support.

We will provide opportunities for staff members to develop their knowledge through supervision, training, and support.

Mencap In Kirklees

We are: **Motivated, Inspired, Kind**

Our core values:

- **Motivated**
 - We are motivated when developing new ideas.
- **Inspired**
 - We are inspired to enable everyone we support to make creative life choices
 - We promote positive ways of thinking about learning disability
- **Kind**
 - We empower, include and respect people
 - We are person-centered

Public benefit

When preparing the charity's vision and mission statement for the year and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Activities

Mencap in Kirklees provides support for people aged 18+ with a learning disability. The support we provide ranges from advice and information, befriending and social and leisure activities, and day services as well as 24 hour a day support provided in residential care and supported living. Most of the support we provide is funded by Kirklees Council commissioned contracts, but we also provide support funded by Direct Payments with some support grant funded or paid for by those using the service.

Ensuring our work delivers our aims

We plan our work over a three-year period with our business plan updated annually to review what has been achieved and plan work over the next three years. Achievements are measured against the benefits they have brought to the people who use our services and these are established through annual quality and satisfaction surveys. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when carrying out our review and in planning future activities.

Volunteers

At Mencap in Kirklees we have several people who volunteer to work in services such as Arena, Friendcap, Super Tuesday and More2Do. We need to recruit more volunteers for the benefits they bring to people we support and have had some success this year. We have a Coordinator who manages the volunteering process, and this is having a positive impact. Continuing to grow our highly valued volunteers will remain one of our objectives in the next financial year.

Achievements and performance

Significant activities and achievements against objectives

This financial year we have worked hard to maintain financial sustainability. We have had several voids in our supported living due to the deaths of 2 people and the changing needs of another 2 people resulting in them moving to residential care. We are working hard to seek new people to move into those places with council colleagues who hold nomination rights. We were pleased to retain our CQC s inspection rating of "Good" at a CQC focused inspection of our supported living team.

We were pleased to secure just under £20k to enable us to buy and install solar panels and storage batteries to Waverley Hall - the one building we own. This will hopefully make cost savings on energy bills and be more environmentally sustainable. We have begun the process this year of seeking new premises for our Day Centre, Branches. We currently rent in a commercial setting and are looking to move to shared site with other charities whose needs align more fully with ours own.

We were also pleased to secure a £9,000 grant from Sport England to enable us to continue to fund weekly Yoga sessions at our day services. This is a popular activity with people we support and has enabled a reduction in falls due to increased mobility because of the sessions. We are working together with Umbrella Yoga, a Community Interest Company to provide these sessions. We are also working with them and the University of Huddersfield on a research project to demonstrate the positive impact of Yoga for people with a learning disability.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Services:

Supported Living Service

At the close of this financial year the service was supporting 23 people with a learning disability to live in their own homes. We have one place following the sad death of a person we supported. We support people at 9 addresses in a mixture of single tenancies and shared houses. Their support is commissioned by Kirklees Council through a framework contract whereby individual packages of support are offered to specialist learning disability providers. Supported Living is now the majority service type for us. In the last year we reviewed the services and its finances to maximise the opportunities the new larger service brings. We reviewed and extended the management structure to reflect the growth in the service and give flexibility to allow us to bid for future opportunities. We were delighted when our hard work to source a 4 bedroomed bungalow with Care Housing Association, as a replacement for an unsuitable property, was finally completed and is now home to 4 people who are really enjoying their home.

1 Victoria Road Residential Home

Six people are supported at our CQC registered residential home in Lockwood, Huddersfield. Five people have their own bedrooms and 2 shared bathrooms, lounge, and dining kitchen area, and the sixth is a self-contained flat where one person lives semi-independently. All the placements are funded through the local authority, and we have no vacancies at present. The people we support enjoy various activities such as keep fit, social clubs and our More2Do service. The 6 people who live here are ageing and we are exploring options for increasing access to the upper floor. We have asked OT and physio to assess the building to explore if a lift may be possible or if building on downstairs bedrooms might be feasible but this is taking an inordinate amount of time due to slow processes from partner organisations. All options would then need funding to be sourced and agreement from the landlord. We are likely to have at least one void in the coming financial year due to the deteriorating mobility of one person who lives here and the diagnosis for dementia for another person.

100 Pennine Crescent Residential Home

Eight people are supported at our CQC registered residential home in Salendine Nook, Huddersfield. The property comprises a 2-storey house, with six bedrooms (four upstairs and two downstairs) in the main house with a two bedroomed level access bungalow attached. All eight places are occupied and are funded by Kirklees Council with some additional NHS CHC funding for one person. There is no agreement yet from Kirklees Council (formerly Kirklees Neighbourhood Housing) to modernise the building, but it would benefit from improvements and additional space. There is a lovely atmosphere at the property but there is a lack of communal space that could be improved with the necessary funding and support from the landlord.

Arena Day Service

This service operates three days a week (Wed, Thu, Fri) from Jo Cox House in Batley and everyone who attends pays through a direct payment. It is aimed at younger people with a learning disability who can travel to and from the service independently. The service has capacity for 14 places per day. The team have been working in partnership with local community groups to widen the activities available at no additional cost to us or members.

Branches Day Service

Branches is based in Batley, North Kirklees. The team provide support five days a week for people aged over forty years who have a learning disability. The service is provided through a block contract with Kirklees Council that requires us to offer up to 18 places per day and we have a small number of people who pay by direct payments and self-fund. This contract is due for tendering in 2025 and we do not yet know if the same model will be recommissioned as the council commissioning team have been reviewing day service provision across the region and not given us any details on their direction of travel. Branches members enjoy lots of activities from bowling, cycling, exercises, arts and crafts, sports centre activities, gardening, visits to the cinema and walking and the service is always open to other ideas and suggestions. Colleagues work in partnership with other organisations including Umbrella Yoga and HTFC.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Waverley Hall Day Service

Waverley Hall is based in Huddersfield and supports adults with a learning disability. The service is provided through a block contract with Kirklees Council that offers 40 places per day, and we have a small number of people who pay by direct payments and self-fund. This contract is due for tendering in 2025 and we do not yet know if the same model will be recommissioned as the council commissioning team have been reviewing day service provision across the region and not given us any details on their direction of travel. The team at Waverley Hall support people aged 18 and above. The building offers a level access environment with enough space for all the members to enjoy fulfilling and meaningful activities both in centre or out and about in our local community. This year we have been working on a new management structure. They have continued to work with University of Huddersfield to train student health and social care professionals.

More2Do

The service is led by its members who pay a small charge to attend planning meetings and who decide where to go, what they would like to do both locally and, on their day trips and weekends, away. The activities are all chosen by the people who attend. We were thrilled to receive funding from the National Lottery and are delighted that the National Lottery have confirmed an extension to the project until March 2025 to enable us to use the grant funding flexibly. The Covid pandemic had a dramatic effect on how often the group could meet and therefore a surplus on regular funding built up. We have also started the project of securing further grant funding to sustain the project from next year. Another exciting project for the group is beginning to be part of our governance structure by taking a lead setting up a peer led members council group to enable people we support to have a more direct say in our strategic direction. Its working title is "Valuing Voices".

Social & Leisure groups

The Huddersfield based social groups are keep fit on a Tuesday and a leisure club on a Wednesday both held at Waverley Hall. Currently there is not the demand to open on the other evenings. Anecdotally we are told people we support are struggling financially to attend more social events. We will continue to check out the demand for these services and respond accordingly.

Super Tuesday and Friendcap are social and educational groups held on a Tuesday and Friday evening respectively, at our Jo Cox House venue. The services are partially subsidised by Mencap in Kirklees, but the members contribute towards costs. We were fortunate to receive further grant funding to March 2024 from Kirklees Council Community Plus to support the costs of running Super Tuesday as we recognise how important they are to those who attend. Many of the people who attend live alone, and we are often the only professionals they see. We are often the first people who can support with community-based safeguarding issues e.g. cuckooing etc. so are determined to retain these clubs, if possible, financially. We will need to seek further grant funding in the coming financial year. Seeking grant funding can be challenging as many funds have a ceiling on turnover thresholds for who they fund which is a challenge for us.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

General review

This has been a challenging year on a financial basis. Our primary funder Kirklees Council has faced financial challenges, and these have inevitably had an impact on us. The management and staff have done their utmost to keep our services positive and providing great support, but the national social care recruitment crisis and poor wages have had a negative impact on staff morale. Colleagues have not felt valued on a national level since the pandemic. We thank them all for their continued hard work and support which has been and continues to be invaluable. Our team remain our greatest asset.

Most of the services we deliver are under contract to Kirklees Council.

During this year we have been implementing grant funded digital social care records. We were pleased to secure the grant as it has covered not only the purchase of the software for a year but has also paid for training sessions and additional hardware too. Unfortunately, the funding is restricted to CQC registered services only and we will need to assess the positive impact and ongoing costs before deciding whether to roll this out to our non CQC registered services too.

We continued to operate our fully online mandatory training system to enable staff to undertake their mandatory training more flexibly. The online training is working effectively. Online training requires staff to be away from providing support for significantly less time than with face-to-face training. We have also recruited a new Clinical and Learning Manager. We are very fortunate she is a registered nurse. Whilst not employed as a nurse she does use her clinical skills to sign post colleagues to sources of support for people we work with who have health concerns. We have begun working on a project to reduce health inequalities with people we support.

Our offices are ground floor with level access throughout and an accessible toilet which is important when people we support visit. The space is modern, flexible, cost effective and will be more suitable for our future needs. With the successful adoption in hybrid working for office-based staff, we further reduce the size of our offices to reduce central costs. This has gone well and whilst a lot of work at the time does seem to be meeting our needs.

We recruited a consultant to support us with grant applications part way through the year and so far, she has largely recouped her costs which is a great success. She is now working with us to seek further funding for More2Do. During 2023/2024 we spent 2 separate days with our Board reviewing our SWOT analysis of all our services, reviewing our organisational context document, and determining our strategic direction. We completed and signed off the business plan for 2023 – 2026 and began the process of reviewing our charitable and voting structure to ensure it meets our needs moving forward. This is at early stages but board members are fully engaged with this process.

CQC's new single assessment framework is now in place in our region. As a result, their visits have decreased to us since this new system was introduced. Neither of our 2 remaining care homes were inspected on site during this financial year. All 3 CQC registered teams still requiring the Provider Information Returns to be completed and we work hard on these to ensure they reflect the work we do to provide good support.

In February 2024 we were reassessed by ISOQAR and retained the ISO 9001 quality award for 'the management and co-ordination of services, advice & support to people with a learning disability and their carers'. We also successfully retained our CHAS accredited status during the year.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

Total incoming resources for the year amounted to £3,519,851 (2023: £3,152,478) an increase of £367,373. The increase in income of 11.65% is in the main attributed to inflationary uplifts from the local authority.

The total resources expended for the year increased from £3,027,007 at 31 March 2023 to £3,353,819 at 31 March 2024, an increase of £326,812. This rise in expenditure of 10.8% is largely due to the minimum wage increase in April 2024.

The charity made an operating surplus of £166,032 to the year ending March 2024 (2023: £125,471).

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Fixed Assets

The fixed assets of the company represent the property at Waverley Hall, fixtures, office equipment, specialist equipment for use in our residential homes and motor vehicles.

Designated Fund

The designated fund has been shown separately in the accounts for clarity, and is made up of two separate funds.

The balance on the designated fund for future expenditure at 31st March 2024 is £164,554 (2023: £164,554).

The balance on the designated revaluation reserve at 31 March 2024 is £222,378 (2023: £212,378).

Reserves policy

The trustees have reviewed the reserves policy and in doing so taken guidance from 'Beyond Reserves' (ACEVO, 2012). The review identified all funding sources at risk and other events which would have a negative impact on the financial viability of the organisation over the next 3 years. The trustees still feel that this review is relevant if not more so in the current financially challenging environment of 2024. Based on this risk analysis the trustees concluded that to ensure continuity of services a sum equivalent to three months operating costs (£838,454) would be appropriate.

The actual reserves at 31 March 2024 were £1,642,722 (2023: £1,466,690) of which £256,052 (2023: £240,140) are represented by fixed assets leaving £1,386,670 in a readily realisable form.

However, £56,687 is for use on restricted projects and £386,932 designated as explained above leaving unrestricted free reserves of £943,051.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Ethical Fundraising Policy

Policy statement

Mencap in Kirklees (MIK) is proud to support people with learning disabilities and their families. To help ensure we have the availability of ongoing funds to use for enriching lives and to pay for the work we do, MIK aims to maintain a broad base of different funding sources. The purpose of this policy is to ensure clarity and openness to all stakeholders. All staff involved in fundraising have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

Policy aims

The following policy will outline how Mencap in Kirklees (MIK) will operate and abide by the Charity Commission (CC) guidelines, best practice and legal frameworks and follow best practice from the Institute of Fundraising (I of F).

Detail

MIK actively seeks opportunities to work with external organisations and individuals to achieve shared objectives.

MIK will maintain their independence and will not allow external partnerships to bring the name of MIK into disrepute.

Guidance on accepting donations

MIK accepts financial support from, and partnership working with, companies and individuals on the following conditions:

- Donations and support are believed to result in positive outcomes for those MIK support.
- There will be no adverse publicity from receiving a donation, support or gift-in-kind.
- The individual or company supporting MIK will not attempt to influence policy or decisions
- No endorsements of products or services will be given to supporters by MIK.

We concur with the Fundraising Regulator's Promise to be open, honest, fair and legal. MIK complies with all relevant legislation including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity. MIK therefore would not accept any of the following where the donation:

- Was known to be associated with criminal sources
- Would help further a donor's personal objectives
- Would lead to a possible decline in support for MIK
- Would otherwise significantly damage MIK's reputation

Communicating with donors and keeping records

MIK will ensure that clear, honest information is given to supporters on the work MIK undertake, to openly report on how funds are spent and manage donors' information responsibly.

We will comply with the Charity Commission and UK law in every respect, including those regarding openness and honesty with our supporters and members of the public.

Only MIK will have direct access to the fundraising database and list of donors (individuals and companies) and this data will be held in accordance to GDPR legislation (May 2018). The database will not be shared with third party organisations and information governance will be in place for staff with restricted access to the database.

All communication with donors (both offline and online) will receive opt-in choice to receive further information and updates from the charity. We will respect the privacy and contact preferences of all donors. We will respond promptly to requests to cease contacts or complaints and act as best we can to address them.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Refusals

We abide by the law which requires us, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest.

We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of those we support. The responsibility of the judgement on whether MIK should refuse a donation lays with the Senior Management Team and ultimately the Board of Trustees.

Use of donations

If supporters wish to donate to a specific area of MIK's work (such as More2Do or Arena) they may make a restricted donation by providing written instructions to this effect with their donation. MIK will where possible respect a donor's wishes.

Handling of cash donations and gifts in kind

A receipt will be used to capture the data and donation detail. Receipts are held in the accounts department. Each external site also has a receipt book. The guidelines are listed on the receipt books.

Gift-aid declaration

Gift-aid declaration forms will be sent to all individual donors upon receipt of a donation or gift-in-kind. The Fundraising Manager will manage this information in accordance with GDPR and Charity Commission rules, with the Director of Business and Finance having overall responsibility for the administration of funds and the gift-aid returns.

Plans for future periods

Our priority as we enter the next financial year will be to focus on sustainable funding for all our services. We will invest in support to help us attain grant funding where it is appropriate.

We will aim to further consolidate our work with I.T. systems to reduce our reliance on expensive paper-based systems. We will complete implementation of Digital Social Care Records (DSCR) in our CQC registered services. Our move to outsource HR administration has proved to be generally effective and we will look to seek more opportunities to reduce central costs by outsourcing where appropriate.

Following our strategic work where we created SWOT's for each service we have allocated some funding to enable minor improvements in services with the greatest need. We have also begun the work on liaising with landlords to discuss the potential for substantial improvements to some buildings. We hope to make progress on securing agreement and funding over the coming year. We have engaged with a project management company to enable works to properties to take place in a timely manner. Sadly, this has not proved as effective as we had hoped, so we are again seeking support with property maintenance. Our operational teams are stretched and not experts in property, it is positive to have them working with us and making projects happen.

We will continue to raise our profile with continued investment in social media usage to drive new business by raising our profile effectively. Our CEO will also continue to focus on networking in Kirklees to share our positive impact and develop our status in Kirklees as a provider of choice. This has reaped dividends again this year as we have been offered opportunities to take part in consultation activity and have input in region wide developments which may not otherwise have occurred.

Board agreed that our strategic direction will be a focus on our support for people growing older with a learning disability. We support an ageing population in many of our residential and supported living settings. We need to ensure we develop flexible accommodation and support that can change with a person as their needs increase over time. Our work with Care Housing to secure a commissioner approved development of a 4 bedroomed bungalow was successful and is now at capacity. This was our first stage of developing our more flexible offer in terms of property. We are investing in training to support the staff knowledge in this area. We will continue to work with KCA to explore the possibility of working with them to develop our offer for level access adaptable properties.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

The company was incorporated on 4 October 1989 under the Companies Act 1985. Being a company limited by guarantee it is governed by its Memorandum and Articles of Association. The company is also a registered charity and is therefore subject to the regulations of the Charity Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £1. On 25 September 2008, a Special Resolution was passed by the Trustees agreeing to change the company name from Huddersfield Mencap to Mencap in Kirklees. This was effective as at 30 September 2008.

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

David Birch

Angela Bradshaw

(Resigned 12 October 2023)

Anthony S Horsfall

Jill Robson

Liz Towns-Andrews

(Appointed 11 October 2023)

Linda Wrigley

Recruitment and appointment of trustees

All trustees including the chair, vice chair, treasurer and secretary are elected annually by the members of the charitable company attending the Annual General Meeting in accordance with the Articles of Association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

Organisational structure

The board of trustees, which can have up to 12 members, administers the charity. The board meets approximately 10 times a year. A Chief Executive and Director of Business and Finance are appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations, the Chief Executive and the Director of Business and Finance have delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service related activity.

The charity considers its key management personnel comprise the senior management team (SMT). The remuneration of the SMT is appraised and set each year by the board of Trustees.

The risk register is reviewed each month at the board meeting and is comprehensive.

Induction and training of trustees

Trustees will undergo an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction meeting they will meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Relationship with related parties

The charity is affiliated to Royal Mencap and we share common values however we do not receive any funding from the national body.

MENCAP IN KIRKLEES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Statement of trustees' responsibilities

The trustees, who are also the directors of Mencap In Kirklees for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

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

Jill Robson

Trustee

6 November 2024

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF MENCAP IN KIRKLEES

Opinion

We have audited the financial statements of Mencap In Kirklees (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF MENCAP IN KIRKLEES

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF MENCAP IN KIRKLEES

Other matters

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry sector;
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- Ensured laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

In response to the risks of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from the financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

MENCAP IN KIRKLEES

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF MENCAP IN KIRKLEES

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson FCA (Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited

18 November 2024

Chartered Accountants
Statutory Auditor

52 St Johns Lane
Halifax
West Yorkshire
England
HX1 2BW

BK Plus Audit Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

MENCAP IN KIRKLEES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	1,619	2,631	4,250	8,090	346	8,436
Charitable activities	4	3,482,122	2,000	3,484,122	3,074,197	50,859	3,125,056
Other trading activities	5	10,518	-	10,518	11,223	2,331	13,554
Investments	6	20,961	-	20,961	5,432	-	5,432
Total income		3,515,220	4,631	3,519,851	3,098,942	53,536	3,152,478
Expenditure on:							
Raising funds	7	3,996	-	3,996	58,944	-	58,944
Charitable activities	8	3,297,366	52,457	3,349,823	2,915,786	52,277	2,968,063
Total expenditure		3,301,362	52,457	3,353,819	2,974,730	52,277	3,027,007
Net income/(expenditure)		213,858	(47,826)	166,032	124,212	1,259	125,471
Other recognised gains and losses:							
Revaluation of tangible fixed assets		10,000	-	10,000	(15,000)	-	(15,000)
Net movement in funds	10	223,858	(47,826)	176,032	109,212	1,259	110,471
Reconciliation of funds:							
Fund balances at 1 April 2023		1,362,177	104,513	1,466,690	1,252,965	103,254	1,356,219
Fund balances at 31 March 2024		1,586,035	56,687	1,642,722	1,362,177	104,513	1,466,690

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

MENCAP IN KIRKLEES

BALANCE SHEET

AS AT 31 MARCH 2024

		2024	2023
	Notes	£	£
Fixed assets			
Tangible assets	14	256,052	240,140
Current assets			
Debtors	15	331,084	387,259
Cash at bank and in hand		1,518,276	1,228,168
		1,849,360	1,615,427
Creditors: amounts falling due within one year	16	(462,690)	(388,877)
Net current assets		1,386,670	1,226,550
Total assets less current liabilities		1,642,722	1,466,690
Net assets excluding pension liability		1,642,722	1,466,690
The funds of the charity			
Restricted income funds	19	56,687	104,513
Unrestricted funds		1,586,035	1,362,177
		1,642,722	1,466,690

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 6 November 2024

Jill Robson
Trustee

Company registration number 02428994 (England and Wales)

MENCAP IN KIRKLEES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Cash flows from operating activities					
Cash generated from operations	24		289,043		30,945
Investing activities					
Purchase of tangible fixed assets		(19,896)		(10,095)	
Investment income received		20,961		5,432	
Net cash generated from/(used in) investing activities			1,065		(4,663)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			290,108		26,282
Cash and cash equivalents at beginning of year			1,228,168		1,201,886
Cash and cash equivalents at end of year			1,518,276		1,228,168

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Mencap In Kirklees is a private company limited by guarantee incorporated in England and Wales. The registered office is Independence House, Holly Bank Road, Lindley, Huddersfield, West Yorkshire, HD3 3LX, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

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

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

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

1.4 Income

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

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

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

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

1.6 Tangible fixed assets

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

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

Leasehold land and buildings	Not provided
Leasehold improvements	Over the term of the lease
Fixtures and fittings	25% straight line
Computers	25% straight line
Motor vehicles	25% straight line

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

2 Critical accounting estimates and judgements

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

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

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	1,619	2,631	4,250	8,090	346	8,436

4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Charitable activities						
Residential	802,523	-	802,523	729,569	-	729,569
Day Care	966,973	-	966,973	879,363	-	879,363
Supported Living	1,644,619	-	1,644,619	1,446,914	-	1,446,914
Projects	45,866	2,000	47,866	370	50,859	51,229
Other charitable activities	22,141	-	22,141	17,981	-	17,981
	3,482,122	2,000	3,484,122	3,074,197	50,859	3,125,056

5 Income from other trading activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Club subscriptions	9,688	-	9,688	9,585	-	9,585
Fundraising events	830	-	830	1,638	2,331	3,969
Other trading activities	10,518	-	10,518	11,223	2,331	13,554

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	20,961	5,432

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Other fundraising costs	3,996	58,944
	=====	=====

MENCAP IN KIRKLEES

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

8 Expenditure on charitable activities

	Residential	Day Care	Supported Living	Other charitable activities	Governance	Total
	2024	2024	2024	2024	2024	2024
	£	£	£	£	£	£
Direct costs						
Staff costs	498,008	465,105	1,289,874	22,716	-	2,275,703
Depreciation and impairment	3,448	2,112	-	-	-	5,560
Agency staff costs	16,342	-	56,783	1,500	-	74,625
Premises costs	66,095	77,377	22,200	-	-	165,672
Cleaning, maintenance and repairs costs	19,863	34,473	1,690	8,131	-	64,157
Catering costs	35,967	23,732	-	5,493	-	65,192
Office costs	4,101	9,258	16,700	-	-	30,059
Staff and volunteer costs	862	1,628	1,994	5,052	-	9,536
Motor and travel costs	7,770	57,540	2,237	3,815	-	71,362
Activity costs	4,631	10,140	303	16,324	-	31,398
Training costs	-	1,177	-	15,151	-	16,328
Fees and subscriptions	1,985	697	3,054	226	-	5,962
Legal and professional fees	3,633	8,312	7,266	840	10,400	30,451
Bad debts	(1,143)	3,913	8	(69)	-	2,709
Sundry costs	(484)	774	266	(3,068)	-	(2,512)
	661,078	696,238	1,402,375	76,111	10,400	2,846,202
Share of support and governance costs (see note 9)						
Support	94,242	118,176	229,372	12,466	49,365	503,621
	755,320	814,414	1,631,747	88,577	59,765	3,349,823
Analysis by fund						
Unrestricted funds	702,863	814,414	1,631,747	88,577	59,765	3,297,366

MENCAP IN KIRKLEES

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

8 Expenditure on charitable activities						(Continued)
	Restricted funds					
	52,457	-	-	-	-	52,457
	755,320	814,414	1,631,747	88,577	59,765	3,349,823

MENCAP IN KIRKLEES

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

8 Expenditure on charitable activities

(Continued)

Previous year:	Residential	Day Care	Supported Living	Other charitable activities	Total
	2023	2023	2023	2023	2023
	£	£	£	£	£
Direct costs					
Staff costs	344,305	440,553	1,123,135	46,272	1,954,265
Depreciation and impairment	2,389	1,483	-	-	3,872
Agency staff costs	76,471	-	29,903	-	106,374
Premises costs	87,606	103,032	22,587	1,843	215,068
Cleaning, maintenance and repairs costs	848	1,427	814	10	3,099
Catering costs	35,406	23,133	49	4,173	62,761
Office costs	4,423	11,914	16,488	864	33,689
Staff and volunteer costs	1,164	2,147	5,587	4,101	12,999
Motor and travel costs	7,992	53,231	50	277	61,550
Activity costs	5,615	4,188	(209)	7,033	16,627
Training costs	-	162	1,115	215	1,492
Fees and subscriptions	1,751	330	3,878	38	5,997
Legal and professional fees	3,550	5,735	7,100	10,800	27,185
Bad debts	1,861	1,858	(281)	-	3,438
Sundry costs	793	-	-	-	793
Split of support costs	-	2,027	855	404	3,286
	574,174	651,220	1,211,071	76,030	2,512,495
Share of support and governance costs (see note 9)					
Support	80,850	115,368	195,762	63,588	455,568
	655,024	766,588	1,406,833	139,618	2,968,063
Analysis by fund					

MENCAP IN KIRKLEES

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

8	Expenditure on charitable activities	(Continued)			
		Unrestricted funds	Restricted funds		
		602,747	766,588	1,406,833	139,618
		52,277	-	-	52,277
		655,024	766,588	1,406,833	139,618
					2,968,063

MENCAP IN KIRKLEES

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

	9 Support costs allocated to activities					
	Residential	Day Care	Supported Living	Other charitable activities	Governance	Total
	2024	2024	2024	2024	2024	2024
	£	£	£	£	£	£
Staff costs	62,363	78,201	151,783	8,249	32,666	333,262
Depreciation	1,576	1,976	3,836	208	826	8,422
Premises costs	17,214	21,585	41,895	2,277	9,017	91,988
Office costs	3,811	4,778	9,274	504	1,996	20,363
Professional fees	7,309	9,165	17,789	967	3,828	39,058
Registration fees and subscriptions	1,168	1,465	2,843	155	612	6,243
Advertising	(314)	(394)	(765)	(42)	(164)	(1,679)
Bank charges	182	229	444	24	95	974
Bad debts	19	22	44	2	9	96
Other expenditure	914	1,149	2,229	122	480	4,894
	94,242	118,176	229,372	12,466	49,365	503,621
						455,568

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10	Net movement in funds	2024	2023
		£	£

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

Fees payable to the charity's auditor:

- for the audit of the charity's financial statements 10,400 10,800

- for other assurance services - 4,848

Depreciation of owned tangible fixed assets 13,982 10,660

11 Trustees

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

Trustees indemnity insurance costing £420 (2023 : £420) has been purchased during the year.

12 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Residential	19	18
Day Services	24	25
Community Support	46	43
Governance and administration	13	14
Total	102	100

Employment costs

	2024	2023
	£	£
Wages and salaries	2,375,567	2,211,926
Social security costs	174,421	155,784
Other pension costs	58,977	52,878
	2,608,965	2,420,588

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

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	113,347	99,455

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Taxation

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

MENCAP IN KIRKLEES

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

14 Tangible fixed assets	Leasehold land and buildings	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
£	£	£	£	£	£	£
Cost or valuation						
At 1 April 2023	225,000	24,506	191,726	81,648	101,310	624,190
Additions	-	2,438	10,053	7,405	-	19,896
Disposals	-	-	(151,509)	(21,236)	-	(172,745)
Revaluation	10,000	-	-	-	-	10,000
At 31 March 2024	235,000	26,944	50,270	67,817	101,310	481,341
Depreciation and impairment						
At 1 April 2023	-	24,507	191,181	67,054	101,310	384,052
Depreciation charged in the year	-	469	3,819	9,694	-	13,982
Eliminated in respect of disposals	-	-	(151,509)	(21,236)	-	(172,745)
At 31 March 2024	-	24,976	43,491	55,512	101,310	225,289
Carrying amount						
At 31 March 2024	235,000	1,968	6,779	12,305	-	256,052
At 31 March 2023	216,721	-	8,825	14,594	-	240,140

Land and buildings with a carrying amount of £235,000 were revalued on 2 July 2024 by Bramleys LLP, independent valuers not connected with the #cy3, on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

The value has been used as at 31 March 2024, on the basis that no material movement in the valuation has been noted between the year end and the valuation date.

At 31 March 2024, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £12,622 (2023 - £12,622).

MENCAP IN KIRKLEES

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

14 Tangible fixed assets

(Continued)

MENCAP IN KIRKLEES

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

15 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	246,081	280,469
Other debtors	3,794	3,227
Prepayments and accrued income	81,209	103,563
	<u>331,084</u>	<u>387,259</u>

16 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Other taxation and social security		39,538	30,064
Deferred income	17	42,275	54,342
Trade creditors		128,442	138,306
Other creditors		20,548	1,431
Accruals and deferred income		231,887	164,734
		<u>462,690</u>	<u>388,877</u>

17 Deferred income

	2024	2023
	£	£
Other deferred income	42,275	54,342
	<u>42,275</u>	<u>54,342</u>

Deferred income is included in the financial statements as follows:

	2024	2023
	£	£
Deferred income is included within:		
Current liabilities	42,275	54,342
	<u>42,275</u>	<u>54,342</u>
Movements in the year:		
Deferred income at 1 April 2023	54,342	-
Released from previous periods	(54,342)	-
Resources deferred in the year	42,275	54,342
	<u>42,275</u>	<u>54,342</u>
Deferred income at 31 March 2024	<u>42,275</u>	<u>54,342</u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Retirement benefit schemes

	2024	2023
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	58,977	52,878

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

19 Restricted funds

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

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Donations and fundraising	62,898	2,677	-	65,575
Changing Places	524	-	-	524
Children in Need - Saturday Fun Club	2,063	-	-	2,063
Gold Standard Framework	3,426	-	-	3,426
More To Do	31,910	-	(48,087)	(16,177)
Miscellaneous	188	(46)	-	142
M & S Grant	117	-	-	117
Household Support Grant	614	2,000	(1,400)	1,214
Health Your Way	2,773	-	(2,970)	(197)
	<u>104,513</u>	<u>4,631</u>	<u>(52,457)</u>	<u>56,687</u>

Previous year:

	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
Donations and fundraising	60,221	2,677	-	62,898
Changing Places	524	-	-	524
Children in Need - Saturday Fund Club	2,063	-	-	2,063
Gold Standard Framework	3,426	-	-	3,426
More to Do	36,162	37,836	(42,088)	31,910
Miscellaneous	95	93	-	188
M & S Grant	-	1,000	(883)	117
Household Support Grant	-	5,000	(4,386)	614
Community Champions Grant	-	990	(990)	-
Health Your Way	763	5,940	(3,930)	2,773
	<u>103,254</u>	<u>53,536</u>	<u>(52,277)</u>	<u>104,513</u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Unrestricted funds

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

	At 1 April 2023	Incoming resources	Resources expended	Gains and losses	At 31 March 2024
	£	£	£	£	£
Unrestricted funds	985,245	3,515,220	(3,301,362)	-	1,199,103
Designated funds - Expenditure	164,554	-	-	-	164,554
Designated funds - Revaluation	212,378	-	-	10,000	222,378
	<u>1,362,177</u>	<u>3,515,220</u>	<u>(3,301,362)</u>	<u>10,000</u>	<u>1,586,035</u>
	<u><u>1,362,177</u></u>	<u><u>3,515,220</u></u>	<u><u>(3,301,362)</u></u>	<u><u>10,000</u></u>	<u><u>1,586,035</u></u>
Previous year:	At 1 April 2022	Incoming resources	Resources expended	Gains and losses	At 31 March 2023
	£	£	£	£	£
Unrestricted funds	861,033	3,098,942	(2,974,730)	-	985,245
Designated - Expenditure fund	164,554	-	-	-	164,554
Designated - Revaluation fund	227,378	-	-	(15,000)	212,378
	<u>1,252,965</u>	<u>3,098,942</u>	<u>(2,974,730)</u>	<u>(15,000)</u>	<u>1,362,177</u>
	<u><u>1,252,965</u></u>	<u><u>3,098,942</u></u>	<u><u>(2,974,730)</u></u>	<u><u>(15,000)</u></u>	<u><u>1,362,177</u></u>

21 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
At 31 March 2024:			
Tangible assets	256,052	-	256,052
Current assets/(liabilities)	1,329,983	56,687	1,386,670
	<u>1,586,035</u>	<u>56,687</u>	<u>1,642,722</u>
	<u><u>1,586,035</u></u>	<u><u>56,687</u></u>	<u><u>1,642,722</u></u>
	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
At 31 March 2023:			
Tangible assets	240,140	-	240,140
Current assets/(liabilities)	1,122,037	104,513	1,226,550
	<u>1,362,177</u>	<u>104,513</u>	<u>1,466,690</u>
	<u><u>1,362,177</u></u>	<u><u>104,513</u></u>	<u><u>1,466,690</u></u>

MENCAP IN KIRKLEES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

22 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	25,757	28,581
Between two and five years	-	2,141
	<u>25,757</u>	<u>30,722</u>

23 Related party transactions

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

24 Cash generated from operations

	2024 £	2023 £
Surplus for the year	166,032	125,471
Adjustments for:		
Investment income recognised in statement of financial activities	(20,961)	(5,432)
Depreciation and impairment of tangible fixed assets	13,982	10,660
Movements in working capital:		
Decrease/(increase) in debtors	56,177	(158,623)
Increase in creditors	85,880	4,527
(Decrease)/increase in deferred income	(12,067)	54,342
Cash generated from operations	<u>289,043</u>	<u>30,945</u>

25 Analysis of changes in net funds

The charity had no material debt during the year.

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Accounts



in Kirklees
Motivated, Inspired, Kind

Mencap in Kirklees
Financial Statements
Year Ended 31 March 2023

Charity registration number: 702494
Company registration number: 2428994

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Mencap in Kirklees

Financial Statements

Year Ended 31 March 2023

Contents

	Page
<i>Charity Reference and Administrative Details</i>	1
<i>Trustees' Annual Report (Including Directors' Report)</i>	2-12
<i>Independent Auditor's Report</i>	13-16
<i>Statement of Financial Activities (Including Income and Expenditure Account)</i>	17-18
<i>Balance Sheet</i>	19
<i>Statement of Cash Flows</i>	20
<i>Notes to the Financial Statements</i>	21-38

Mencap in Kirklees

Charity Reference and Administrative Details

Year Ended 31 March 2023

Charity registration number	702494
Company registration number	2428994
Trustees	Linda Wrigley – Elected Chair Jill Robson – Vice Chair Angela Bradshaw - Secretary Anthony S Horsfall David Birch
Chief Executive	Catherine Wood
Director of Business & Finance	Joe Spencer
Registered office	Independence House Holly Bank Road Lindley Huddersfield HD3 3LX
Auditor	Wheawill & Sudworth Limited 35 Westgate Huddersfield HD1 1PA
Solicitor	Ramsdens Oakley House 1 Hungerford Road Huddersfield HD3 3AL
Bankers	National Westminster Bank plc 8 Market Place Huddersfield HD1 2AL

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (FRS 102) published in October 2019,, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from October 2019.

Trustees of the charity

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Linda Wrigley
Jill Robson
Angela Bradshaw
Anthony S Horsfall
David Birch (appointed 28 April 2022)

The charity holds an indemnity insurance policy on behalf of its trustees, details of the cost is included in note 9 to the financial statements.

Senior Management Team

Chief Executive	C Wood
Director of Business & Finance	J Spencer

Objectives and activities

In 2022 the Board of Trustees reviewed our Mission Statement and Values

Our vision is: For people with a learning disability to live their best life possible.

Our mission:

- We will support people with a learning disability to fulfil their potential and lead healthy, happy, and meaningful lives.
- We will involve people we support, their families, staff, and other stakeholders in the support we provide.
- We will campaign for change and improvement in the lives of people with a learning disability
- We will continually develop the support we provide.
- We will continue to be innovative, responsive, and effective to meet changing needs.
- We will run a well-managed organisation which provides excellent value for money.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Objectives and activities (continued)

Our values:

- We are passionate about empowering and respecting people
- We are inclusive
- We adapt and respond with new ideas
- We are positive in our work and are the best we can be
- We are kind in everything we do
- We promote positive ways of thinking about learning disability

Our People:

We will only recruit staff who share our values and who can demonstrate their commitment to providing outstanding care and support.

We will provide opportunities for staff members to develop their knowledge through supervision, training, and support.

Mencap In Kirklees

We are: **Motivated, Inspired, Kind**

Our core values:

- **Motivated**
 - We are motivated when developing new ideas.
- **Inspired**
 - We are inspired to enable everyone we support to make creative life choices
 - We promote positive ways of thinking about learning disability
- **Kind**
 - We empower, include and respect people
 - We are person-centered

Activities

Mencap in Kirklees provides support for people aged 18+ with a learning disability. The support we provide ranges from advice and information, befriending and social and leisure activities, and day services as well as 24 hour a day support provided in residential care and supported living. Most of the support we provide is

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Objectives and activities (continued)

funded by Kirklees Council commissioned contracts, but we also provide support funded by Direct Payments with some support grant funded or paid for by those using the service.

Ensuring our work delivers our aims

We plan our work over a three-year period with our business plan updated annually to review what has been achieved and plan work over the next three years. Achievements are measured against the benefits they have brought to the people who use our services and these are established through annual quality and satisfaction surveys. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when carrying out our review and in planning future activities.

Public benefit statement

When preparing the charity's vision and mission statement for the year and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Achievements and performance

This financial year we have grown our supported living support offer significantly supporting 12 more people living in 4 properties in North Kirklees. This has enabled us to reduce the impact following the loss of income due to the closure of Castle Hall in March 2022. This year we were pleased to secure several grants that enabled us to provide support to our colleagues at a time of increased budgetary pressures. We were also pleased to secure a £6,000 grant to enable us to fund Yoga at our day services. This is a popular activity with people we support and has enabled a reduction in falls due to increased mobility because of the sessions. We worked together with Umbrella Yoga, a Community Interest Company to provide these sessions.

Services:

Supported Living Service

At the close of this financial year the service was supporting 26 people with a learning disability to live in their own homes. We have one place following the sad death of a person we supported. We now support people at 9 addresses in a mixture of single tenancies and shared houses. Their support is commissioned by Kirklees Council through a framework contract whereby individual packages of support are offered to specialist learning disability providers. Our supported living has grown in 2022 as we now support 6 people who used to reside at Castle Hall and from 27th June 2022 support a further 6 people who reside in 2 properties in Mirfield. Supported Living is now the majority service type for us. In the coming financial year, we have scheduled in a review of the services and its finances to maximise the opportunities the new larger service brings. We have also reviewed and extended the management structure to reflect the growth in the service.

1 Victoria Road Residential Home

Six people are supported at our CQC registered residential home in Lockwood, Huddersfield. Five people have their own bedrooms and 2 shared bathrooms, lounge, and dining kitchen area, and the sixth is a self-contained flat where one person lives semi-independently. All the placements are funded through the local authority, and we have no vacancies at present. The people we support enjoy various activities such as keep fit, social clubs and our More2Do service. The 6 people who live here are aging and we will need to explore options for increasing access to the upper floor. We are asking OT and physio to assess the building to explore if a lift may be possible or if building on downstairs bedrooms might be feasible. All options would then need funding to be sourced and agreement from the landlord.

100 Pennine Crescent Residential Home

Eight people are supported at our CQC registered residential home in Salendine Nook, Huddersfield. The property comprises a 2-storey house, with six bedrooms (four upstairs and two downstairs) in the main house with a two bedroomed level access bungalow attached. All eight places are occupied and are funded by

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Achievements and performance (continued)

Kirklees Council with some additional NHS CHC funding for one person. There is no agreement yet from Kirklees Council (formerly Kirklees Neighbourhood Housing) to modernise the building, but it would benefit from improvements and additional space. There is a lovely atmosphere at the property but there is a lack of communal space that could be improved with the necessary funding and support from the landlord.

Arena Day Service

This service operates three days a week (Wed,Thu,Fri) from Jo Cox House in Batley and everyone who attends pays through a direct payment. It is aimed at younger people with a learning disability who can travel to and from the service independently. The service has capacity for 14 places per day. The team have been working in partnership with local community groups to be part of a range of consultations. In addition, Super Tuesday is held at Jo Cox House on a Tuesday and provides leisure and education opportunity to people who do not reach eligibility criteria for local authority funding.

Branches Day Service

Branches is based in Batley, North Kirklees. The team provide support five days a week for people aged over forty years who have a learning disability. The service is provided through a block contract with Kirklees Council that requires us to offer up to 18 places per day and we have a small number of people who pay by direct payments and self-fund. Branches members enjoy lots of activities from bowling, cycling, exercises, arts and crafts, sports centre activities, gardening, visits to the cinema and walking and the service is always open to other ideas and suggestions. The team work in partnership with other organisations including Umbrella Yoga and HTFC. We were happy to retain the contract for the service when it was tendered earlier this year.

Waverley Hall Day Service

Waverley Hall is based in Huddersfield and supports adults with a learning disability. The service is provided through a block contract with Kirklees Council that offers 40 places per day, and we have a small number of people who pay by direct payments and self-fund. The team at Waverley Hall support people aged 18 and the above offers a level access environment with enough space for all the members to enjoy fulfilling and meaningful activities both in centre or out and about in our local community. This year they have a new manager and are building on their community partnerships. They have recently been working with Huddersfield University and Umbrella Yoga.

More2Do

The service is led by its members who pay a small charge to attend planning meetings and who decide where to go, what they would like to do both locally and, on their day trips and weekends, away. The activities are all chosen by the people who attend. We were thrilled to receive funding from the National Lottery and are delighted that the National Lottery have confirmed an extension to the project until March 2025 to enable us to use the grant funding flexibly as the Covid pandemic had a dramatic effect on how often the group could meet and therefore a surplus on regular funding built up. The team are so pleased and busy planning activities for the coming months.

Social & Leisure groups

The Huddersfield based social groups are keep fit on a Tuesday and a leisure club on a Wednesday both held at Waverley Hall. Currently there is not the demand to open on the other evenings. Anecdotally we are told people we support are struggling financially to attend more social events. We will continue to check out the demand for these services and respond accordingly.

Super Tuesday and Friendcap are social and educational groups held on a Tuesday and Friday evening respectively, at our Jo Cox House venue. The services are subsidised by Mencap in Kirklees, but the members contribute towards costs. We were fortunate to receive grant funding to March 2023 from former Kirklees Council Community Plus to support the costs of running Super Tuesday as we recognise how important they are to those who attend. Many of the people who attend live alone, and we are often the only professionals they see. We are often the first people who can support with community-based safeguarding issues e.g. cuckooing etc. so are determined to retain these clubs, if possible, financially. We will need to seek further

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Achievements and performance (continued)

grant funding this year. Seeking grant funding can be challenging as many funds have a ceiling on turnover thresholds for who they fund which is a challenge for us.

Volunteers

At Mencap in Kirklees we have several people who volunteer to work in services such as Arena, Friendcap, Super Tuesday and More2Do. We need to recruit more volunteers for the benefits they bring to people we support and have had some success this year. We have a Coordinator who manages the volunteering process, and this is having a positive impact. Continuing to grow our highly valued volunteers will remain one of our objectives in the next financial year.

General review

Our CQC registered supported living and residential services have remained fully operational during the pandemic. All our day services are now fully reopened. We have started to support people to enjoy holidays again and they are enjoying a more sociable life again which is so good to see.

The management and staff have done their utmost to keep our services operational and safe over such a long and difficult period and had a negative impact on staff morale as they have not felt valued on a national level since the pandemic. We thank them all for their continued effort and support which has been second to none. We secured 2 Household Support Grant's during 2022 that enabled us to provide some additional support to staff who are struggling financially.

Most of the services we deliver are under contract to Kirklees Council and they have paid the full value of the contracted services even where these services have been operating at reduced capacity during the pandemic.

During the year we were successful in securing a grant to purchase first year licensing for digital social care records. We were pleased to secure the grant as it has covered not only the purchase of the software for a year but also paid for training sessions and additional hardware too. Unfortunately, the funding was restricted to CQC registered services only and we will need to assess the positive impact before deciding as to whether to roll this out to our non CQC registered services too.

We introduced a fully online training system last year to enable staff to undertake their mandatory training more flexibly. While there were some initial glitches the online training is now working effectively. Online training requires staff to be away from providing support for significantly less time than with face-to-face training.

Our offices are ground floor with level access throughout and an accessible toilet which is important when people we support visit. The space is modern, flexible, cost effective and will be more suitable for our future needs. With the successful adoption in hybrid working for office-based staff, we are planning to further reduce the size of our offices to reduce central costs.

During 2022/2023 we spent 2 separate days with our Board undertaking a full SWOT analysis of all our services, reviewing our organisational context document, and determining our strategic direction. We reviewed the business plan and updated it. We are now working on the business plan for the coming 3 years starting from October 2023.

CQC are developing a new strategy for inspections based on risk profiles of services. As a result, their visits have decreased to us since this new system was introduced, partly as a response to Covid. Neither of our 2 remaining care homes were inspected on site during this financial year but we do receive monthly desktop inspection acknowledgments that informs us whether they feel the need to visit. They are also still requiring the Provider Information Return to be completed which we do. Our supported living is overdue inspection, and we await that any time soon.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Achievements and performance (continued)

In February 2023 we were reassessed by ISOQAR and retained the ISO 9001 quality award for 'the management and co-ordination of services, advice & support to people with a learning disability and their carers'. We also successfully retained our CHAS accredited status during the year.

Future plans

Our priority as we enter the next financial year will be to focus on sustainable funding for all our services. We will invest in support to help us attain grant funding where it is appropriate.

We will aim to further consolidate our work with I.T. systems to reduce our reliance on expensive paper-based systems. We are already implementing Digital Social Care Records (DSCR) following a successful grant application. Our move to outsource HR administration has proved to be generally effective and we will look to seek more opportunities to reduce central costs by outsourcing where appropriate.

Following our strategic work where we created SWOT's for each service we have allocated some funding to enable minor improvements in services with the greatest need. We have also begun the work on liaising with landlords to discuss the potential for substantial improvements to some buildings. We hope to make progress on securing agreement and funding over the coming year. We are also engaging with a project management company to enable works to properties to take place in a timely manner. Our operational teams are stretched and not experts in property, it is positive to have them working with us and making projects happen.

We will continue to raise our profile with continued investment in social media usage to drive new business by raising our profile effectively. Our CEO will also continue to focus on networking in Kirklees to share our positive impact and develop our status in Kirklees as a provider of choice. This has reaped dividends again this year as we have been offered several opportunities to take part in paid consultation activity and have input in region wide developments which may not otherwise have occurred.

Board agreed that our strategic direction will be a focus on our support for people growing older with a learning disability. We support an aging population in many of our residential and supported living settings. We need to ensure we develop flexible accommodation and support that can change with a person as their needs increase over time. Our work with Care Housing to secure a commissioner approved development of a 4 bedroomed bungalow is the first stage of developing our more flexible offer in terms of property. We are investing in training to support the staff knowledge in this area. We will continue to work with KCA to explore the possibility of working with them to develop our offer for level access adaptable properties.

Financial Review

Total incoming resources for the year amounted to £3,152,478 (2022: £3,155,667) a small reduction of £3,189. It was most pleasing to see that the income from the new supported living services has almost replaced the reduction in residential care home income due to the closure of Castle Hall Residential Home.

The total resources expended for the year increased from £3,003,967 (2022) to £3,027,007 a increase of £23,040. A number of operating costs have reduced but these have more than been offset by a significant rise in agency labour as the charity continues to operate in a challenging labour market post COVID and Brexit.

The charity made an operating surplus of £110,471 to the year ending March 2023 (2022: £161,700). The surplus has been impacted by the increase in agency labour deployed.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Financial Review (continued)

Fixed Assets

The fixed assets of the company represent the property at Waverley Hall, fixtures, office equipment, specialist equipment for use in our residential homes and motor vehicles.

Designated Fund

The designated fund has been shown separately in the accounts for clarity, and is made up of two separate funds.

The balance on the designated fund for future expenditure at 31st March 2023 is £164,554 (2022: £164,554).

The balance on the designated revaluation reserve at 31 March 2023 is £212,378 (2022: £227,378)

Reserves Policy

The trustees have reviewed the reserves policy and in doing so taken guidance from 'Beyond Reserves' (ACEVO, 2012). The review identified all funding sources at risk and other events which would have a negative impact on the financial viability of the organisation over the next 3 years. Based on this risk analysis the trustees concluded that to ensure continuity of services a sum equivalent to three months operating costs (£756,750) would be appropriate.

The actual reserves at 31 March 2023 were £1,466,690 (2022: £1,356,219) of which £240,140 (2022: £255,705) are represented by fixed assets leaving £1,226,550 in a readily realisable form. However, £104,513 is for use on specific projects and £376,932 designated as explained above leaving unrestricted free reserves of £985,245.

Ethical Fundraising Policy

Policy statement

Mencap in Kirklees (MIK) is proud to support people with learning disabilities and their families. To help ensure we have the availability of ongoing funds to use for enriching lives and to pay for the work we do, MIK aims to maintain a broad base of different funding sources. The purpose of this policy is to ensure clarity and openness to all stakeholders. All staff involved in fundraising have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

Policy aims

The following policy will outline how Mencap in Kirklees (MIK) will operate and abide by the Charity Commission (CC) guidelines, best practice and legal frameworks and follow best practice from the Institute of Fundraising (I of F).

Detail

MIK actively seeks opportunities to work with external organisations and individuals to achieve shared objectives.

MIK will maintain their independence and will not allow external partnerships to bring the name of MIK into disrepute.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Ethical Fundraising Policy (continued)

Guidance on accepting donations

MIK accepts financial support from, and partnership working with, companies and individuals on the following conditions:

- Donations and support are believed to result in positive outcomes for those MIK support.
- There will be no adverse publicity from receiving a donation, support or gift-in-kind.
- The individual or company supporting MIK will not attempt to influence policy or decisions
- No endorsements of products or services will be given to supporters by MIK.

We concur with the Fundraising Regulator's Promise to be open, honest, fair and legal. MIK complies with all relevant legislation including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity. MIK therefore would not accept any of the following where the donation:

- Was known to be associated with criminal sources
- Would help further a donor's personal objectives
- Would lead to a possible decline in support for MIK
- Would otherwise significantly damage MIK's reputation

Communicating with donors and keeping records

MIK will ensure that clear, honest information is given to supporters on the work MIK undertake, to openly report on how funds are spent and manage donors' information responsibly.

We will comply with the Charity Commission and UK law in every respect, including those regarding openness and honesty with our supporters and members of the public.

Only MIK will have direct access to the fundraising database and list of donors (individuals and companies) and this data will be held in accordance to GDPR legislation (May 2018). The database will not be shared with third party organisations and information governance will be in place for staff with restricted access to the database.

All communication with donors (both offline and online) will receive opt-in choice to receive further information and updates from the charity. We will respect the privacy and contact preferences of all donors. We will respond promptly to requests to cease contacts or complaints and act as best we can to address them.

Refusals

We abide by the law which requires us, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest.

We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of those we support. The responsibility of the judgement on whether MIK should refuse a donation lays with the Senior Management Team and ultimately the Board of Trustees.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Ethical Fundraising Policy (continued)

Use of donations

If supporters wish to donate to a specific area of MIK's work (such as More2Do or Arena) they may make a restricted donation by providing written instructions to this effect with their donation. MIK will where possible respect a donor's wishes.

Handling of cash donations and gifts in kind

A receipt will be used to capture the data and donation detail. Receipts are held in the accounts department. Each external site also has a receipt book. The guidelines are listed on the receipt books.

Gift-aid declaration

Gift-aid declaration forms will be sent to all individual donors upon receipt of a donation or gift-in-kind. The Fundraising Manager will manage this information in accordance with GDPR and Charity Commission rules, with the Director of Business and Finance having overall responsibility for the administration of funds and the gift-aid returns.

Structure, governance and management

Governing Document

The company was incorporated on 4 October 1989 under the Companies Act 1985. Being a company limited by guarantee it is governed by its Memorandum and Articles of Association. The company is also a registered charity and is therefore subject to the regulations of the Charity Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £1. On 25 September 2008, a Special Resolution was passed by the Trustees agreeing to change the company name from Huddersfield Mencap to Mencap in Kirklees. This was effective as at 30 September 2008.

Appointment of trustees

All trustees including the chair, vice chair, treasurer and secretary are elected annually by the members of the charitable company attending the Annual General Meeting in accordance with the Articles of Association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

Trustee induction and training

Trustees will undergo an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction meeting they will meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Structure, governance and management (continued)

Organisation

The board of trustees, which can have up to 12 members, administers the charity. The board meets approximately 10 times a year. A Chief Executive and Director of Business and Finance are appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations, the Chief Executive

and the Director of Business and Finance have delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service related activity.

The charity considers its key management personnel comprise the senior management team (SMT). The remuneration of the SMT is appraised and set each year by the board of Trustees.

The risk register is reviewed each month at the board meeting and is comprehensive.

Related Parties

The charity is affiliated to Royal Mencap and we share common values however we do not receive any funding from the national body.

Trustees' responsibilities

The trustees (who are also directors of Mencap in Kirklees for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2023

Structure, governance and management (continued)

Disclosure of information to the auditors

We, the directors of the company who held office at the date of approval of these financial statements as set out above each confirm, so far as we are aware, that:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Directors Report included therein, in our capacity as company directors.

On behalf of the board

Jill Robson, Trustee

A handwritten signature in black ink, appearing to read 'Jill Robson', with a small dot at the end.

12 October 2023

Mencap in Kirklees
Independent Auditor's Report
Year Ended 31 March 2023

Opinion

We have audited the financial statements of Mencap in Kirklees (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

[continued ...]

Mencap in Kirklees
Independent Auditor's Report
Year Ended 31 March 2023

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

[continued ...]

Mencap in Kirklees

Independent Auditor's Report

Year Ended 31 March 2023

Auditor's responsibilities for the audit of the financial statements (continued)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charitable company, considered the risk of acts by Management and the Trustees which were contrary to applicable laws and regulations, including fraud. We made enquiries of the Trustees to obtain further understanding of risks of non-compliance.

We focused on laws and regulations that could give rise to a material misstatement in the financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of management regarding known or suspected instances of non-compliance with laws and regulations;
- review of minutes of the Trustees' Board meetings throughout the year; and
- obtaining an understanding of the control environment in place to prevent and detect irregularities.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

Mencap in Kirklees
Independent Auditor's Report
Year Ended 31 March 2023

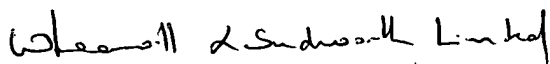
Auditor's responsibilities for the audit of the financial statements (continued)

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



35 Westgate
Huddersfield
HD1 1PA

12 October 2023
Aman Hayer (Senior Statutory Auditor)
For and on behalf of Wheawill & Sudworth Limited, Statutory Auditor

Mencap in Kirklees

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2023

		Unrestricted funds £	2023 Designated funds £	Restricted funds £	Total £	2022 Total £
	Note					
Income and endowments from:						
Donations and legacies	2	8,090	-	346	8,436	41,964
Charitable activities	3	3,074,197	-	50,859	3,125,056	3,110,287
Other trading activities	4	11,223	-	2,331	13,554	3,314
Investments	5	5,432	-	-	5,432	102
Total income and endowments		3,098,942	-	53,536	3,152,478	3,155,667
Expenditure on:						
Charitable activities		2,915,786	-	52,277	2,968,063	2,952,565
Raising funds		58,944	-	-	58,944	51,402
Total expenditure	6	2,974,730	-	52,277	3,027,007	3,003,967
Net income		124,212	-	1,259	125,471	151,700
Transfers between funds		-	-	-	-	-
Other recognised losses						
(Loss) / gain on revaluation of fixed assets		-	(15,000)	-	(15,000)	10,000
Net movement in funds		124,212	(15,000)	1,259	110,471	161,700
Reconciliation of funds:						
Total funds brought forward	16	861,033	391,932	103,254	1,356,219	1,194,519
Total funds carried forward	16	985,245	376,932	104,513	1,466,690	1,356,219

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 21 to 38 form part of these financial statements.

Mencap in Kirklees

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2023

		2022			2021
	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Income and endowments from:					
Donations and legacies	2	40,446	-	1,518	41,964
Charitable activities	3	3,055,120	-	55,167	3,110,287
Other trading activities	4	3,314	-	-	3,314
Investments	5	102	-	-	102
Total income and endowments		3,098,982	-	56,685	3,155,667
Expenditure on:					
Charitable activities		2,908,291	-	44,274	2,952,565
Raising funds		51,402	-	-	51,402
Total expenditure	6	2,959,693	-	44,274	3,003,967
Net income		139,289	-	12,411	151,700
Transfers between funds		-	-	-	-
Other recognised losses					
Gain on revaluation of fixed assets		-	10,000	-	10,000
Net movement in funds		139,289	10,000	12,411	161,700
Reconciliation of funds:					
Total funds brought forward	16	721,744	381,932	90,843	1,194,519
Total funds carried forward	16	861,033	391,932	103,254	1,356,219

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 21 to 38 form part of these financial statements.

Mencap in Kirklees

Balance Sheet

Year Ended 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	240,140	255,705
Current assets			
Debtors	13	387,260	228,636
Cash at bank and in hand		1,228,168	1,201,886
		<u>1,615,428</u>	<u>1,430,522</u>
Creditors: amounts falling due within one year	14	(388,878)	(330,008)
Net current assets		<u>1,226,550</u>	<u>1,100,514</u>
Net assets		<u>1,466,690</u>	<u>1,356,219</u>
Charity Funds			
Restricted funds	16	104,513	103,254
Unrestricted funds	16	985,245	861,033
Designated funds	16	376,932	391,932
Total charity funds		<u>1,466,690</u>	<u>1,356,219</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved and authorised for issue by the Board on 12 October 2023.

Signed on behalf of the board of trustees



Jill Robson, Trustee

The notes on pages 21 to 38 form part of these financial statements.

Company registration number: 2428994

Mencap in Kirklees
Statement of Cash Flows
Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash flow from operating activities	18	30,945	195,897
Net cash flow from operating activities		30,945	195,897
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(10,095)	(12,512)
Interest received		5,432	102
Net cash flow from investing activities		(4,663)	(12,410)
Net increase in cash and cash equivalents		26,282	183,487
Cash and cash equivalents at 1 April 2022		1,201,886	1,018,399
Cash and cash equivalents at 31 March 2023		1,228,168	1,201,886
Cash and cash equivalents consists of:			
Cash at bank and in hand		1,228,168	1,201,886
Cash and cash equivalents at 31 March 2023		1,228,168	1,201,886

The notes on pages 21 to 38 form part of these financial statements.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

1 Summary of significant accounting policies

(a) General information and basis of preparation

Mencap in Kirklees is a registered private charitable company, limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are the support of individuals with disabilities and their support network, this is detailed further in the trustees report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity, and rounded to the nearest £.

The charitable company has availed itself of Paragraph 4(1) of Schedule 1 of The Small Companies and Groups (Accounts and Directors' Report) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the company's activities.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Judgements and estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(c) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(d) Income recognition

All incoming resources, including resident fees, are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

1 Summary of significant accounting policies (continued)

(d) Income recognition (continued)

fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Legacy income is recognised when the charity is entitled to the income. Under SORP (FRS 102) it is the earlier of the charity being notified of an impending distribution or the legacy being received or if, before receipt, there is sufficient evidence that it is probable that the legacy will be received and the value of the incoming resources can be measured with sufficient reliability. When the charity has received notification of a legacy but it is not possible to measure the amount expected the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

The charity receives government grants in respect of its charitable activities. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes. Interest income is recognised using the effective interest method.

Other income includes income such as gains on disposals of tangible fixed assets.

(e) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes costs associated with fundraising;
- Expenditure on charitable activities includes costs incurred by the charity in the delivery of its activity and services to the beneficiaries; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

1 Summary of significant accounting policies (continued)

(f) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with use of the resources. Premises overheads and other overheads have been allocated on an actual use basis.

The analysis of these costs is included in note 7.

(g) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses other than the leasehold land and building which is stated at valuation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land and buildings	Nil
Leasehold improvements	Over the term of the lease
Fixtures and fittings	25% straight line
Computer equipment	25% straight line
Motor vehicles	25% straight line

(h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(i) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(j) Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

(k) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

1 Summary of significant accounting policies (continued)

(l) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(m) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. They believe that the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 Income from donations and legacies

	2023 £	2022 £
Donations	8,436	41,964
Other	-	-
	<u>8,436</u>	<u>41,964</u>

Income from donations and legacies was £8,436 (2022: £41,964). £346 (2022: £1,518) was attributable to restricted funds and £8,090 (2022: £40,446) was attributable to unrestricted funds.

3 Income from charitable activities

	2023 £	2022 £
Residential	729,569	1,389,141
Day care	879,363	813,839
Supported living	1,446,914	812,745
Projects	51,229	56,556
Other charitable activity	17,981	38,006
	<u>3,125,056</u>	<u>3,110,287</u>

Income from charitable activities was £3,125,056 (2022: £3,110,287). £50,859 (2022: £55,167) was attributable to restricted funds and £3,074,197 (2022: £3,055,120) was attributable to unrestricted funds.

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

4 Income from other trading activities

	2023	2022
	£	£
Fundraising events	3,969	975
Club subscriptions	9,585	2,339
	<u>13,554</u>	<u>3,314</u>

Income from other trading activities was £13,554 (2022: £3,314). £2,331 (2022: £nil) was attributable to restricted funds and £11,223 (2022: £3,314) was attributable to unrestricted funds.

5 Income from investments

	2023	2022
	£	£
Bank interest receivable	5,432	102
	<u>5,432</u>	<u>102</u>

Income from investments was £5,432 (2022: £102). All was attributable to unrestricted funds.

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

6 Analysis of expenditure

	Residential 2023	Day Care 2023	Supported Living 2023	Projects 2023	Other charitable activity (including Governance) 2023	2023 Total	2022 Total
	£	£	£	£	£	£	£
Salaries & NI	394,746	429,640	1,105,872	-	44,897	1,975,155	1,979,289
Agency labour	76,471	-	29,903	-	-	106,374	5,321
Pension contributions	8,503	10,913	17,263	-	1,375	38,054	38,813
Hospital fund	998	1,617	1,956	-	85	4,656	5,017
Staff travel	166	519	3,591	-	3,658	7,934	2,672
Volunteer expenses	-	11	40	-	358	409	793
Rent and rates	37,592	42,433	479	-	150	80,654	73,104
Light and heat	19,239	14,503	4,232	-	569	38,543	38,229
Catering costs	35,406	23,133	49	-	4,173	62,761	68,430
Telephone and mobile	2,782	4,316	14,974	-	704	22,776	15,759
Office expenses (PPS)	1,641	7,598	1,514	-	160	10,913	9,290
Cleaning and welfare	8,820	10,371	773	-	(47)	19,917	37,072
Repairs and renewals	12,024	23,468	2,041	-	1,171	38,704	64,172
Gardening	894	94	-	-	-	988	3,947
Keep fit class expenses	203	1,887	-	-	5,197	7,287	5,207
Holiday costs	4,621	-	(209)	-	1,648	6,060	2,141
Registration fees	1,716	114	3,168	-	38	5,036	6,495
Bad debts	1,861	1,858	(281)	-	-	3,438	12,752
Subscriptions	35	216	710	-	-	961	1,865
Professional fees	3,550	5,735	7,100	-	10,800	27,185	43,829
Insurance	9,037	12,163	15,062	-	-	36,262	35,192
Carried forward	620,305	590,589	1,208,237	-	74,936	2,494,067	2,449,389

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

6 Analysis of expenditure (continued)

	Residential 2023	Day Care 2023	Supported Living 2023	Projects 2023	Other charitable activity (including Governance) 2023	2023 Total	2022 Total
	£	£	£	£	£	£	£
Brought forward	620,305	590,589	1,208,237	-	74,936	2,494,067	2,449,389
Training costs	-	162	1,115	-	215	1,492	3,015
General sundries (inc newspapers & TV)	693	1,877	645	-	254	3,469	2,867
Motor expenses	7,992	53,231	50	-	277	61,550	65,279
Computer sundries	848	1,427	814	-	10	3,099	14,803
Donations/fundraising expenditure	100	150	210	-	150	610	575
Trips, outings and event costs	551	2,163	-	-	188	2,902	1,532
Client day care services	240	138	-	-	-	378	541
Depreciation charge	2,389	1,483	-	-	-	3,872	27,981
Gain on disposal of fixed assets	-	-	-	-	-	-	(1,105)
Reallocation of support costs	80,850	115,368	195,762	-	63,588	455,568	439,090
Total resources expended	713,968	766,588	1,406,833	-	139,618	3,027,007	3,003,967

Expenditure on raising funds was £58,944 (2022: £51,402). £58,944 (2022: £51,402) of which was attributable to unrestricted funds and £nil (2022: £nil) to restricted funds. Expenditure on charitable activities was £2,968,063 (2022: £2,952,565) of which £52,277 (2022: £44,274) was attributable to restricted and £2,915,786 (2022: £2,908,291) was attributable to unrestricted funds.

Governance costs of £48,144 (2022: £42,125) are included above.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

6 Analysis of expenditure (continued)

	Residential 2022	Day Care 2022	Supported Living 2022	Projects 2022	Other charitable activity (including Governance) 2022	2022 Total	2021 Total
	£	£	£	£	£	£	£
Salaries & NI	889,828	373,663	683,638	-	32,160	1,979,289	2,078,701
Agency labour	5,321	-	-	-	-	5,321	2,636
Pension contributions	16,370	9,488	11,203	-	1,752	38,813	41,794
Hospital fund	2,309	1,278	1,348	-	82	5,017	6,367
Recruitment/advertising	-	-	-	-	-	-	1,604
Staff travel	119	366	1,969	-	218	2,672	7,818
Volunteer expenses	9	-	-	89	695	793	354
Rent and rates	25,446	47,130	438	-	90	73,104	96,379
Light and heat	31,328	3,930	2,321	-	650	38,229	48,113
Catering costs	57,052	8,452	778	-	2,148	68,430	54,486
Telephone & mobile	5,296	3,808	6,015	-	640	15,759	16,349
Office expenses (PPS)	3,623	4,636	1,027	-	4	9,290	14,505
Cleaning and welfare	25,887	10,043	1,142	-	-	37,072	36,346
Repairs and renewals	38,165	22,534	2,166	-	1,307	64,172	84,613
Gardening	2,284	223	-	-	1,440	3,947	2,599
Keep fit class expenses	3,635	1,290	42	-	240	5,207	543
Holiday costs	1,961	-	180	-	-	2,141	183
Registration fees	3,921	445	2,089	-	40	6,495	6,713
Bad debts	10,688	828	1,236	-	-	12,752	18,747
Subscriptions	1,679	-	154	-	32	1,865	2,766
Professional fees	23,398	5,077	4,554	-	10,800	43,829	44,580
Insurance	13,620	9,626	11,749	-	197	35,192	30,463
Carried forward	1,161,939	502,817	732,049	89	52,495	2,449,389	2,596,659

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

6 Analysis of expenditure on charitable activities (continued)

	Residential 2022	Day Care 2022	Supported Living 2022	Projects 2022	Other charitable activity (including Governance) 2022	2022 Total	2021 Total
	£	£	£	£	£	£	£
Brought forward	1,161,939	502,817	732,049	89	52,495	2,449,389	2,596,659
Training costs	505	1,631	874	-	5	3,015	2,770
General sundries (inc newspapers & TV)	1,116	1,085	666	-	-	2,867	3,445
Motor expenses	24,883	40,396	-	-	-	65,279	50,992
Computer sundries	1,079	1,384	1,142	-	11,198	14,803	4,661
Donations/fundraising expenditure	118	332	125	-	-	575	690
Trips, outings and event costs	89	1,443	-	-	-	1,532	214
Client Day Care Services	218	323	-	-	-	541	483
Depreciation charge	22,241	5,740	-	-	-	27,981	31,456
Gain on disposal of fixed assets	(1,105)	-	-	-	-	(1,105)	-
Reallocation of support costs	192,413	85,769	102,469	-	58,439	439,090	495,569
Total resources expended	1,403,496	640,920	837,325	89	122,137	3,003,967	3,186,939

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

7 Allocation of support costs

	Residential 2023 £	Day Care 2023 £	Supported Living 2023 £	Projects 2023 £	Other charitable activity 2023 £	Governance 2023 £	2023 Total £	2022 Total £
Premises	9,862	14,072	23,878	-	1,884	5,873	55,569	53,647
General office and finance staff	55,859	79,709	135,254	-	10,670	33,264	314,756	317,209
Communications	984	1,404	2,382	-	188	586	5,543	8,611
Office expenses	1,431	2,042	3,465	-	273	852	8,064	7,444
Payroll processing costs and accountancy	1,000	1,427	2,421	-	191	595	5,634	4,638
Registration fees and subscriptions	736	1,050	1,782	-	141	438	4,146	4,327
Bank charges	38	54	91	-	7	22	212	1,430
Professional fees	3,733	5,327	9,040	-	713	2,223	21,037	9,581
Advertising	599	855	1,451	-	114	357	3,376	1,290
Computer expenses	4,842	6,909	11,724	-	925	2,883	27,284	20,902
Depreciation charge	1,205	1,719	2,917	-	230	717	6,788	6,902
Bad debt	(180)	(258)	(437)	-	(34)	(107)	(1,017)	-
Donation expenditure	741	1,058	1,794	-	142	441	4,176	3,109
	80,850	115,368	195,762	-	15,444	48,144	455,568	439,090

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

7 Allocation of support costs

	Residential 2022 £	Day Care 2022 £	Supported Living 2022 £	Projects 2022 £	Other charitable activity 2022 £	Governance 2022 £	2022 Total £	2021 Total £
Premises	23,427	10,443	12,476	-	2,172	5,129	53,647	90,632
General office and finance staff	139,188	62,044	74,124	-	11,380	30,473	317,209	308,663
Communications	3,760	1,676	2,003	-	349	823	8,611	10,261
Office expenses	3,251	1,449	1,731	-	301	712	7,444	14,064
Payroll processing costs and accountancy	2,025	903	1,079	-	188	443	4,638	6,342
Registration fees and subscriptions	1,890	842	1,006	-	175	414	4,327	4,685
Bank charges	624	278	333	-	58	137	1,430	1,402
Professional fees	4,184	1,865	2,228	-	388	916	9,581	23,009
Advertising	564	251	300	-	52	123	1,290	1,022
Computer expenses	9,128	4,069	4,861	-	846	1,998	20,902	21,072
Depreciation charge	3,014	1,344	1,605	-	279	660	6,902	9,202
Bad debt	-	-	-	-	-	-	-	2,836
Donation expenditure	1,358	605	723	-	126	297	3,109	2,379
	192,413	85,769	102,469	-	16,314	42,125	439,090	495,569

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

8 Auditor's remuneration

	2023	2022
	£	£
Auditor's remuneration	10,800	11,100
	<u>10,800</u>	<u>11,100</u>

All of the above costs were attributable to unrestricted funds in both years.

9 Net income for the year

Net income is stated after charging:

	2023	2022
	£	£
Depreciation of tangible fixed assets	10,660	34,884
Auditor's remuneration – Audit services	10,800	11,100
Other non-audit services	4,848	4,638
Operating lease rentals – Land and buildings	108,171	97,716
Plant and equipment	41,305	37,081
Trustees indemnity insurance	<u>420</u>	<u>420</u>

10 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2022: £Nil).

The total amount of employee benefits received by key management personnel is £99,455 (2022: £98,309). The Trust considers its key management personnel comprise the senior management team.

No expenses were received by any trustees in 2022 or 2023.

11 Staff costs and employee benefits

The average monthly number of employees during the year was as follows:

	2023	2022
	Number	Number
Charitable activities		
Residential	18	51
Day services	25	23
Supported Living	43	27
Projects	-	4
Governance and admin	14	11
	<u>100</u>	<u>116</u>

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

11 Staff costs and employee benefits (continued)

The total staff costs and employees benefits were as follows:

	2023 £	2022 £
Wages and salaries	2,211,926	2,131,599
Social security	155,784	141,070
Defined contribution pension and death in service costs	52,878	52,121
	<u>2,420,588</u>	<u>2,324,790</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

12 Tangible fixed assets

	Leasehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Motor vehicles £	Total £
Cost or valuation:					
At 1 April 2022	240,000	24,506	263,280	101,310	629,096
Additions	-	-	10,095	-	10,095
Disposals	-	(24,506)	(8,279)	(14,130)	(46,915)
Revaluation	(15,000)	-	-	-	(15,000)
At 31 March 2023	<u>225,000</u>	<u>-</u>	<u>265,096</u>	<u>87,180</u>	<u>577,276</u>
Depreciation:					
At 1 April 2022	-	24,506	247,575	101,310	373,391
Charge for the year	-	-	10,660	-	10,660
Disposals	-	(24,506)	(8,279)	(14,130)	(46,915)
At 31 March 2023	<u>-</u>	<u>-</u>	<u>249,956</u>	<u>87,180</u>	<u>337,136</u>
Net book value:					
At 31 March 2023	<u>225,000</u>	<u>-</u>	<u>15,140</u>	<u>-</u>	<u>240,140</u>
At 31 March 2022	<u>240,000</u>	<u>-</u>	<u>15,705</u>	<u>-</u>	<u>255,705</u>

The historic cost equivalent of land and buildings included at valuation are as follows:

	2023 £	2022 £
Cost	12,622	12,622
Accumulated depreciation	-	-
Net book value	<u>12,622</u>	<u>12,622</u>

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

12 Tangible fixed assets (continued)

Leasehold land and buildings were subject to an independent professional valuation at 31 March 2023. The valuation provided of £225,000, shows an decrease of £15,000 from 31 March 2022 and this has been incorporated into these financial statements.

13 Debtors

	2023 £	2022 £
Trade debtors	280,471	127,423
Other debtors	3,226	2,537
Prepayments and accrued income	103,563	98,676
	387,260	228,636

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	138,306	128,919
Other tax and social security	30,064	34,469
Other creditors	1,432	11,489
Accruals and deferred income	219,076	155,131
	388,878	330,008

15 Leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Not later than one year	28,581	45,095
Later than one and not later than five years	2,141	20,792
	30,722	65,887

Mencap in Kirklees

Notes to the Financial Statement

Year Ended 31 March 2023

16 Fund reconciliation

Unrestricted funds - 2023

	Balance at 1 April 2022 £	Income £	Expenditure £	Loss on revaluation of fixed assets	Transfers £	Balance at 31 March 2023 £
Unrestricted	861,033	3,098,942	(2,974,730)	-	-	985,245
Designated – Expenditure fund	164,554	-	-	-	-	164,554
Designated – Revaluation fund	227,378	-	-	(15,000)	-	212,378
	1,252,965	3,098,942	(2,974,730)	(15,000)	-	1,362,177

Restricted funds - 2023

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Donations & fundraising (i)	60,221	2,677	-	-	62,898
Changing Places (ii)	524	-	-	-	524
Children in Need – Saturday Fun Club (iii)	2,063	-	-	-	2,063
Gold Standard Framework (iv)	3,426	-	-	-	3,426
More to Do (v)	36,162	37,836	(42,088)	-	31,910
Miscellaneous (vi)	95	93	-	-	188
M&S Grant (vii)	-	1,000	(883)	-	117
Household Support Grant (viii)	-	5,000	(4,386)	-	614
Community Champions Wellbeing Activities (ix)	-	990	(990)	-	-
Health Your Way (x)	763	5,940	(3,930)	-	2,773
	103,254	53,536	(52,277)	-	104,513

Unrestricted funds - 2022

	Balance at 1 April 2021 £	Income £	Expenditure £	Gain on revaluation of fixed assets	Transfers £	Balance at 31 March 2022 £
Unrestricted	721,744	3,098,982	(2,959,693)	-	-	861,033
Designated – Expenditure fund	164,554	-	-	-	-	164,554
Designated – Revaluation fund	217,378	-	-	10,000	-	227,378
	1,103,676	3,098,982	(2,959,693)	10,000	-	1,252,965

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

16 Fund reconciliation (continued)

Restricted funds – 2022

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Donations & fundraising (i)	59,470	1,518	(767)	-	60,221
Changing Places (ii)	524	-	-	-	524
Children in Need – Saturday Fun Club (iii)	2,063	-	-	-	2,063
Gold Standard Framework (iv)	3,426	-	-	-	3,426
More to Do (v)	25,265	37,836	(26,939)	-	36,162
Miscellaneous (vi)	95	-	-	-	95
Lets Get Digital (xi)	-	12,931	(12,931)	-	-
Household Support Grant (viii)	-	2,000	(2,000)	-	-
Health Your Way (x)	-	2,400	(1,637)	-	763
	90,843	56,685	(44,274)	-	103,254

Fund descriptions

a) Unrestricted funds

The general funds are available for the use at the discretion of the charity in furtherance of the general objectives as detailed in the trustees report.

b) Designated funds

Expenditure Fund

The trustees had in previous years designated a proportion of unrestricted funds having identified future expenditure requirements on new vehicles, various fundraising and other capital items and to cover excess operating costs. The trustees also intend to use designated funds to fund pilot projects until external funding can be sourced.

Revaluation Fund

The trustees have designated funds equivalent to the revaluation of the leasehold land and buildings.

c) Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes and include the following projects.

- (i) Monies received from restricted fundraising activities and donations.
- (ii) Monies received to help fund changing places which are fully accessible bathrooms designed with generous space and equipment.
- (iii) Monies received to fund a leisure facility for children aged 6 to 16 years with a moderate learning disability.

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2023

16 Fund descriptions (continued)

- (iv) This grant enables care home staff to deliver personalised care for the ageing learning disabled population.
- (v) Monies received to deliver a weekend break service for people who are not eligible for social care support.
- (vi) Miscellaneous.
- (vii) This grant is for the purchase of sensory equipment for the people we support.
- (viii) Monies to support staff who are struggling financially due to the cost of living crisis.
- (ix) Grant for wellbeing activities for the people we support.
- (x) Monies to pay for well-being and yoga sessions for the people we support.
- (xi) Grant funding to enable the purchase of a wide range of accessible digital equipment to be used by the people we support.

17 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fixed assets	27,762	212,378	-	240,140
Cash and current investments	959,101	164,554	104,513	1,228,168
Other current assets	387,260	-	-	387,260
Creditors less than one year	(388,878)	-	-	(388,878)
Total	985,245	376,932	104,513	1,466,690
	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fixed assets	28,327	227,378	-	255,705
Cash and current investments	934,078	164,554	103,254	1,201,886
Other current assets	228,636	-	-	228,636
Creditors less than one year	(330,008)	-	-	(330,008)
Total	861,033	391,932	103,254	1,356,219

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2023

18 Reconciliation of net income to net cash flow from operating activities

	Charity	
	2023 £	2022 £
Net income for the year	125,471	151,700
Interest receivable	(5,432)	(102)
Depreciation of tangible fixed assets	10,660	34,884
(Increase) / decrease in debtors	(158,624)	39,591
Increase / (decrease) in creditors	58,870	(30,176)
Net cash flow from operating activities	30,945	195,897

19 Pensions and other post-retirement benefits

Defined contribution pension plans

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £45,602 (2022: £46,246).

The contributions are allocated to unrestricted funds.

20 Related party transactions

The charity is controlled by the Trustees. No one Trustee has ultimate control.

21 Capital commitments

At the year end the charity had committed to the acquisition of fixed assets totalling £Nil (2022: Nil).

Accounts



Mencap in Kirklees
Financial Statements
Year Ended 31 March 2022

Charity registration number: 702494
Company registration number: 2428994



Mencap in Kirklees

Financial Statements

Year Ended 31 March 2022

Contents

	Page
Charity Reference and Administrative Details	1
Trustees' Annual Report (Including Directors' Report)	2 -13
Independent Auditor's Report	14-17
Statement of Financial Activities (Including Income and Expenditure Account)	18-19
Balance Sheet	20
Statement of Cash Flows	21
Notes to the Financial Statements	22-39

Mencap in Kirklees

Charity Reference and Administrative Details

Year Ended 31 March 2022

Charity registration number	702494
Company registration number	2428994
Trustees	Linda Wrigley – Elected Chair Jill Robson – Vice Chair Angela Bradshaw - Secretary Anthony S Horsfall David Birch (appointed 28 April 2022)
Chief Executive	Catherine Wood
Director of Business & Finance	Joe Spencer
Registered office	Independence House Holly Bank Road Lindley Huddersfield HD3 3LX
Auditor	Wheawill & Sudworth Limited 35 Westgate Huddersfield HD1 1PA
Solicitor	Ramsdens Oakley House 1 Hungerford Road Huddersfield HD3 3AL
Bankers	National Westminster Bank plc 8 Market Place Huddersfield HD1 2AL

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (FRS 102) published in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from October 2019.

Trustees of the charity

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Linda Wrigley
Jill Robson
Angela Bradshaw
Anthony S Horsfall
Alan Booth (resigned 4 August 2021)
David Birch (appointed 28 April 2022)

The charity holds an indemnity insurance policy on behalf of its trustees, details of the cost is included in note 9 to the financial statements.

Senior Management Team

Chief Executive	C Wood
Director of Business & Finance	J Spencer

Objectives and activities

In 2022 the Board of Trustees reviewed our Mission Statement and Values

Our vision is: For people with a learning disability to live their best life possible

Our mission:

- We will support people with a learning disability to fulfil their potential and lead healthy, happy, and meaningful lives.
- We will involve people we support, their families, staff, and other stakeholders in the support we provide.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Objectives and activities (continued)

- We will campaign for change and improvement in the lives of people with a learning disability
- We will continually develop the support we provide.
- We will continue to be innovative, responsive, and effective to meet changing needs.
- We will run a well-managed organisation which provides excellent value for money.

All practices will be based on these principles, and we will continually seek to improve.

Our values:

- We are passionate about empowering and respecting people
- We are inclusive
- We adapt and respond with new ideas
- We are positive in our work and are the best we can be
- We are kind in everything we do
- We promote positive ways of thinking about learning disability

Our People

We will only recruit staff who share our values and who can demonstrate their commitment to providing outstanding care and support.

We will provide opportunities for staff members to develop their knowledge through supervision, training, and support.

We are developing our branding to increase our engagement, and this includes our core values:

Mencap In Kirklees

We are: **Motivated, Inspired, Kind**

Our core values:

- **Motivated**
 - We are motivated when developing new ideas.
- **Inspired**
 - We are inspired to enable everyone we support to make life creative choices
 - We promote positive ways of thinking about learning disability
- **Kind**
 - We empower, include and respect people
 - We are person-centered

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Activities

Mencap in Kirklees provides support for people with a learning disability, whether or not they are assessed by the local authority as eligible for social care services. The support provided ranges from advice and information, befriending and social and leisure activities, as well as residential care, supported living, and day services.

Ensuring our work delivers our aims

We plan our work over a three-year period with our business plan updated annually to review what has been achieved and plan work over the next three years. Achievements are measured against the benefits they have brought to the people who use our services and these are established through annual quality and satisfaction surveys. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when carrying out our review and in planning future activities.

Public benefit statement

When preparing the charity's vision and mission statement for the year and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Achievements and performance



This financial year we celebrated our 75th Anniversary. It is a milestone for Mencap in Kirklees, and we are proud to have been supporting people throughout Kirklees for over 7 decades. We have always been led by people we support and their families and still are to this day. A fact we are proud of. We celebrated at our AGM attended by a local MP and at our 1940's event as we were founded in 1946! On display at our offices are some of the photographs that were taken during a great collaboration with a University of Huddersfield graduate who worked with us to create a gallery of beautiful images of people we support in our 75th year

Services:

1 Victoria Road Residential Home

Six people are supported at our CQC registered residential home in Lockwood, Huddersfield. Five people have their own bedrooms and a shared bathroom, lounge, and kitchen area, and the sixth is a self-contained flat where one person lives semi-independently. All the placements are funded through the local authority, and we have no vacancies at present. One person has a paid job within Mencap in Kirklees and the other five enjoy various activities such as keep fit, social clubs and our More2Do service. The 6 people who live here are aging and we will need to explore options for increasing access to the upper floor. We are asking OT and physio to assess the building to explore if a lift may be possible or if building on downstairs bedrooms might be feasible. All options would then need funding to be sourced and agreement from the landlord. The service is working on a pilot scheme with the local NHS to trial the use of assistive technology to monitor health outcomes remotely which is positive.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Achievements and performance (continued)

100 Pennine Crescent Residential Home

Eight people are supported at our CQC registered residential home in Salendine Nook, Huddersfield. The property comprises a 2-storey house, with six bedrooms (Four upstairs and two downstairs) in the main house with a two bedroomed level access bungalow attached. All eight places are occupied and are funded by Kirklees Council with some additional NHS CHC funding for one person. There is no agreement yet from Kirklees Council (formerly Kirklees Neighbourhood Housing) to modernise the building, but it would benefit from improvements and additional space. There is a lovely atmosphere at the property but there is a lack of communal space that could be improved with the necessary funding and support from the landlord.

Castle Hall Residential Care Home

Castle Hall residential care home supported up to sixteen people in Ravensthorpe near Dewsbury. As reported last year Castle Hall residential home formally closed on 31st March 2022 with the last 6 people who lived there moving to their new supported living houses on 28th February 2022. 4 other people were assessed as needing to live in residential or nursing care and were supported to move to new care homes well before the closure. We were sorry to see the service close but as the building needed high levels of investment and the owner wasn't prepared to make that investment, we worked hard to ensure the most positive outcomes for the people we supported there and their staff team.

Arena Day Service

This service operates three days a week (Wed,Thu,Fri) from Jo Cox House in Batley and everyone who attends pays through a direct payment. It is aimed at younger people with a learning disability who can travel to and from the service independently. The service has capacity for 36 places a week (12 per day). The team have been working in partnership with local community groups to be part of a range of consultations and earned over £750 whilst having their voices heard! In addition, Super Tuesday is homed at Jo Cox House on a Tuesday and provides leisure and education opportunity to be people who do not reach eligibility criteria for local authority funding.

Branches Day Service

Branches is based in Batley, North Kirklees. The team provide support five days a week for people aged over forty years who have a learning disability. The service is provided through a block contract with Kirklees Council that requires us to offer up to 18 places per day and we have a small number of people who pay by direct payments and self-fund. Branches members enjoy lots of activities from bowling, cycling, exercises, arts and crafts, sports centre activities, gardening, visits to the cinema and walking and the service is always open to other ideas and suggestions. The team work in partnership with other organisations including Umbrella Yoga and HTFC. We were happy to retain the contract for the service when it was tendered earlier this year.

Waverley Hall Day Service

Waverley Hall is based in Huddersfield and supports adults with a learning disability. The service is provided through a block contract with Kirklees Council that offers 40 places per day, and we have a small number of people who pay by direct payments and self-fund. We were fortunate to retain the contract for the service when it was tendered earlier this year. The team at Waverley Hall support people aged 18 and above offers a level access environment with enough space for all the members to enjoy fulfilling and meaningful activities both in centre or out and about in our local community. This year they have a new manager and are building on their community partnerships. They have recently been working with Huddersfield University, Hoot Creative Arts and Umbrella Yoga.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Achievements and performance (continued)

Supported Living Service

At the close of this financial year the service was supporting 21 people with a learning disability to live in their own homes. We now support people at 7 addresses in a mixture of single tenancies and shared houses. Their support is commissioned by Kirklees Council through a framework contract whereby individual packages of support are offered to specialist learning disability providers. Our supported living has continued to grow due to now supporting 6 people who used to reside at Castle Hall (in addition we now support a further 6 people in Mirfield from 27th June 2022). Supported Living is now the majority service type for us. In the coming financial year, we have scheduled in a review of the services and its finances to maximise the opportunities the new larger service brings.

More2Do

The service is led by its members who pay a small charge to attend planning meetings and who decide where to go, what they would like to go both locally and, on their weekends, away. They help to book the venue/accommodation and arrange transport. This service offers weekend breaks to members at a subsidised rate of £30.00. We were thrilled to receive funding from the Big Lottery and are working with them to try to maximise the potential of the funding given the challenges of Covid. Activities earlier this year have again been curtailed by the Covid pandemic, but the team have run lots of online activities to maintain their links and are now meeting face to face again and enjoying time together.

Social & Leisure groups

The Huddersfield social groups aim to meet on Monday, Wednesday & Thursday and would have continued to flourish and to deliver a range of activities for all levels of ability were it not for the pandemic. Our Wednesday Club has reopened with risk assessments in place. Currently there is not the demand to open on the other evenings. Anecdotally we are told people we support are struggling financially to attend more social events. We will continue to check out the demand for these services and respond accordingly. The Tuesday keep fit session is popular with people we support and has recently begun to take place again with a robust risk assessment in place. We hope to reopen the clubs as soon as we can manage this safely and demand is present.

Super Tuesday and Friendcap are social and educational groups held on a Tuesday and Friday evening at our Jo Cox House venue. The services are subsidised by Mencap in Kirklees, but the members contribute towards costs. The services were suspended during the height of the pandemic but have reopened now in a Covid secure way. We were fortunate to receive grant funding for Kirklees Council to support the costs of running Super Tuesday as we recognise how important they are to those who attend. Many of the people who attend live alone, and we are often the only professionals they see. We are often the first people who can support with community-based safeguarding issues e.g., cuckooing etc so are determined to retain these clubs, if possible, financially.

Volunteers

At Mencap in Kirklees we have several people who volunteer to work in services such as Arena, Friendcap, Super Tuesday and More2Do. We need to recruit more volunteers for the benefits they bring to people we support and have had some success this year. We have a new Coordinator who manages the volunteering process, and this is having a positive impact. Continuing to grow our highly valued volunteers will remain one of our objectives in the next financial year.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Achievements and performance (continued)

General review

As we moved into a third year of the COVID pandemic many of the challenges that faced us initially remained. Whilst Covid restrictions have gradually eased in social care we have had to work hard to keep up and adapt to changing rules and regulations in different areas of our work many of which remain in force still. Our CQC registered supported living and residential services have remained fully operational during the period and our day services have offered flexible support including at times limited places and outreach. All our day services are now fully reopened apart from if we have an outbreak of Covid which occurs occasionally. Some of the day service staff were deployed to work in the care homes that remained open throughout the pandemic.

The management and staff have done their utmost to keep our services operational and safe over such a long and difficult period. We thank them all for their continued effort and support which has been second to none. We secured a Household Support Grant that enabled us to provide some additional support to staff who are struggling financially.

Kirklees Council have financially supported their contracted providers throughout the pandemic and ensured that none suffered financially due to closures. Most of the services we deliver are under contract to Kirklees Council and they have paid the full value of the contracted services even where these services have been operating at reduced capacity. We also had assurances from the Big Lottery that our only grant funded project More2Do would not be affected, and we are now working with them to extend our funding over a longer period to accommodate the underspend accrued due to the pandemic. Our care staff and support services were classed as key workers during the pandemic.

During the year Microsoft Office 365 was adopted by more and more colleagues and we are gradually reducing our reliance on paper-based systems. IT equipment has been continually updated across our services to enable more of the workforce to work and learn online. The combination of updated IT equipment and Office 365 has enabled home working for those who are able during the pandemic. Meetings have been conducted remotely using platforms such as Microsoft TEAMS and Zoom. For office-based staff we have introduced a Hybrid working arrangements with a policy to underpin the process and ensure equity across roles. Payslips have also moved to being supplied online only. This has encouraged more staff to engage with us online, reduced costs and increased information security.

We introduced a fully online training system this year to enable staff to undertake their mandatory training more flexibly. While there have been some glitches with the roll out the pace of training is starting to pick up. It is hoped that achieving higher levels of training compliance will be possible. Online training requires staff to be away from providing support for significantly less time than with face-to-face training.

Our relatively new office is on the ground floor with level access throughout. The space is modern, flexible, cost effective and will be more suitable for our future needs. With the increase in hybrid working, we are keeping office space under review as we may, in time, be able to manage with less space and make some much needed savings on our central costs.

In September 2021 we spent a day with our Board undertaking a full SWOT analysis of all our services, branding and reviewing our Mission and Values. We reviewed the business plan and updated it. In October we invested in Total Communication Training for staff in every service. This has increased staff knowledge in this area and enabled us to be able to demonstrate innovative practice in our recent tenders. We were also successful in bids for Royal Mencap Society's Let's Get Digital Project. We eventually secured more than £10,000 which enables us to purchase a wide range of accessible digital equipment which is now us use across MiK.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Achievements and performance (continued)

CQC are developing a new strategy for inspections based on risk profiles of services. As a result, their visits have decreased to us since this new system was introduced, partly as a response to Covid. Neither of our 2 remaining care homes were inspected on site during this financial year but we do receive monthly desktop inspection acknowledgments that informs us whether they feel the need to visit. They are also still requiring the Provider Information Return to be completed which we do. Our supported living is overdue inspection, and we await that any time soon.

In January 2022 we were reassessed by ISOQAR and retained the ISO 9001 quality award for 'the management and co-ordination of services, advice & support to people with a learning disability and their carers'. We also successfully retained our CHAS accredited status during the year.

Future Plans

Our priority as we enter the next financial year will be to continue to respond to the challenges of coronavirus/Covid 19 as we aim to sustain to more normal levels of functioning. We will be cautious and prioritise the ongoing safety of the people we support, our staff and other stakeholders.

Following the decision to close Castle Hall by Kirklees Council in August 2021 we were pleased to work in partnership with Kirklees Community Association to secure 2 properties that met the needs of the people moving from Castle Hall. We worked well together with common aims and hope to develop our options for working together to potentially create more supported living in the coming year.

We will aim to further consolidate our work with I.T. systems by introducing Digital Social Care Records (DSCR) and analysis of incidents, accidents, and complaints. We have reviewed the offer of several suppliers of this software and will proceed on this new way of working once we have recouped some of the losses following the closure of Castle Hall. Our central costs have escalated proportionately due to the loss of income, so we are keen to increase income before making a significant new investment. The experience of rolling out the online training system, has also highlighted the need for more intense IT training and support for teams. We need to ensure they have the necessary skills before we move online for recording of daily information about people we support as this is a business-critical area of our work. We will also continue to further explore the functionality of our existing People Planner (PP) system to automate the payroll process and make best use of the PP functionality.

Following our strategic work where we created SWOT's for each service we have allocated some funding to enable minor improvements in services with the greatest need. We have also begun the work on liaising with landlords to discuss the potential for substantial improvements to some buildings. We hope to make progress on securing agreement and funding over the coming year.

We will continue to raise our profile with continued investment in social media usage to drive new business from younger people who may wish to use our services. Our CEO will also continue to focus on networking in Kirklees to build our profile. This has reaped dividends this year as we have been offered several opportunities to take part in paid consultation activity and have input in region wide developments which may not otherwise have occurred.

We will also focus on our support for people growing older with a learning disability. We support an aging population in many of our residential and supported living settings. We need to ensure we develop flexible accommodation and support that can change with a person as their needs increase over time. We are investing in training to support the staff knowledge in this area. We will aim to work with KCA to explore the possibility of working with them to develop a possible residential service in addition to supported living. We know due to the demographics of people in Kirklees and recent experience of closing Castle Hall that there is a continued need for this type of service in Kirklees.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Financial Review

Total incoming resources for the year amounted to £3,155,167 (2021: £3,453,213) a significant reduction of £298,046. The most notable reduction in income came from residential income which fell by £252k from the previous financial year due to the closure of Castle Hall Residential Home.

The total resources expended for the year decreased from £3,186,939 (2021) to £3,003,967 a decrease of £182,972. A number of operating costs have reduced but the most significant reduction is in non-support salary and NI costs which have fallen by £99k.

The charity made an operating surplus of £161,700 to the year ending March 2022 (2021: £266,274). The surplus has been impacted by the closure of Castle Hall Residential Home.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Fixed Assets

The fixed assets of the company represent the property at Waverley Hall, fixtures, office equipment, specialist equipment for use in our residential homes and motor vehicles.

Designated Fund

The designated fund has been shown separately in the accounts for clarity, and is made up of two separate funds.

The balance on the designated fund for future expenditure at 31st March 2022 is £164,554 (2021: £164,554).

The balance on the designated revaluation reserve at 31 March 2022 is £227,378 (2021: £217,378).

Reserves Policy

The trustees have reviewed the reserves policy and in doing so taken guidance from 'Beyond Reserves' (ACEVO, 2012). The review identified all funding sources at risk and other events which would have a negative impact on the financial viability of the organisation over the next 3 years. Based on this risk analysis the trustees concluded that to ensure continuity of services a sum equivalent to three months operating costs (£787,711) would be appropriate.

The actual reserves at 31 March 2022 were £1,356,219 (2021: £1,194,519) of which £255,705 (2021: £268,077) are represented by Fixed Assets leaving £1,100,514 in a readily realisable form. However, £103,254 is for use on specific projects and £164,554 designated as explained above leaving unrestricted free reserves of £832,706.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Ethical Fundraising Policy

Policy statement

Mencap in Kirklees (MIK) is proud to support people with learning difficulties and their families. To help ensure we have the availability of ongoing funds to use for enriching lives and to pay for the work we do, MIK aims to maintain a broad base of different funding sources. The purpose of this policy is to ensure clarity and openness to all stakeholders. All staff involved in fundraising have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

Policy aims

The following policy will outline how Mencap in Kirklees (MIK) will operate and abide by the Charity Commission (CC) guidelines, best practice and legal frameworks and follow best practice from the Institute of Fundraising (I of F).

Detail

MIK actively seeks opportunities to work with external organisations and individuals to achieve shared objectives.

MIK will maintain their independence and will not allow external partnerships to bring the name of MIK into disrepute.

Guidance on accepting donations

MIK accepts financial support from, and partnership working with, companies and individuals on the following conditions:

- Donations and support are believed to result in positive outcomes for those MIK support.
- There will be no adverse publicity from receiving a donation, support or gift-in-kind.
- The individual or company supporting MIK will not attempt to influence policy or decisions
- No endorsements of products or services will be given to supporters by MIK.

We concur with the Fundraising Regulator's Promise to be open, honest, fair and legal. MIK complies with all relevant legislation including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity. MIK therefore would not accept any of the following where the donation:

- Was known to be associated with criminal sources
- Would help further a donor's personal objectives
- Would lead to a possible decline in support for MIK
- Would otherwise significantly damage MIK's reputation

Communicating with donors and keeping records

MIK will ensure that clear, honest information is given to supporters on the work MIK undertake, to openly report on how funds are spent and manage donors' information responsibly.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Ethical Fundraising Policy (continued)

We will comply with the Charity Commission and UK law in every respect, including those regarding openness and honesty with our supporters and members of the public.

Only MIK will have direct access to the fundraising database and list of donors (individuals and companies) and this data will be held in accordance to GDPR legislation (May 2018). The database will not be shared with third party organisations and information governance will be in place for staff with restricted access to the database.

All communication with donors (both offline and online) will receive opt-in choice to receive further information and updates from the charity. We will respect the privacy and contact preferences of all donors. We will respond promptly to requests to cease contacts or complaints and act as best we can to address them.

Refusals

We abide by the law which requires us, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest.

We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of those we support. The responsibility of the judgement on whether MIK should refuse a donation lays with the Senior Management team and ultimately the Board of Trustees.

Use of donations

If supporters wish to donate to a specific area of MIK's work (such as More2Do or Arena) they may make a restricted donation by providing written instructions to this effect with their donation. MIK will where possible respect a donor's wishes.

Handling of cash donations and gifts in kind

A receipt will be used to capture the data and donation detail. Receipts are held in the accounts department. Each external site also has a receipt book. The guidelines are listed on the receipt books.

Gift-aid declaration

Gift-aid declaration forms will be sent to all individual donors upon receipt of a donation or gift-in-kind. The Fundraising Manager will manage this information in accordance with GDPR and Charity Commission rules, with the Director of Business and Finance having overall responsibility for the administration of funds and the gift-aid returns.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Structure, governance and management

Governing Document

The company was incorporated on 4 October 1989 under the Companies Act 1985. Being a company limited by guarantee it is governed by its Memorandum and Articles of Association. The company is also a registered charity and is therefore subject to the regulations of the Charity Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £1. On 25 September 2008, a Special Resolution was passed by the Trustees agreeing to change the company name from Huddersfield Mencap to Mencap in Kirklees. This was effective as at 30 September 2008.

Appointment of trustees

All trustees including the chair, vice chair, treasurer and secretary are elected annually by the members of the charitable company attending the Annual General Meeting in accordance with the Articles of Association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

Trustee induction and training

Trustees will undergo an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction meeting they will meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees, which can have up to 12 members, administers the charity. The board meets approximately 10 times a year. A Chief Executive and Director of Business and Finance are appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations, the Chief Executive and the Director of Business and Finance have delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service related activity.

Related Parties

The charity is affiliated to Royal Mencap and we share common values however we do not receive any funding from the national body.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2022

Trustees' responsibilities

The trustees (who are also directors of Mencap in Kirklees for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to the auditors

We, the directors of the company who held office at the date of approval of these financial statements as set out above each confirm, so far as we are aware, that:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Directors Report included therein, in our capacity as company directors.

On behalf of the board



Jill Robson, Trustee

13th October 2022

Mencap in Kirklees

Independent Auditor's Report to the members of Mencap in Kirklees

Year Ended 31 March 2022

Opinion

We have audited the financial statements of Mencap in Kirklees (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

[continued ...]

Mencap in Kirklees
Independent Auditor's Report
Year Ended 31 March 2022

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

[continued ...]

Mencap in Kirklees

Independent Auditor's Report

Year Ended 31 March 2022

Auditor's responsibilities for the audit of the financial statements (continued)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charitable company, considered the risk of acts by Management and the Trustees which were contrary to applicable laws and regulations, including fraud. We made enquiries of the Trustees to obtain further understanding of risks of non-compliance.

We focused on laws and regulations that could give rise to a material misstatement in the financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of management regarding known or suspected instances of non-compliance with laws and regulations;
- review of minutes of the Trustees' Board meetings throughout the year; and
- obtaining an understanding of the control environment in place to prevent and detect irregularities.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

Mencap in Kirklees

Independent Auditor's Report

Year Ended 31 March 2022

Auditor's responsibilities for the audit of the financial statements (continued)

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

35 Westgate
Huddersfield
HD1 1PA

Wheawill & Sudworth Limited

13th October 2022

Aman Hayer (Senior Statutory Auditor)

For and on behalf of Wheawill & Sudworth Limited, Statutory Auditor

Mencap in Kirklees

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2022

		2022				2021
	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Total £	Total £
Income and endowments from:						
Donations and legacies	2	41,964	-	-	41,964	64,914
Charitable activities	3	3,053,602	-	56,685	3,110,287	3,386,963
Other trading activities	4	3,314	-	-	3,314	1,090
Investments	5	102	-	-	102	246
Total income and endowments		3,098,982	-	56,685	3,155,667	3,453,213
Expenditure on:						
Charitable activities		2,908,291	-	44,274	2,952,565	3,127,453
Raising funds		51,402	-	-	51,402	59,486
Total expenditure	6	2,959,693	-	44,274	3,003,967	3,186,939
Net income		139,289	-	12,411	151,700	266,274
Transfers between funds		-	-	-	-	-
Other recognised losses						
Gain on revaluation of fixed assets		-	10,000	-	10,000	-
Net movement in funds		139,289	10,000	12,411	161,700	266,274
Reconciliation of funds:						
Total funds brought forward	16	721,744	381,932	90,843	1,194,519	928,245
Total funds carried forward	16	861,033	391,932	103,254	1,356,219	1,194,519

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 22 to 39 form part of these financial statements.

Mencap in Kirklees

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2021

		Unrestricted funds £	2022 Designated funds £	Restricted funds £	Total £	2021 Total £
	Note					
Income and endowments from:						
Donations and legacies	2	64,524	-	390	64,914	25,307
Charitable activities	3	3,347,139	-	39,824	3,386,963	3,336,837
Other trading activities	4	1,090	-	-	1,090	35,837
Investments	5	246	-	-	246	1,464
Total income and endowments		3,412,999	-	40,214	3,453,213	3,399,445
Expenditure on:						
Charitable activities		3,090,999	-	36,454	3,127,453	3,499,998
Raising funds		59,486	-	-	59,486	4,884
Total expenditure	6	3,150,485	-	36,454	3,186,939	3,504,882
Net income/(expenditure)		262,514	-	3,760	266,274	(105,437)
Transfers between funds		(150,000)	150,000	-	-	-
Other recognised losses						
(Losses) on revaluation of fixed assets		-	-	-	-	(20,000)
Net movement in funds		112,514	150,000	3,760	266,274	(125,437)
Reconciliation of funds:						
Total funds brought forward	16	609,230	231,932	87,083	928,245	1,053,682
Total funds carried forward	16	721,744	381,932	90,843	1,194,519	928,245

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 22 to 39 form part of these financial statements.

Mencap in Kirklees

Balance Sheet

Year Ended 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	255,705	268,077
Current assets			
Debtors	13	228,636	268,227
Cash at bank and in hand		1,201,886	1,018,399
		<u>1,430,522</u>	<u>1,286,626</u>
Creditors: amounts falling due within one year	14	(330,008)	(360,184)
Net current assets		<u>1,100,514</u>	<u>926,442</u>
Net assets		<u>1,356,219</u>	<u>1,194,519</u>
Charity Funds			
Restricted funds	16	103,254	90,843
Unrestricted funds	16	861,033	721,744
Designated funds	16	391,932	381,932
Total charity funds		<u>1,356,219</u>	<u>1,194,519</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved and authorised for issue by the Board on 13th October 2022.

Signed on behalf of the board of trustees



Jill Robson, Trustee

The notes on pages 22 to 39 form part of these financial statements.

Company registration number: 2428994

Mencap in Kirklees
Statement of Cash Flows
Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash flow from operating activities	18	195,897	482,394
Net cash flow from operating activities		195,897	482,394
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(12,512)	(13,990)
Interest received		102	246
Net cash flow from investing activities		(12,410)	(13,744)
Net increase / (decrease) in cash and cash equivalents		183,487	468,650
Cash and cash equivalents at 1 April 2021		1,018,399	549,749
Cash and cash equivalents at 31 March 2022		1,201,886	1,018,399
Cash and cash equivalents consists of:			
Cash at bank and in hand		1,201,886	1,018,399
Cash and cash equivalents at 31 March 2022		1,201,886	1,018,399

The notes on pages 22 to 39 form part of these financial statements.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

1 Summary of significant accounting policies

(a) General information and basis of preparation

Mencap in Kirklees is a registered private charitable company, limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are the support of individuals with disabilities and their support network, this is detailed further in the trustees report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity, and rounded to the nearest £.

The charitable company has availed itself of Paragraph 4(1) of Schedule 1 of The Small Companies and Groups (Accounts and Directors' Report) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the company's activities.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources, including resident fees, are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

1 Summary of significant accounting policies (continued)

(c) Income recognition (continued)

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Legacy income is recognised when the charity is entitled to the income. Under SORP (FRS 102) it is the earlier of the charity being notified of an impending distribution or the legacy being received or if, before receipt, there is sufficient evidence that it is probable that the legacy will be received and the value of the incoming resources can be measured with sufficient reliability. When the charity has received notification of a legacy but it is not possible to measure the amount expected the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

The charity receives government grants in respect of its charitable activities. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes. Interest income is recognised using the effective interest method.

Other income includes income such as gains on disposals of tangible fixed assets.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes costs associated with fundraising;
- Expenditure on charitable activities includes costs incurred by the charity in the delivery of its activity and services to the beneficiaries; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

1 Summary of significant accounting policies (continued)

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with use of the resources. Premises overheads and other overheads have been allocated on an actual use basis.

The analysis of these costs is included in note 7.

(f) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses other than the leasehold land and building which is stated at valuation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land and buildings	Nil
Leasehold improvements	Over the term of the lease
Fixtures and fittings	25% straight line
Computer equipment	25% straight line
Motor vehicles	25% straight line

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(i) Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

(j) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

1 Summary of significant accounting policies (continued)

(k) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(l) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. They believe that the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 Income from donations and legacies

	2022 £	2021 £
Donations	41,964	64,914
Other	-	-
	<u>41,964</u>	<u>64,914</u>

Income from donations and legacies was £41,964 (2021: £64,914). £nil (2021: £390) was attributable to restricted funds and £41,964 (2021: £64,524) was attributable to unrestricted funds.

3 Income from charitable activities

	2022 £	2021 £
Residential	1,389,141	1,641,153
Day care	813,839	772,351
Community support	812,745	907,244
Projects	56,556	34,783
Other charitable activity	38,006	31,432
	<u>3,110,287</u>	<u>3,386,963</u>

Income from charitable activities was £3,110,287 (2021: £3,386,963). £56,685 (2021: £39,824) was attributable to restricted funds and £3,053,602 (2021: £3,347,139) was attributable to unrestricted funds.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

4 Income from other trading activities

	2022	2021
	£	£
Fundraising events	975	496
Club subscriptions	2,339	594
	<u>3,314</u>	<u>1,090</u>

Income from other trading activities was £3,314 (2021: £1,090). £nil (2021: £nil) was attributable to restricted funds and £3,314 (2021: £1,090) was attributable to unrestricted funds.

5 Income from investments

	2022	2021
	£	£
Bank interest receivable	102	246
	<u>102</u>	<u>246</u>

Income from investments was £102 (2021: £246). All was attributable to unrestricted funds.

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2022

6 Analysis of expenditure

	Residential 2022	Day Care 2022	Community Support 2022	Projects 2022	Other charitable activity (including Governance) 2022	2022 Total	2021 Total
	£	£	£	£	£	£	£
Salaries & NI	889,828	373,663	683,638	-	32,160	1,979,289	2,078,701
Agency labour	5,321	-	-	-	-	5,321	2,636
Pension contributions	16,370	9,488	11,203	-	1,752	38,813	41,794
Hospital fund	2,309	1,278	1,348	-	82	5,017	6,367
Recruitment/advertising	-	-	-	-	-	-	1,604
Staff travel	119	366	1,969	-	218	2,672	7,818
Volunteer expenses	9	-	-	89	695	793	354
Rent and rates	25,446	47,130	438	-	90	73,104	96,379
Light and heat	31,328	3,930	2,321	-	650	38,229	48,113
Catering costs	57,052	8,452	778	-	2,148	68,430	54,486
Telephone & mobile	5,296	3,808	6,015	-	640	15,759	16,349
Office expenses (PPS)	3,623	4,636	1,027	-	4	9,290	14,505
Cleaning and welfare	25,887	10,043	1,142	-	-	37,072	36,346
Repairs and renewals	38,165	22,534	2,166	-	1,307	64,172	84,613
Gardening	2,284	223	-	-	1,440	3,947	2,599
Keep fit class expenses	3,635	1,290	42	-	240	5,207	543
Holiday costs	1,961	-	180	-	-	2,141	183
Registration fees	3,921	445	2,089	-	40	6,495	6,713
Bad debts	10,688	828	1,236	-	-	12,752	18,747
Subscriptions	1,679	-	154	-	32	1,865	2,766
Professional fees	23,398	5,077	4,554	-	10,800	43,829	44,580
Insurance	13,620	9,626	11,749	-	197	35,192	30,463

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

6 Analysis of expenditure on charitable activities (continued)

	Residential 2022	Day Care 2022	Community Support 2022	Projects 2022	Other charitable activity (including Governance) 2022	2022 Total	2021 Total
	£	£	£	£	£	£	£
Balance brought forward	1,161,939	502,817	732,049	89	52,495	2,449,389	2,596,659
Training costs	505	1,631	874	-	5	3,015	2,770
General sundries (inc newspapers & TV)	1,116	1,085	666	-	-	2,867	3,445
Motor expenses	24,883	40,396	-	-	-	65,279	50,992
Computer sundries	1,079	1,384	1,142	-	11,198	14,803	4,661
Donations/fundraising expenditure	118	332	125	-	-	575	690
Trips, outings and event costs	89	1,443	-	-	-	1,532	214
Client Day Care Services	218	323	-	-	-	541	483
Depreciation charge	22,241	5,740	-	-	-	27,981	31,456
Gain on disposal of fixed assets	(1,105)	-	-	-	-	(1,105)	-
Reallocation of support costs	192,413	85,769	102,469	-	58,439	439,090	495,569
Total resources expended	1,403,496	640,920	837,325	89	122,137	3,003,967	3,186,939

Expenditure on raising funds was £51,402 (2021: £59,486). £51,402 (2021: £59,486) of which was attributable to unrestricted funds and £nil (2021: £nil) to restricted funds. Expenditure on charitable activities was £2,952,565 (2021: £3,127,453) of which £44,274 (2021: £36,454) was attributable to restricted and £2,908,291 (2021: £3,090,999) was attributable to unrestricted funds.

Governance costs of £51,402 (2021: £59,486) are included above.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

6 Analysis of expenditure (continued)

	Residential 2021	Day Care 2021	Community Support 2021	Projects 2021	Other charitable activity (including Governance) 2021	2021 Total	2020 Total
	£	£	£	£	£	£	£
Salaries & NI	881,380	403,762	751,424	-	42,135	2,078,701	2,189,756
Agency labour	2,636	-	-	-	-	2,636	171,272
Pension contributions	16,887	10,068	13,211	-	1,628	41,794	47,621
Hospital fund	2,579	1,834	1,772	19	163	6,367	5,554
Recruitment/advertising	1,604	-	-	-	-	1,604	187
Staff travel	68	382	7,174	-	194	7,818	29,515
Volunteer expenses	-	-	-	-	354	354	2,040
Rent and rates	46,733	46,530	2,786	-	330	96,379	94,653
Light and heat	40,131	6,156	1,826	-	-	48,113	50,766
Catering costs	53,086	1,579	(439)	-	260	54,486	91,143
Telephone & mobile	5,204	3,429	6,518	104	1,094	16,349	21,329
Office expenses (PPS)	4,203	8,876	390	-	1,036	14,505	10,812
Cleaning and welfare	26,995	7,595	837	-	919	36,346	42,330
Repairs and renewals	46,174	31,788	6,339	-	312	84,613	96,395
Gardening	2,453	146	-	-	-	2,599	3,297
Keep fit class expenses	644	(101)	-	-	-	543	4,274
Holiday costs	-	-	200	-	(17)	183	19,899
Registration fees	4,080	245	2,348	-	40	6,713	7,879
Bad debts	2,455	8,008	8,284	-	-	18,747	-
Subscriptions	2,478	4	284	-	-	2,766	3,482
Professional fees	23,760	5,041	3,999	12	11,768	44,580	36,620
Insurance	11,516	8,743	9,934	103	167	30,463	27,492

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2022

6 Analysis of expenditure on charitable activities (continued)

	Residential 2021	Day Care 2021	Community Support 2021	Projects 2021	Other charitable activity (including Governance) 2021	2021 Total	2020 Total
	£	£	£	£	£	£	£
Balance brought forward	1,175,066	544,085	816,887	238	60,383	2,596,659	2,956,316
Training costs	1,256	627	882	-	5	2,770	7,473
General sundries (inc newspapers & TV)	2,213	916	316	-	-	3,445	4,732
Motor expenses	16,229	34,763	-	-	-	50,992	57,754
Computer sundries	884	1,620	2,157	-	-	4,661	3,877
Donations/fundraising expenditure	550	-	140	-	-	690	3,996
Trips, outings and event costs	271	(57)	-	-	-	214	4,703
Client Day Care Services	379	104	-	-	-	483	1,896
Depreciation charge	26,777	4,679	-	-	-	31,456	33,944
Reallocation of support costs	213,183	110,966	111,761	-	59,659	495,569	430,191
Total resources expended	1,436,808	697,703	932,143	238	120,047	3,186,939	3,504,882

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

7 Allocation of support costs

	Residential 2022 £	Day Care 2022 £	Community Support 2022 £	Projects 2022 £	Other charitable activity 2022 £	Governance 2022 £	2022 Total £	2021 Total £
Premises	23,427	10,443	12,476	-	2,172	5,129	53,647	90,632
General office and finance staff	139,188	62,044	74,124	-	11,380	30,473	317,209	308,663
Communications	3,760	1,676	2,003	-	349	823	8,611	10,261
Office expenses	3,251	1,449	1,731	-	301	712	7,444	14,064
Payroll processing costs/Accy	2,025	903	1,079	-	188	443	4,638	6,342
Registration fees and subscriptions	1,890	842	1,006	-	175	414	4,327	4,685
Bank charges	624	278	333	-	58	137	1,430	1,402
Professional fees	4,184	1,865	2,228	-	388	916	9,581	23,009
Advertising	564	251	300	-	52	123	1,290	1,022
Computer expenses	9,128	4,069	4,861	-	846	1,998	20,902	21,072
Depreciation charge	3,014	1,344	1,605	-	279	660	6,902	9,202
Bad debt	-	-	-	-	-	-	-	2,836
Donation expenditure	1,358	605	723	-	126	297	3,109	2,379
	192,413	85,769	102,469	-	16,314	42,125	439,090	495,569

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

7 Allocation of support costs

	Residential 2021 £	Day Care 2021 £	Community Support 2021 £	Projects 2021 £	Other charitable activity 2021 £	Governance 2021 £	2021 Total £	2020 Total £
Premises	38,988	20,294	20,439	-	2,182	8,729	90,632	53,208
General office and finance staff	132,780	69,115	69,610	-	7,432	29,726	308,663	292,744
Communications	4,414	2,298	2,314	-	247	988	10,261	9,295
Office expenses	6,050	3,149	3,172	-	339	1,354	14,064	25,161
Payroll processing costs/Accy	2,728	1,420	1,430	-	153	611	6,342	5,927
Registration fees and subscriptions	2,015	1,049	1,057	-	113	451	4,685	5,485
Bank charges	603	314	316	-	34	135	1,402	1,590
Professional fees	9,898	5,152	5,189	-	554	2,216	23,009	7,946
Advertising	440	229	230	-	25	98	1,022	5,036
Computer expenses	9,065	4,718	4,752	-	507	2,030	21,072	16,349
Depreciation charge	3,958	2,060	2,075	-	222	887	9,202	9,069
Bad debt	1,220	635	640	-	68	273	2,836	-
Donation expenditure	1,024	533	537	-	57	228	2,379	4,846
	213,183	110,966	111,761	-	11,933	47,726	495,569	436,656

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2022

8 Auditor's remuneration

	2022	2021
	£	£
Auditor's remuneration	11,100	11,760
	<u>11,100</u>	<u>11,760</u>

All of the above costs were attributable to unrestricted funds in both years.

9 Net income for the year

Net income is stated after charging:

	2022	2021
	£	£
Depreciation of tangible fixed assets	34,884	40,659
Auditor's remuneration – Audit services	11,100	11,760
Other non-audit services	4,638	6,246
Operating lease rentals – Land and buildings	97,716	110,899
Plant and equipment	37,081	36,754
Trustees indemnity insurance	<u>420</u>	<u>420</u>

10 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2021: £Nil).

The total amount of employee benefits received by key management personnel is £98,309 (2021: £102,191). The Trust considers its key management personnel comprise the senior management team.

No expenses were received by any trustees in 2021 or 2022.

11 Staff costs and employee benefits

The average monthly number of employees during the year was as follows:

	2022	2021
	Number	Number
Charitable activities		
Residential	51	54
Day services	23	28
Supported Living	27	28
Projects	4	3
Governance and admin	11	12
	<u>116</u>	<u>125</u>

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

11 Staff costs and employee benefits (continued)

The total staff costs and employees benefits were as follows:

	2022 £	2021 £
Wages and salaries	2,131,599	2,227,648
Social security	141,070	141,091
Defined contribution pension costs	52,121	56,148
	<u>2,324,790</u>	<u>2,424,887</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

12 Tangible fixed assets

	Leasehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Motor vehicles £	Total £
Cost or valuation:					
At 1 April 2021	230,000	24,506	349,507	101,310	705,323
Additions	-	-	12,512	-	12,512
Disposals			(98,739)	-	(98,739)
Revaluation	10,000	-	-	-	10,000
At 31 March 2022	<u>240,000</u>	<u>24,506</u>	<u>263,280</u>	<u>101,310</u>	<u>629,096</u>
Depreciation:					
At 1 April 2021	-	24,506	311,430	101,310	437,246
Charge for the year	-	-	34,884	-	34,884
Disposals	-	-	(98,739)	-	(98,739)
At 31 March 2022	<u>-</u>	<u>24,506</u>	<u>247,575</u>	<u>101,310</u>	<u>347,391</u>
Net book value:					
At 31 March 2022	<u>240,000</u>	<u>-</u>	<u>15,705</u>	<u>-</u>	<u>255,705</u>
At 31 March 2021	<u>230,000</u>	<u>-</u>	<u>38,077</u>	<u>-</u>	<u>268,077</u>

The historic cost equivalent of land and buildings included at valuation are as follows:

	2022 £	2021 £
Cost	12,622	12,622
Accumulated depreciation	-	-
Net book value	<u>12,622</u>	<u>12,622</u>

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

12 Tangible fixed assets (continued)

Leasehold land and buildings were subject to an independent professional valuation at 31 March 2022. The valuation provided of £240,000, shows an increase of £10,000 from 31 March 2021 and this has been incorporated into these financial statements.

13 Debtors

	2022 £	2021 £
Trade debtors	127,423	139,244
Other debtors	2,537	2,158
Prepayments and accrued income	98,676	126,825
	<u>228,636</u>	<u>268,227</u>

14 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	128,919	143,484
Other tax and social security	34,469	31,576
Other creditors	11,489	35,188
Accruals and deferred income	155,131	149,936
	<u>330,008</u>	<u>360,184</u>

15 Leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Not later than one year	45,095	51,488
Later than one and not later than five years	20,792	69,173
	<u>65,887</u>	<u>120,661</u>

Mencap in Kirklees

Notes to the Financial Statement

Year Ended 31 March 2022

16 Fund reconciliation

Unrestricted funds - 2022

	Balance at 1 April 2021 £	Income £	Expenditure £	Gain on revaluation of fixed assets	Transfers £	Balance at 31 March 2022 £
Unrestricted	721,744	3,098,982	(2,959,693)	-	-	861,033
Designated – Expenditure fund	164,554	-	-	-	-	164,554
Designated – Revaluation fund	217,378	-	-	10,000	-	227,378
	1,103,676	3,098,982	(2,959,693)	10,000	-	1,252,965

Restricted funds - 2022

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Donations & fundraising (i)	59,470	1,518	(767)	-	60,221
Changing Places	524	-	-	-	524
Children in Need – Saturday Fun Club (ii)	2,063	-	-	-	2,063
Gold Standard Framework (iii)	3,426	-	-	-	3,426
More to Do (iv)	25,265	37,836	(26,939)	-	36,162
The Waverley Café Project (v)	95	-	-	-	95
Lets Get Digital (vi)	-	12,931	(12,931)	-	-
Household Support Grant (vii)	-	2,000	(2,000)	-	-
Health Your Way (viii)	-	2,400	(1,637)	-	763
	90,843	56,685	(44,274)	-	103,254

Unrestricted funds - 2021

	Balance at 1 April 2020 £	Income £	Expenditure £	Gain on revaluation of fixed assets	Transfers £	Balance at 31 March 2021 £
Unrestricted	609,230	3,412,999	(3,150,485)	-	(150,000)	721,744
Designated – Expenditure fund	14,554	-	-	-	150,000	164,554
Designated – Revaluation fund	217,378	-	-	-	-	217,378
	841,162	3,412,999	(3,150,485)	-	-	1,103,676

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2022

16 Fund reconciliation (continued)

Restricted funds – 2021

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Donations & fundraising (i)	59,425	735	(690)	-	59,470
Changing Places	524	-	-	-	524
Children in Need – Saturday Fun Club (ii)	2,063	-	-	-	2,063
Gold Standard Framework (iii)	3,426	-	-	-	3,426
More to Do (iv)	21,550	39,479	(35,764)	-	25,265
The Waverley Café Project (v)	95	-	-	-	95
	87,083	40,214	(36,454)	-	90,843

Fund descriptions

a) Unrestricted funds

The general funds are available for the use at the discretion of the charity in furtherance of the general objectives as detailed in the trustees report.

b) Designated funds

Expenditure Fund

The trustees had in previous years designated a proportion of unrestricted funds having identified future expenditure requirements on new vehicles, various fundraising and other capital items and to cover excess operating costs. The trustees also intend to use designated funds to fund pilot projects until external funding can be sourced.

Revaluation Fund

The trustees have designated funds equivalent to the revaluation of the leasehold land and buildings.

c) Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes and include the following projects.

- (i) Monies received from the West Riding Masonic Charities to fund the purchase of a minivan.
- (ii) Monies received to fund a leisure facility for children aged 6 to 16 years with a moderate learning disability.
- (iii) This grant enables care home staff to deliver personalised care for the ageing learning disabled population.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

16 Fund descriptions (continued)

- (iv) Monies received to deliver a weekend break service for people who are not eligible for social care support.
- (v) The café project goal is training people with learning disabilities, enabling the trainees to gain employment qualifications, life skills and gain confidence.
- (vi) Grant funding to enable the purchase a wide range of accessible digital equipment to be used by the people we support.
- (vii) Monies to support staff who are struggling financially.
- (viii) Monies to pay for well-being & Yoga sessions for the people we support.

17 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fixed assets	28,327	227,378	-	255,705
Cash and current investments	934,078	164,554	103,254	1,201,886
Other current assets	228,636	-	-	228,636
Creditors less than one year	(330,008)	-	-	(330,008)
Total	861,033	391,932	103,254	1,356,219

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fixed assets	50,699	217,378	-	268,077
Cash and current investments	763,002	164,554	90,843	1,018,399
Other current assets	268,227	-	-	268,227
Creditors less than one year	(360,184)	-	-	(360,184)
Total	721,744	381,932	90,843	1,194,519

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2022

18 Reconciliation of net income to net cash flow from operating activities

	Charity	
	2022	2021
	£	£
Net income for the year	151,700	266,274
Interest receivable	(102)	(246)
Depreciation of tangible fixed assets	34,884	40,659
Decrease in debtors	39,591	85,307
(Decrease) / increase in creditors	(30,176)	90,400
Net cash flow from operating activities	195,897	482,394

19 Pensions and other post-retirement benefits

Defined contribution pension plans

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £52,121 (2021: £56,148).

The contributions are allocated to unrestricted funds.

20 Related party transactions

During the year a family member of a senior manager left a legacy of £5,000 to the charity, there were no conditions attached to the legacy.

During the prior year a trustee donated £1,400 to the charity, there were no conditions attached to the donation.

The charity is controlled by the Trustees. No one Trustee has ultimate control.

21 Capital commitments

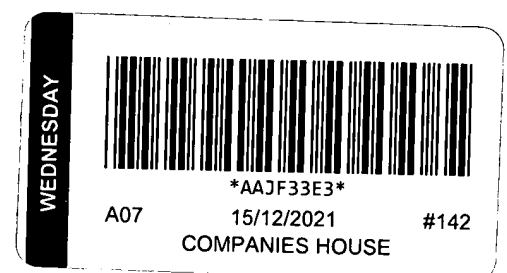
At the year end the charity had committed to the acquisition of fixed assets totalling £Nil (2021: Nil).

Accounts



Mencap in Kirklees
Financial Statements
Year Ended 31 March 2021

Charity registration number: 702494
Company registration number: 2428994



Mencap in Kirklees
Financial Statements
Year Ended 31 March 2021

Contents

	Page
Charity Reference and Administrative Details	1
Trustees' Annual Report (Including Directors' Report)	2 -11
Independent Auditor's Report	12-15
Statement of Financial Activities (Including Income and Expenditure Account)	16-17
Balance Sheet	18
Statement of Cash Flows	19
Notes to the Financial Statements	20-37

Mencap in Kirklees

Charity Reference and Administrative Details

Year Ended 31 March 2021

Charity registration number	702494
Company registration number	2428994
Trustees	Linda Wrigley – Elected Chair Angela Bradshaw - Secretary Anthony S Horsfall Jill Robson – Vice Chair Alan Booth – Treasurer (resigned 4 August 2021)
Chief Executive	Catherine Wood (appointed 1 February 2021) Carol Haigh (retired 31 March 2021)
Director of Business & Finance	Joe Spencer
Registered office	Independence House Holly Bank Road Lindley Huddersfield HD3 3LX
Auditor	Wheawill & Sudworth Limited 35 Westgate Huddersfield HD1 1PA
Solicitor	Ramsdens Oakley House 1 Hungerford Road Huddersfield HD3 3AL
Bankers	National Westminster Bank plc 8 Market Place Huddersfield HD1 2AL

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (FRS 102) published in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from October 2019.

Trustees of the charity

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Linda Wrigley
Peter Hutchinson (retired 1 October 2020)
Angela Bradshaw
Antony S Horsfall
Jill Robson
Alan Booth (resigned 4 August 2021)

The charity holds an indemnity insurance policy on behalf of its trustees, details of the cost is included in note 9 to the financial statements.

Senior Management Team

Chief Executive	C Haigh (retired 31 st March 2021)
Chief Executive	C Wood (appointed 1 st February 2021 commenced 1 st March 2021)
Director of Business & Finance	J Spencer

The Board of Trustees would like to thank the retiring Chief Executive Carol Haigh for her outstanding contribution to Mencap in Kirklees over the last 7 years.

Objectives and activities

Aims

Our vision is of a world where people with a learning disability are valued equally, listened to and included. Our mission is to:

- Support people with a learning disability across Kirklees, to fulfil their potential and lead happy, healthy and purposeful lives.
- Involve people we support and their families, staff and other stakeholders in every aspect of the services and activities we provide.
- Campaign for change and improvement in the lives of people with a learning disability.
- Build on our high-quality services and be responsive to changing needs.
- Run an effective and well managed organisation which provides excellent value for money.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Objectives and activities (continued)

All practices will be based on these principles and we will continually seek to improve. We will only recruit staff who share our values and who can demonstrate their commitment to providing outstanding care and support. We will provide opportunities for staff members to develop their knowledge through supervision, training and support.

Our core values are:

- Being person centred
- Empowering, including and respecting people
- Promoting positive ways of thinking about learning disability
- Supporting life choices
- Encouraging the development of new ideas

Activities

Mencap in Kirklees provides support for people with a learning disability, whether or not they are assessed by the local authority as eligible for social care services. The support provided ranges from advice and information, befriending and social and leisure activities, as well as residential care, supported living, and day services.

Ensuring our work delivers our aims

We plan our work over a three-year period with our business plan updated annually to review what has been achieved and plan work over the next three years. Achievements are measured against the benefits they have brought to the people who use our services and these are established through annual quality and satisfaction surveys. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when carrying out our review and in planning future activities.

Public benefit statement

When preparing the charity's vision and mission statement for the year and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Achievements and performance

Services:

1 Victoria Road Residential Home

Six people are supported at our CQC registered residential home in Lockwood on the outskirts of Huddersfield. Five people have their own bedrooms and a shared bathroom, lounge and kitchen area, and the sixth is a self-contained flat where one person lives semi-independently. All the placements are funded through the local authority and we have no vacancies at present. One person has a paid job within Mencap in Kirklees and the other five enjoy various activities such as keep fit, social clubs and our More2Do service.

100 Pennine Crescent Residential Home

Eight people are supported at our CQC registered residential home in Salendine Nook, Huddersfield. The property comprises a 2-storey house, with six bedrooms (Four upstairs and two downstairs) in the main house with a two bedroomed level access bungalow attached. All eight places are occupied and are funded by Kirklees Council with some additional NHS CHC funding for one person. There is no agreement yet from Kirklees Council (formerly Kirklees Neighbourhood Housing) to modernise the building but it would benefit from improvements and additional space.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Achievements and performance (continued)

Castle Hall Residential Home

Castle Hall residential care home can support up to sixteen people in Ravensthorpe near Dewsbury. We tend to support older people with a learning disability who may have additional physical needs. There are ten people being supported at the time of writing this report. Castle Hall residential home will close on or around 31st March 2022. We are currently working with Kirklees Council and Golden Lane Housing to identify Supported living settings that may be suitable for some of the existing people we support as well as potentially expanding to support others depending on the size of properties and demand for our offer.

Arena Day Service

This service operates three days a week from its new home at Jo Cox House in Batley and everyone who attends pays through a direct payment. It is aimed at younger people with a learning disability who can travel to and from the service independently. The service has capacity for 36 places a week (12 per day).

Branches Day Service

Branches is based in Batley, North Kirklees. The team provide support five days a week for people aged over forty years who have a learning disability. The service is provided through a block contract with Kirklees Council that requires us to offer up to 18 places per day and we have a small number of people who pay by direct payments and self-fund. Branches members enjoy lots of activities from bowling, cycling, exercises, arts and crafts, sports centre activities, gardening, visits to the cinema and walking and the service is always open to other ideas and suggestions.

Waverley Hall Day Service

Waverley Hall is based in Huddersfield, West Yorkshire and supports adults with a learning disability. The service is provided through a block contract with Kirklees Council that offers 40 places per day and we have a small number of people who pay by direct payments and self-fund. The team at Waverley Hall support people aged 18 and offers enough space for all the members to enjoy fulfilling and meaningful activities both in centre or out and about in our local community.

Supported Living Service

At the close of this financial year the service was supporting 15 people with a learning disability to live in their own homes. We support people at 5 addresses in a mixture of single tenancies and shared houses. Their support is commissioned by Kirklees Council through a framework contract whereby individual packages of support are offered to specialist learning disability providers.

More2Do

This service offers weekend breaks to people with a learning disability at a subsidised rate of £30.00. The service is led by its members who pay a small charge to attend planning meetings and who decide where to go, help to book the venue/accommodation and arrange transport. We were thrilled to receive funding again from the Big Lottery which allowed us to recruit a More2Do assistant. Activities this year have again been curtailed by the Covid pandemic but the team have run lots of online activities to maintain their links.

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Achievements and performance (continued)

Social & Leisure groups

The Huddersfield social groups meeting on Monday, Wednesday & Thursday would have continued to flourish and to deliver a range of activities for all levels of ability were it not for the pandemic. The Tuesday keep fit session is popular with people we support but again has had to be suspended due to the pandemic. We hope to reopen the clubs as soon as we are able to manage this safely.

Friendcap and Super Tuesday are social groups held on a Tuesday morning and Friday evening at our Jo Cox House venue. The services are subsidised by Mencap in Kirklees but the members contribute towards costs. The services were suspended during the height of the pandemic but have reopened now in a Covid secure way.

Volunteers

At Mencap in Kirklees we have a number of people who volunteer to work in services such as Arena, Friendcap, Super Tuesday and More2Do. We need to recruit more volunteers for the benefits they bring to people we support and this will be one of our objectives in the next financial year

General review

As we moved into a second year of the COVID pandemic many of the challenges that faced us in the first year remained. Following a brief easing of restrictions for Christmas 2020, all of the UK went into a third lock down from January 2021. Our supported living and residential services have remained fully operational during the period and our day services have offered limited places and outreach. Some of the day service staff were deployed to work in the care homes that remained open throughout the pandemic. During this period the COVID vaccination programme ramped up significantly and as at March 2021 67% of our staff had been fully vaccinated and as at September 2021 this figure was 85%.

The management and staff have done their utmost to keep our services operational and safe. We thank them all for their continued effort and support which has been second to none.

Kirklees Council have supported their contracted providers throughout the pandemic and ensured that none suffered financially due to closures. The majority of the services we deliver are under contract to Kirklees Council and they have paid the full value of the contracted services even where these services have been operating at reduced capacity. We also had assurances from the Big Lottery that our only grant funded project More2do would not be affected. Our care staff and support services are classed as key workers during the pandemic.

During the year Microsoft Office 365 was successfully rolled out across the organisation. IT equipment has been updated across our services. The combination of updated IT equipment and Office 365 has enabled home working for those who are able during the pandemic. Meetings have been conducted remotely using platforms such as Microsoft TEAMS and Zoom.

In November 2020 we completed our office move from Brunswick House to Independence House. The new office is on the ground floor with level access throughout. The space is modern, flexible, cost effective and will be more suitable for our future needs. The new address is Independence House, Holly Bank Road, Lindley, Huddersfield, HD3 3LX.

The CQC re-inspection of Castle Hall was due in March 2020 but was postponed to July 2020 due to COVID19. The re-inspection showed significant improvement and is now classed as Required Improvement. Our other regulated services remain at CQC "Good".

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Achievements and performance (continued)

In January 2021 we were reassessed by ISOQAR and retained the ISO 9001 quality award for 'the management and co-ordination of services, advice & support to people with a learning disability and their carers'. We also successfully retained our CHAS accredited status during the year.

In December 2020 we held our first ever virtual Christmas concert. It wasn't quite the same as our usual celebration but it was enjoyed by all that participated.

Financial Review

Income streams to March 2021 have largely been unaffected during the COVID pandemic and additional funding has been received via the LA and the infection control fund. The charity has been financially well supported during the pandemic which has been vital during extremely challenging times.

Total incoming resources for the year amounted to £3,453,213 £ (2020: £3,399,445) a small increase of £53,768.

The total resources expended for the year decreased from £3,504,882 (2020) to £3,186,939 a significant decrease of £317,943. The most notable reduction in expenditure came from the agency labour expense which fell by £168K from the previous financial year. Other operating costs have fallen due to services operating at reduced capacity to facilitate safe COVID working.

The charity made an operating surplus of £266,274 to the year ending March 2021 (2020 -£125,437). The surplus was clearly assisted by the significant expenditure reduction mentioned above but also a result of the closure of our domiciliary care service (Oct 2020) which had been in deficit for many years.

Our focus continues to be delivering support to the highest quality standard we can, using the resources available as efficiently as possible.

Future Plans

Our first priority as we enter the next financial year will be to continue to respond to the challenges of coronavirus/Covid 19 as we gradually return to more normal levels of functioning. We will be cautious and prioritise the ongoing safety of the people we support, our staff and other stakeholders.

Following the decision to close Castle Hall by Kirklees Council our priority will be to open additional supported living sites in Kirklees. We will work with Kirklees Council and various Registered Social Landlords including Golden Lane Housing to initially secure 2 supported living properties that will accommodate 3 or 4 people in each. In the interim period we are working with existing people we support and staff at Castle Hall to secure the best possible outcomes for both groups.

We will further consolidate our work with I.T. systems by introducing Digital Social Care Records (DSCR) and analysis of incidents, accidents and complaints. We have reviewed the offer of several suppliers of this software and will decide on the way forward during 2022. We will also further explore the functionality of our existing People Planner system to automate the payroll process.

We will roll out our new training system new training provision (E Learning for You (ELFY)) and have this fully operational by the end of 2021. This will significantly enhance the quality of the online training and streamline the administrative side of Learning and Development.

Longer term we will review the suitability and condition of all our properties to ensure they meet modern standards. We will have agreed a plan to ensure that the support needs of the residents at 100 Pennine Crescent can continue to be met.

At least one of the regulated services will have achieved a rating of Outstanding from CQC.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Financial Review (continued)

Fixed Assets

The fixed assets of the company represent the property at Waverley Hall, fixtures, office equipment, specialist equipment for use in our residential homes and a motor vehicle.

Designated Fund

The designated fund has been shown separately in the accounts for clarity, and is made up of two separate funds.

Castle Hall residential home will close on or around the 31st March 2022. The board of trustees have agreed to designate £150,000 to assist with the move to supported living over the following 12-18 Months. If necessary this will be to fund renovations or adaptations to existing properties, fund void exposure and cover any legal and professional fees incurred. It will also be to support any additional cost associated with the closure of Castle Hall.

The balance on the designated fund for future expenditure at 31st March 2021 is £164,554 (2020: £14,554).

The balance on the designated revaluation reserve at 31 March 2021 is £217,378 (2020: £217,378)

Reserves Policy

The trustees have reviewed the reserves policy and in doing so taken guidance from 'Beyond Reserves' (ACEVO, 2012). The review identified all funding sources at risk and other events which would have a negative impact on the financial viability of the organisation over the next 3 years. Based on this risk analysis the trustees concluded that to ensure continuity of services a sum equivalent to three months operating costs (£787,711) would be appropriate.

The actual reserves at 31 March 2021 were £1,194,519 (2020: £928,245) of which £268,077 (2020: £294,746) are represented by Fixed Assets leaving £926,442 in a readily realisable form. However, £90,843 is for use on specific projects and £164,554 designated as explained above leaving unrestricted free reserves of £671,045.

The Trustees are aware that current reserves fall short of the three months operating costs identified above, however they wish to keep the existing reserves policy as an aspirational target.

Ethical Fundraising Policy

Policy statement

Mencap in Kirklees (MIK) is proud to support people with learning difficulties and their families. To help ensure we have the availability of ongoing funds to use for enriching lives and to pay for the work we do, MIK aims to maintain a broad base of different funding sources. The purpose of this policy is to ensure clarity and openness to all stakeholders. All staff involved in fundraising have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

Policy aims

The following policy will outline how Mencap in Kirklees (MIK) will operate and abide by the Charity Commission (CC) guidelines, best practice and legal frameworks and follow best practice from the Institute of Fundraising (I of F).

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Ethical Fundraising Policy (continued)

Detail

MIK actively seeks opportunities to work with external organisations and individuals to achieve shared objectives.

MIK will maintain their independence and will not allow external partnerships to bring the name of MIK into disrepute.

Guidance on accepting donations

MIK accepts financial support from, and partnership working with, companies and individuals on the following conditions:

- Donations and support are believed to result in positive outcomes for those MIK support.
- There will be no adverse publicity from receiving a donation, support or gift-in-kind.
- The individual or company supporting MIK will not attempt to influence policy or decisions
- No endorsements of products or services will be given to supporters by MIK.

We concur with the Fundraising Regulator's Promise to be open, honest, fair and legal. MIK complies with all relevant legislation including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity. MIK therefore would not accept any of the following where the donation:

- Was known to be associated with criminal sources
- Would help further a donor's personal objectives
- Would lead to a possible decline in support for MIK
- Would otherwise significantly damage MIK's reputation

Communicating with donors and keeping records

MIK will ensure that clear, honest information is given to supporters on the work MIK undertake, to openly report on how funds are spent and manage donors' information responsibly.

We will comply with the Charity Commission and UK law in every respect, including those regarding openness and honesty with our supporters and members of the public.

Only MIK will have direct access to the fundraising database and list of donors (individuals and companies) and this data will be held in accordance to GDPR legislation (May 2018). The database will not be shared with third party organisations and information governance will be in place for staff with restricted access to the database.

All communication with donors (both offline and online) will receive opt-in choice to receive further information and updates from the charity. We will respect the privacy and contact preferences of all donors. We will respond promptly to requests to cease contacts or complaints and act as best we can to address them.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Ethical Fundraising Policy (continued)

Refusals

We abide by the law which requires us, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest.

We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of those we support. The responsibility of the judgement on whether MIK should refuse a donation lays with the Senior Management team and ultimately the Board of Trustees.

Use of donations

If supporters wish to donate to a specific area of MIK's work (such as More2Do or Arena) they may make a restricted donation by providing written instructions to this effect with their donation. MIK will where possible respect a donor's wishes.

Handling of cash donations and gifts in kind

A receipt will be used to capture the data and donation detail. Receipts are held in the accounts department. Each external site also has a receipt book. The guidelines are listed on the receipt books.

Gift-aid declaration

Gift-aid declaration forms will be sent to all individual donors upon receipt of a donation or gift-in-kind. The Fundraising Manager will manage this information in accordance with GDPR and Charity Commission rules, with the Director of Business and Finance having overall responsibility for the administration of funds and the gift-aid returns.

COVID Ongoing impact on Mencap in Kirklees

The coronavirus pandemic that started in March 2020 and is still ongoing, posed challenges we had not anticipated. Some services had to close due to government guidance so staff were deployed to work in the residential care homes that remained open. The safety of the people we support and our staff remains our utmost priority.

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Structure, governance and management

Governing Document

The company was incorporated on 4 October 1989 under the Companies Act 1985. Being a company limited by guarantee it is governed by its Memorandum and Articles of Association. The company is also a registered charity and is therefore subject to the regulations of the Charity Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £1. On 25 September 2008, a Special Resolution was passed by the Trustees agreeing to change the company name from Huddersfield Mencap to Mencap in Kirklees. This was effective as at 30 September 2008.

Appointment of trustees

All trustees including the chair, vice chair, treasurer and secretary are elected annually by the members of the charitable company attending the Annual General Meeting in accordance with the Articles of Association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

Trustee induction and training

Trustees will undergo an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction meeting they will meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees, which can have up to 12 members, administers the charity. The board meets approximately 10 times a year as does the sub-committee covering finance and audit. A Chief Executive and Director of Business and Finance are appointed by the trustees to manage day to day operations of the charity. To facilitate effective operations, the Chief Executive and the Director of Business and Finance have delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service related activity.

Related Parties

The charity is affiliated to Royal Mencap and we share common values however we do not receive any funding from the national body.

Mencap in Kirklees

Trustees' Annual Report (Including Directors Report)

Year Ended 31 March 2021

Trustees' responsibilities

The trustees (who are also directors of Mencap in Kirklees for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to the auditors

We, the directors of the company who held office at the date of approval of these financial statements as set out above each confirm, so far as we are aware, that:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Directors Report included therein, in our capacity as company directors.

On behalf of the board



Jill Robson, Trustee

14 October 2021

Mencap in Kirklees

Independent Auditor's Report to the members of Mencap in Kirklees

Year Ended 31 March 2021

Opinion

We have audited the financial statements of Mencap in Kirklees (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

[continued ...]

Mencap in Kirklees
Independent Auditor's Report
Year Ended 31 March 2021

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

[continued ...]

Mencap in Kirklees

Independent Auditor's Report

Year Ended 31 March 2021

Auditor's responsibilities for the audit of the financial statements (continued)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charitable company, considered the risk of acts by Management and the Trustees which were contrary to applicable laws and regulations, including fraud. We made enquiries of the Trustees to obtain further understanding of risks of non-compliance.

We focused on laws and regulations that could give rise to a material misstatement in the financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of management regarding known or suspected instances of non-compliance with laws and regulations;
- review of minutes of the Trustees' Board meetings throughout the year; and
- obtaining an understanding of the control environment in place to prevent and detect irregularities.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

[continued ...]

Mencap in Kirklees
Independent Auditor's Report
Year Ended 31 March 2021

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



35 Westgate
Huddersfield
HD1 1PA

14 October 2021
Helen Solomons (Senior Statutory Auditor)
For and on behalf of Wheawill & Sudworth Limited, Statutory Auditor

Mencap in Kirklees

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2021

		Unrestricted funds	2021 Designated funds £	Restricted funds £	Total £	2020 Total £
	Note					
Income and endowments from:						
Donations and legacies	2	64,524	-	390	64,914	25,307
Charitable activities	3	3,347,139	-	39,824	3,386,963	3,336,837
Other trading activities	4	1,090	-	-	1,090	35,837
Investments	5	246	-	-	246	1,464
Total income and endowments		3,412,999	-	40,214	3,453,213	3,399,445
Expenditure on:						
Charitable activities		3,090,999	-	36,454	3,127,453	3,499,998
Raising funds		59,486	-	-	59,486	4,884
Total expenditure	6	3,150,485	-	36,454	3,186,939	3,504,882
Net income/(expenditure)		262,514		3,760	266,274	(105,437)
Transfers between funds		(150,000)	150,000	-	-	-
Other recognised losses						
(Losses) on revaluation of fixed assets		-	-	-	-	(20,000)
Net movement in funds		112,514	150,000	3,760	266,274	(125,437)
Reconciliation of funds:						
Total funds brought forward	16	609,230	231,932	87,083	928,245	1,053,682
Total funds carried forward	16	721,744	381,932	90,843	1,194,519	928,245

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 20 to 37 form part of these financial statements.

Mencap in Kirklees

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2020

		2020			2019
	Note	Unrestricted funds	Designated funds £	Restricted funds £	Total £
Income and endowments from:					
Donations and legacies	2	14,075	-	11,232	25,307
Charitable activities	3	3,240,726	-	96,111	3,336,837
Other trading activities	4	17,577	-	18,260	35,837
Investments	5	1,464	-	-	1,464
Total income and endowments		3,273,842	-	125,603	3,399,445
Expenditure on:					
Charitable activities	6	3,390,745	-	109,253	3,499,998
Raising funds		4,479	-	405	4,884
Total expenditure		3,395,224	-	109,658	3,504,882
Net (expenditure) / income		(121,382)	-	15,945	(105,437)
Transfers between funds		60,691	(60,691)	-	-
Other recognised losses (Losses) on revaluation of fixed assets		-	(20,000)	-	(20,000)
Net movement in funds		(60,691)	(80,691)	15,945	(125,437)
Reconciliation of funds:					
Total funds brought forward	16	669,921	312,623	71,138	1,053,682
Total funds carried forward	16	609,230	231,932	87,083	928,245

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 20 to 37 form part of these financial statements.

Mencap in Kirklees

Balance Sheet

Year Ended 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	268,077	294,746
Current assets			
Debtors	13	268,227	353,534
Cash at bank and in hand		1,018,399	549,749
		<u>1,286,626</u>	<u>903,283</u>
Creditors: amounts falling due within one year	14	(360,184)	(269,784)
Net current assets		<u>926,442</u>	<u>633,499</u>
Net assets		<u>1,194,519</u>	<u>928,245</u>
Charity Funds			
Restricted funds	16	90,843	87,083
Unrestricted funds	16	721,744	609,230
Designated funds	16	381,932	231,932
Total charity funds		<u>1,194,519</u>	<u>928,245</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved and authorised for issue by the Board on 14 October 2021.

Signed on behalf of the board of trustees



Jill Robson, Trustee

The notes on pages 20 to 37 form part of these financial statements.

Company registration number: 2428994

Mencap in Kirklees
Statement of Cash Flows
Year Ended 31 March 2021

	Note	2021 £	2020 £
Cash flow from operating activities	18	482,394	(127,172)
Net cash flow from operating activities		482,394	(127,172)
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(13,990)	(36,561)
Interest received		246	1,464
Net cash flow from investing activities		(13,744)	(35,097)
Net increase / (decrease) in cash and cash equivalents		468,650	(162,269)
Cash and cash equivalents at 1 April 2020		549,749	712,018
Cash and cash equivalents at 31 March 2021		1,018,399	549,749
Cash and cash equivalents consists of:			
Cash at bank and in hand		1,018,399	549,749
Cash and cash equivalents at 31 March 2021		1,018,399	549,749

The notes on pages 20 to 37 form part of these financial statements.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

1 Summary of significant accounting policies

(a) General information and basis of preparation

Mencap in Kirklees is a registered private charitable company, limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are the support of individuals with disabilities and their support network, this is detailed further in the trustees report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity, and rounded to the nearest £.

The charitable company has availed itself of Paragraph 4(1) of Schedule 1 of The Small Companies and Groups (Accounts and Directors' Report) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the company's activities.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources, including resident fees, are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

1 Summary of significant accounting policies (continued)

(c) Income recognition (continued)

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Legacy income is recognised when the charity is entitled to the income. Under SORP (FRS 102) it is the earlier of the charity being notified of an impending distribution or the legacy being received or if, before receipt, there is sufficient evidence that it is probable that the legacy will be received and the value of the incoming resources can be measured with sufficient reliability. When the charity has received notification of a legacy but it is not possible to measure the amount expected the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

The charity receives government grants in respect of its charitable activities. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes. Interest income is recognised using the effective interest method.

Other income includes income such as gains on disposals of tangible fixed assets.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes costs associated with fundraising;
- Expenditure on charitable activities includes costs incurred by the charity in the delivery of its activity and services to the beneficiaries; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

1 Summary of significant accounting policies (continued)

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with use of the resources. Premises overheads and other overheads have been allocated on an actual use basis.

The analysis of these costs is included in note 7.

(f) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses other than the leasehold land and building which is stated at valuation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold land and buildings	Nil
Leasehold improvements	Over the term of the lease
Fixtures and fittings	25% straight line
Computer equipment	25% straight line
Motor vehicles	25% straight line

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

(i) Leases

Assets acquired under finance leases are capitalised and depreciated over the shorter of the lease term and the expected useful life of the asset. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability using the effective interest method. The related obligations, net of future finance charges, are included in creditors.

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

(j) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

1 Summary of significant accounting policies (continued)

(k) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(l) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. They believe that the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 Income from donations and legacies

	2021 £	2020 £
Donations	64,914	25,307
Other	-	-
	<u>64,914</u>	<u>25,307</u>

Income from donations and legacies was £64,914 (2020: £25,307). £390 (2020: £11,232) was attributable to restricted funds and £64,524 (2020: £14,075) was attributable to unrestricted funds.

3 Income from charitable activities

	2021 £	2020 £
Residential	1,641,153	1,448,937
Day care	772,351	775,973
Community support	907,244	965,273
Projects	34,783	123,754
Other charitable activity	31,432	22,900
	<u>3,386,963</u>	<u>3,336,837</u>

Income from charitable activities was £3,386,963 (2020: £3,336,837). £39,824 (2020: £96,111) was attributable to restricted funds and £3,347,139 (2020: £3,240,726) was attributable to unrestricted funds.

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

4 Income from other trading activities

	2021	2020
	£	£
Fundraising events	496	14,766
Club subscriptions	594	21,071
Rental income	-	-
	<u>1,090</u>	<u>35,837</u>

Income from other trading activities was £1,090 (2020: £35,837). £ nil (2020: £18,260) was attributable to restricted funds and £1,090 (2020: £17,577) was attributable to unrestricted funds.

5 Income from investments

	2021	2020
	£	£
Bank interest receivable	246	1,464
	<u>246</u>	<u>1,464</u>

Income from investments was £246 (2020: £1,464). All was attributable to unrestricted funds.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

6 Analysis of expenditure

	Residential 2021	Day Care 2021	Community Support 2021	Projects 2021	Other charitable activity (including Governance) 2021	2021 Total	2020 Total
	£	£	£	£	£	£	£
Salaries & NI	881,380	403,762	751,424	-	42,135	2,078,701	2,189,756
Agency labour	2,636	-	-	-	-	2,636	171,272
Pension contributions	16,887	10,068	13,211	-	1,628	41,794	47,621
Hospital fund	2,579	1,834	1,772	19	163	6,367	5,554
Recruitment/advertising	1,604	-	-	-	-	1,604	187
Staff travel	68	382	7,174	-	194	7,818	29,515
Volunteer expenses	-	-	-	-	354	354	2,040
Rent and rates	46,733	46,530	2,786	-	330	96,379	94,653
Light and heat	40,131	6,156	1,826	-	-	48,113	50,766
Catering costs	53,086	1,579	(439)	-	260	54,486	91,143
Telephone & mobile	5,204	3,429	6,518	104	1,094	16,349	21,329
Office expenses (PPS)	4,203	8,876	390	-	1,036	14,505	10,812
Cleaning and welfare	26,995	7,595	837	-	919	36,346	42,330
Repairs and renewals	46,174	31,788	6,339	-	312	84,613	96,395
Gardening	2,453	146	-	-	-	2,599	3,297
Keep fit class expenses	644	(101)	-	-	-	543	4,274
Holiday costs	-	-	200	-	(17)	183	19,899
Registration fees	4,080	245	2,348	-	40	6,713	7,879
Bad debts	2,455	8,008	8,284	-	-	18,747	-
Subscriptions	2,478	4	284	-	-	2,766	3,482
Professional fees	23,760	5,041	3,999	12	11,768	44,580	36,620
Insurance	11,516	8,743	9,934	103	167	30,463	27,492

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

6 Analysis of expenditure on charitable activities (continued)

	Residential 2021	Day Care 2021	Community Support 2021	Projects 2021	Other charitable activity (including Governance) 2021	2021 Total	2020 Total
	£	£	£	£	£	£	£
Balance brought forward	1,175,066	544,085	816,887	238	60,383	2,596,659	2,956,316
Training costs	1,256	627	882	-	5	2,770	7,473
General sundries (inc newspapers & TV)	2,213	916	316	-	-	3,445	4,732
Motor expenses	16,229	34,763	-	-	-	50,992	57,754
Computer sundries	884	1,620	2,157	-	-	4,661	3,877
Donations/fundraising expenditure	550	-	140	-	-	690	3,996
Trips, outings and event costs	271	(57)	-	-	-	214	4,703
Client Day Care Services	379	104	-	-	-	483	1,896
Depreciation charge	26,777	4,679	-	-	-	31,456	33,944
Reallocation of support costs	213,183	110,966	111,761	-	59,659	495,569	430,191
Total resources expended	1,436,808	697,703	932,143	238	120,047	3,186,939	3,504,882

Expenditure on raising funds was £59,486 (2020: £4,884). £59,486 (2020: £4,479) of which was attributable to unrestricted funds and £nil (2020: £405) to restricted funds. Expenditure on charitable activities was £3,127,453 (2020: £3,499,998) of which £36,454 (2020: £109,253) was attributable to restricted and £3,090,999 (2020: £3,390,745) was attributable to unrestricted funds.

Governance costs of £59,486 (2020: £53,077) are included above.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

6 Analysis of expenditure (continued)

	Residential 2020	Day Care 2020	Community Support 2020	Projects 2020	Other charitable activity (including Governance) 2020	2020 Total	2019 Total
	£	£	£	£	£	£	£
Salaries & NI	842,519	443,003	812,112	11,209	80,913	2,189,756	2,121,047
Agency labour	146,526	677	24,069	-	-	171,272	173,498
Pension contributions	17,691	11,683	16,260	167	1,820	47,621	43,972
Hospital fund	2,199	1,679	1,462	65	149	5,554	6,726
Recruitment/advertising	-	-	187	-	-	187	-
Staff travel	1,386	1,476	26,225	91	337	29,515	45,132
Volunteer expenses	-	17	-	1,300	723	2,040	2,852
Rent and rates	41,863	39,258	3,607	-	9,925	94,653	99,694
Light and heat	41,566	6,950	2,169	-	81	50,766	42,132
Catering costs	53,152	24,588	3,894	128	9,381	91,143	104,149
Telephone & mobile	5,883	4,550	9,011	197	1,688	21,329	26,792
Office expenses (PPS)	4,873	5,182	146	-	611	10,812	9,243
Cleaning and welfare	24,981	13,724	155	-	3,470	42,330	47,978
Repairs and renewals	75,892	12,268	1,803	944	5,488	96,395	72,081
Gardening	2,196	606	270	91	134	3,297	2,348
Keep fit class expenses	1,516	2,656	-	-	102	4,274	5,453
Holiday costs	8,365	4,545	490	-	6,499	19,899	15,771
Registration fees	4,731	337	2,762	-	49	7,879	9,386
Bad debts	-	-	-	-	-	-	754
Subscriptions	951	1,323	252	882	74	3,482	5,311
Professional fees	19,168	2,003	2,502	105	12,842	36,620	37,106
Advertising	-	-	-	-	-	-	88
Insurance	10,669	8,058	8,146	155	464	27,492	27,474

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

6 Analysis of expenditure on charitable activities (continued)

	Residential 2020	Day Care 2020	Community Support 2020	Projects 2020	Other charitable activity (including Governance) 2020	2020 Total	2019 Total
	£	£	£	£	£	£	£
Balance brought forward	1,306,127	584,583	915,522	15,334	134,750	2,956,316	2,898,987
Training costs	3,779	1,060	1,428	-	1,206	7,473	9,801
General sundries (inc newspapers & TV)	2,777	1,453	333	-	169	4,732	4,859
Motor expenses	18,645	39,054	-	17	38	57,754	82,381
Computer sundries	1,818	1,155	573	235	96	3,877	4,217
Donations/fundraising expenditure	2,061	655	140	-	1,140	3,996	8,070
Trips, outings and event costs	1,025	3,114	100	-	464	4,703	8,448
Client Day Care Services	273	1,623	-	-	-	1,896	560
Depreciation charge	28,134	5,810	-	-	-	33,944	32,560
Reallocation of support costs	165,434	105,966	99,324	3,163	56,304	430,191	426,672
Total resources expended	1,530,073	744,473	1,017,420	18,749	194,167	3,504,882	3,476,555

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

7 Allocation of support costs

	Residential 2021 £	Day Care 2021 £	Community Support 2021 £	Projects 2021 £	Other charitable activity 2021 £	Governance 2021 £	2021 Total £	2020 Total £
Premises	38,988	20,294	20,439	-	2,182	8,729	90,632	53,208
General office and finance staff	132,780	69,115	69,610	-	7,432	29,726	308,663	292,744
Communications	4,414	2,298	2,314	-	247	988	10,261	9,295
Office expenses	6,050	3,149	3,172	-	339	1,354	14,064	25,161
Payroll processing costs/Accy	2,728	1,420	1,430	-	153	611	6,342	5,927
Registration fees and subscriptions	2,015	1,049	1,057	-	113	451	4,685	5,485
Bank charges	603	314	316	-	34	135	1,402	1,590
Professional fees	9,898	5,152	5,189	-	554	2,216	23,009	7,946
Advertising	440	229	230	-	25	98	1,022	5,036
Computer expenses	9,065	4,718	4,752	-	507	2,030	21,072	16,349
Depreciation charge	3,958	2,060	2,075	-	222	887	9,202	9,069
Bad debt	1,220	635	640	-	68	273	2,836	-
Donation expenditure	1,024	533	537	-	57	228	2,379	4,846
	213,183	110,966	111,761	-	11,933	47,726	495,569	436,656

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

7 Allocation of support costs

	Residential 2020 £	Day Care 2020 £	Community Support 2020 £	Projects 2020 £	Other charitable activity 2020 £	Governance 2020 £	2020 Total £	2019 Total £
Premises	20,462	13,106	12,285	391	1,839	5,125	53,208	47,158
General office and finance staff	110,091	70,517	66,097	2,105	9,893	27,575	286,278	268,799
Communications	3,574	2,290	2,146	68	321	895	9,294	11,349
Office expenses	9,676	6,198	5,809	185	870	2,424	25,162	19,159
Payroll processing costs/Accy	2,279	1,460	1,368	44	205	571	5,927	7,173
Registration fees and subscriptions	2,109	1,351	1,266	40	190	528	5,484	5,582
Bank charges	611	392	367	12	55	153	1,590	2,350
Professional fees	3,056	1,957	1,835	58	275	765	7,946	34,925
Advertising	1,937	1,240	1,163	37	174	485	5,036	3,364
Computer expenses	6,287	4,027	3,775	120	565	1,575	16,349	14,422
Depreciation charge	3,488	2,234	2,094	67	313	874	9,070	9,069
Donation expenditure	1,864	1,194	1,119	36	167	467	4,847	3,322
	165,434	105,966	99,324	3,163	14,867	41,437	430,191	426,672

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

8 Auditor's remuneration

	2021	2020
	£	£
Auditor's remuneration	11,760	11,640
	<u>11,760</u>	<u>11,640</u>

All of the above costs were attributable to unrestricted funds in both years.

9 Net income / (expenditure) for the year

Net income / (expenditure) is stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets	40,659	43,013
Auditor's remuneration – Audit services	11,760	11,640
Other non-audit services	6,246	7,074
Operating lease rentals – Land and buildings	110,899	79,233
Plant and equipment	36,754	39,530
Trustees indemnity insurance	<u>420</u>	<u>1,114</u>

10 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2020: £Nil).

The total amount of employee benefits received by key management personnel is £102,191 (2020: £95,226). The Trust considers its key management personnel comprise the senior management team.

One trustee received travel expenses totalling £202 in 2020. No expenses were received by any trustees in 2021.

11 Staff costs and employee benefits

The average monthly number of employees during the year was as follows:

	2021	2020
	Number	Number
Charitable activities		
Residential	54	53
Day services	28	37
Community	28	31
Projects	3	2
Governance and admin	12	13
	<u>125</u>	<u>136</u>

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

11 Staff costs and employee benefits (continued)

The total staff costs and employees benefits were as follows:

	2021 £	2020 £
Wages and salaries	2,227,648	2,304,070
Social security	141,091	142,114
Defined contribution pension costs	56,148	56,652
	<u>2,424,887</u>	<u>2,502,836</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

12 Tangible fixed assets

	Leasehold Land and buildings £	Leasehold Improvements £	Fixtures and fittings £	Motor vehicles £	Total £
Cost or valuation:					
At 1 April 2020	230,000	24,506	335,517	101,310	691,333
Additions	-	-	13,990	-	13,990
Revaluation	-	-	-	-	-
At 31 March 2021	<u>230,000</u>	<u>24,506</u>	<u>349,507</u>	<u>101,310</u>	<u>705,323</u>
Depreciation:					
At 1 April 2020	-	24,506	278,323	93,758	396,587
Charge for the year	-	-	33,107	7,552	40,659
At 31 March 2021	<u>-</u>	<u>24,506</u>	<u>311,430</u>	<u>101,310</u>	<u>437,246</u>
Net book value:					
At 31 March 2021	<u>230,000</u>	<u>-</u>	<u>38,077</u>	<u>-</u>	<u>268,077</u>
At 31 March 2020	<u>230,000</u>	<u>-</u>	<u>57,194</u>	<u>7,552</u>	<u>294,746</u>

The historic cost equivalent of land and buildings included at valuation are as follows:

	2021 £	2020 £
Cost	12,622	12,622
Accumulated depreciation	-	-
Net book value	<u>12,622</u>	<u>12,622</u>

Mencap in Kirklees**Notes to the Financial Statements****Year Ended 31 March 2021****12 Tangible fixed assets (continued)**

Leasehold land and buildings were subject to an independent professional valuation at 31 March 2021. The valuation provided of £230,000, remains unchanged from 31 March 2020 and this has been incorporated into these financial statements.

13 Debtors

	2021 £	2020 £
Trade debtors	139,244	195,712
Other debtors	2,158	188
Prepayments and accrued income	126,825	157,634
	<u>268,227</u>	<u>353,534</u>

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	143,484	103,807
Other tax and social security	31,576	31,636
Other creditors	35,188	22,118
Accruals and deferred income	149,936	112,223
	<u>360,184</u>	<u>269,784</u>

15 Leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than one year	51,488	48,714
Later than one and not later than five years	69,173	13,739
	<u>120,661</u>	<u>62,453</u>

Mencap in Kirklees

Notes to the Financial Statement

Year Ended 31 March 2021

16 Fund reconciliation

Unrestricted funds - 2021

	Balance at 1 April 2020 £	Income £	Expenditure £	Loss on revaluation of fixed assets	Transfers £	Balance at 31 March 2021 £
Unrestricted	609,230	3,412,999	(3,150,485)	-	(150,000)	721,744
Designated – Expenditure fund	14,554	-	-	-	150,000	164,554
Designated – Revaluation fund	217,378	-	-	-	-	217,378
	841,162	3,412,999	(3,150,485)	-	-	1,103,676

Restricted funds - 2021

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Donations & fundraising (i)	59,425	735	(690)	-	59,470
Changing Places	524	-	-	-	524
Children in Need – Saturday Fun Club (ii)	2,063	-	-	-	2,063
Gold Standard Framework (iii)	3,426	-	-	-	3,426
More to Do (iv)	21,550	39,479	(35,764)	-	25,265
The Waverley Café Project (v)	95	-	-	-	95
	87,083	40,214	(36,454)	-	90,843

Unrestricted funds - 2020

	Balance at 1 April 2019 £	Income £	Expenditure £	Loss on revaluation of fixed assets	Transfers £	Balance at 31 March 2020 £
Unrestricted	669,921	3,273,842	(3,395,224)	-	60,691	609,230
Designated – Expenditure fund	75,245	-	-	-	(60,691)	14,554
Designated – Revaluation fund	237,378	-	-	(20,000)	-	217,378
	982,544	3,273,842	(3,395,224)	(20,000)	-	841,162

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2020

16 Fund reconciliation (continued)

Restricted funds – 2020

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Donations & fundraising (i)	52,925	18,263	(11,175)	(588)	59,425
Changing Places	524	-	-	-	524
Children in Need – Saturday Fun Club (ii)	2,063	-	-	-	2,063
Gold Standard Framework (iii)	3,426	-	-	-	3,426
More to Do (iv)	12,200	49,457	(40,107)	-	21,550
The Waverley Café Project (v)	-	57,883	(58,376)	588	95
	71,138	125,603	(109,658)	-	87,083

Fund descriptions

a) Unrestricted funds

The general funds are available for the use at the discretion of the charity in furtherance of the general objectives as detailed in the trustees report.

b) Designated funds

Expenditure Fund

The trustees had in previous years designated a proportion of unrestricted funds having identified future expenditure requirements on new vehicles, various fundraising and other capital items and to cover excess operating costs. The trustees also intend to use designated funds to fund pilot projects until external funding can be sourced.

Revaluation Fund

The trustees have designated funds equivalent to the revaluation of the leasehold land and buildings.

c) Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes and include the following projects.

- (i) Monies received from the West Riding Masonic Charities to fund the purchase of a minivan.
- (ii) Monies received to fund a leisure facility for children aged 6 to 16 years with a moderate learning disability.
- (iii) This grant enables care home staff to deliver personalised care for the ageing learning disabled population.

Mencap in Kirklees

Notes to the Financial Statements

Year Ended 31 March 2021

16 Fund descriptions (continued)

- (iv) Monies received to deliver a weekend break service for people who are not eligible for social care support.
- (v) The café project goal is training people with learning disabilities, enabling the trainees to gain employment qualifications, life skills and gain confidence.

17 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fixed assets	50,699	217,378	-	268,077
Cash and current investments	763,002	164,554	90,843	1,018,399
Other current assets	268,227	-	-	268,227
Creditors less than one year	(360,184)	-	-	(360,184)
Total	721,744	381,932	90,843	1,194,519

	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fixed assets	77,368	217,378	-	294,746
Cash and current investments	448,112	14,554	87,083	549,749
Other current assets	353,534	-	-	353,534
Creditors less than one year	(269,784)	-	-	(269,784)
Total	609,230	231,932	87,083	928,245

Mencap in Kirklees
Notes to the Financial Statements
Year Ended 31 March 2021

18 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	Charity	
	2021	2020
	£	£
Net income/ (expenditure) for the year	266,274	(105,437)
Interest receivable	(246)	(1,464)
Depreciation of tangible fixed assets	40,659	43,013
Decrease / (increase) in debtors	85,307	(18,718)
Increase / (decrease) in creditors	90,400	(44,566)
Net cash flow from operating activities	482,394	(127,172)

19 Pensions and other post-retirement benefits

Defined contribution pension plans

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £56,148 (2020: £56,652).

The contributions are allocated to unrestricted funds.

20 Related party transactions

During the year a trustee donated £1,400 to the charity, there were no conditions attached to the donation. There are no related party transactions during the period to 31 March 2020.

The charity is controlled by the Trustees. No one Trustee has ultimate control.

21 Capital commitments

At the year end the charity had committed to the acquisition of fixed assets totalling £Nil (2020: Nil).